

SUGGESTED GUIDELINES

Suggested guidelines of the Southern Antelope Valley area service committee of narcotics anonymous.

Revised for approval 06/07/2009

Table of Contents

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION I. DEFINITION

SECTION II. PURPOSE

SECTION III. FUNCTION

SECTION IV. MEETINGS

SECTION V. PARTICIPANTS

SECTION VI. TRUSTED SERVANTS

SECTION VII. COMMITTEES

SECTION VIII. VOTING PROCEDURES

SECTION IX. ELECTIONS

SECTION X. AMENDMENTS

-
1. Group Service Representative:
 2. GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALT.)
 3. CHAIRPERSON
 4. VICE-CHAIRPERSON
 5. SECRETARY
 6. TREASURER
 7. REGIONAL COMMITTEE MEMBER (RCM)
 8. REGIONAL COMMITTEE MEMBER ALTERNATE (RCM-ALT)
 9. CONVENTION COMMITTEE REPRESENTATIVE

**SUGGESTED GUIDELINES OF THE
SOUTHERN ANTELOPE VALLEY AREA SERVICE COMMITTEE
OF**

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

NARCOTICS ANONYMOUS

SECTION I – DEFINITION

- A. Name:** This body shall be known as the Southern Antelope Valley Area Service Committee of Narcotics Anonymous, hereinafter referred to as the S.A.V.A.S.C.
- B. Definition:** The S.A.V.A.S.C. is a group made up of elected representatives of Narcotics Anonymous (N.A.) groups, elected Area Trusted Servants, Sub-Committee Representatives, and interested N.A. members whose aim it is to serve the specific needs of the Area's groups, and to facilitate ways to "carry the message to the addict that still suffers".
- C. Boundaries:** The S.A.V.A.S.C. shall serve that portion of California, such that our western boundary shall be Lake Hughes, north to Rosamond, east to Lake Los Angeles, and south to Palmdale.
- D.** The S.A.V.A.S.C. shall have the option of including neighboring groups when petitioned and approved.

SECTION II – PURPOSE

The purpose of the S.A.V.A.S.C. shall be to coordinate and carry out the business and activities of N.A., common to the various groups comprising its membership. It shall do so in accordance with the "12-Traditions" and "12-Concepts", N.A., so that "no addict need ever die without having had a chance to find a better way of life".

SECTION III – FUNCTION

- A. Implementation:** The functions of the S.A.V.A.S.C. shall be carried out at the monthly Area Service Committee meeting and/or special meetings. By the following Southern Antelope Valley Area elected Trusted Servants, including but not limited to the following:
1. GSR's and GSR-Alts.
 2. Sub-Committee Chairs, including but not limited to:
 - a. Activities Committee (S.A.V.A.A.C.)
 - b. Hospitals and Institutions Committee (S.A.V.A.H.I.C.)
 - c. Literature Review Committee (S.A.V.A.L.R.C.)
 - d. Phone Lines Committee (S.A.V.A.P.L.C.)
 - e. Policy Committee (S.A.V.A.P.C.)
 - f. Public Information Committee (S.A.V.A.P.I.C.)
 3. Executive Board
 4. Elected Ad Hoc Committee Chairs

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

These Sub-Committees shall carry out their functions in accordance with the "12-Traditions" and "12-Concepts" of N.A., and their own guidelines (created by the Sub-Committee, reviewed by the Southern Antelope Valley Area Policy Committee, and ratified by the S.A.V.A.S.C.) Area and Sub-Committee guidelines shall be made available upon request.

B. Functions: The functions of the S.A.V.A.S.C. shall include, but are not limited to the following:

1. To provide a forum (the monthly S.A.V.A.S.C. meeting) for N.A. groups to resolve their common concerns through their GSR's and/or GSR-Alts.
2. To enable communications between groups in the S.A.V.A., and between these meetings, groups, and S.A.V.A.S.C. Sub-Committees in accordance with Tradition One.
3. To provide a post office box to receive correspondence to the S.A.V.A.S.C.
4. To elect a Regional Committee Member (RCM) and Alternate, for consistent and active participation in the Southern California Regional Service Committee (S.C.R.S.C.), in order to communicate between the Area and the Region.
5. To donate monies above the S.A.V.A.N.A.'s Prudent Reserve, to the Southern California Regional Service Committee of Narcotics Anonymous (S.C.R.S.C.N.A.).
6. To elect representatives to the Southern California Regional Convention Committee (S.C.R.C.C.) for active participation in the S.C.R.C.C. and to communicate between the S.A.V.A.S.C., and the S.C.R.C.C.
7. To provide activities (entertainment, recreational and social functions) to increase N.A. unity and to raise funds to carry out other Area functions.
8. To carry the message to addicts in hospitals and institutions who do not have the freedom to attend regular N.A. Meetings.
9. To procure and distribute N.A. approved literature.
10. To review and help create N.A. literature.
11. To carry the N.A. message (in accordance with the 11th tradition) to addicts and those serving addicts. This may be accomplished through the media, community presentation, mailing list, and flyer, etc...
12. The administration and maintenance of a 24-hour phone line able to:
 - a. Answer basic questions regarding N.A.
 - b. Co-ordinate 12-step calls.
 - c. Refer callers to the N.A. meeting or committees that can best meet their needs.
13. To review and update S.A.V.A.S.C. guidelines, and to assist Sub-Committees in this function.
14. Chairperson to register S.A.V.A.N.A. with the W.S.O. annually in April.
15. To provide a Group Service Representative Orientation, Learning Day or Appreciation day via the Southern Antelope Valley Area Policy Committee for all GSR's and any interested members.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION IV – MEETINGS

A. Regular Meetings: The S.A.V.A.S.C. shall hold one regularly scheduled business meeting on the first Sunday of each month or on the second Sunday of the month if the first Sunday falls on a holiday or if facility is unavailable.

B. Special Meetings: Special meetings may be called by:

1. A majority of GSR's, or the Chairperson or Vice-Chairperson on being advised of matters of special urgency.
2. A 48-hour notice of such meetings must be given to all participants by the Chairperson, Vice-Chairperson, or the representative calling the meeting.
3. The S.A.V.A.S.C. Trusted Servants shall hold a steering committee meeting quarterly, in which the only participants shall be the Executive Board and the Sub-Committee Chairpersons.

Purpose

- a. Create a six-month plan of events for the Area.
 - b. Create a six-month financial plan in order to effectively implement those events.
- It is not the purpose of the Steering committee to set the agenda for the ASC meetings.

C. Participants: All S.A.V.A.S.C. business meetings shall be open to any member of Narcotics Anonymous as non participating observers, but shall be closed to the general public. The only participants shall be those listed in **SECTION V**, unless the Chairperson requests special input or clarification.

D. Groups Rights: Rights of the groups are:

1. To purchase N.A. approved literature from the Literature Distribution Coordinator at the S.A.V.A.S.C. at the business meetings.
2. To have their meeting listed in the Southern Antelope Valley Area meeting directory and submitted to the Southern California Regional Service Office (S.C.R.S.O.) and the World Service Office (W.S.O.) to be included in their meeting directories.
3. To have the S.A.V.A.S.C. phone lines refer addicts seeking recovery to their group.
4. To be able to go to the GSR or GSR-Alternate for information concerning:
 - a. The Southern Antelope Valley Area.
 - b. The Southern California Region.
 - c. N.A. at the World level
 - d. N.A. activities.
 - e. Other N.A. meetings.
 - f. The N.A. service structure.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

- g. The "12-Traditions" and "12-Concepts" of N.A.
- h. How to get involved in N.A. Service.

5. To make their group conscience known on matters affecting:
- a. Their groups.
 - b. The Southern Antelope Valley Area.
 - c. The Southern California Region.
 - D. N.A. as a whole.

- E. Open Forums:** The S.A.V.A.S.C. shall set aside a portion of its agenda for an open forum in which any interested N.A. member can speak his/her mind on issues before the ASC. The interested member shall advise the Chairperson, prior to the start of the ASC meeting of their desire to address the ASC.
- F. Length of meetings:** S.A.V.A.S.C. business meetings shall continue until all business on agenda is completed or as facility contract permits.

SECTION V – PARTICIPANTS

- A. Participants:** Participants in the S.A.V.A.S.C. shall include but are not limited to the following:
1. Group Service Representative (hereafter known as GSR's) and or their alternates, who have been elected by each of the groups in the Antelope Valley Area to represent their group's conscience.
 2. Sub-Committee Chairpersons as elected at the S.A.V.A.S.C.
 3. Trusted Servants (as defined in Section VI) who have been elected to perform specific duties.
- B. Addressing the Floor:** All participants must be recognized by the Chairperson to address the floor of the S.A.V.A.S.C.
- C. Voting Members:** New GSR's and their alternates representing a newly formed group shall not be considered voting members until they attend a second consecutive meeting.
- D. Voting Privileges:** Voting privileges shall be suspended for any GSR or Sub-Committee representative who has failed to attend two (2) consecutive meetings. Attendance is defined as the GSR or Sub-Committee representative being present at the meeting for its duration.
- E. Motions:** Active GSR's are the only participants who may make and second a motion, except Sub-Committee Chairpersons or their representatives, who may make motions concerning issues of their Sub-Committees (to be seconded by a GSR).

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION VI – TRUSTED SERVANTS

- A. Executive Committee:** The Executive Committee shall consist of all Trusted Servants elected by the S.A.V.A.S.C. (i.e. Chairperson, Vice-Chairperson, RCM or RCM-Alt, Treasurer, Secretary, Literature Distribution Coordinator, and including Sub-Committee Chairpersons.
- B. Term of Office:** These Trusted Servants are expected to attend all S.A.V.A.S.C. meetings, and shall serve a term of one (1) year. Trusted Servants may succeed themselves in office, but none may serve more than two (2) consecutive terms. In the event of a vacated office, temporary appointments may be made by a special election and held until the next regularly scheduled elections.
- C. Removal from Office:** Absence at two (2) consecutive meetings by any elected Trusted Servant of the S.A.V.A.S.C. shall be cause enough for removal. See procedure for removal of Trusted Servants, Section VIII, Paragraph G.)
- D. No S.A.V.A.S.C. EXECUTIVE COMMITTEE TRUSTED SERVANT shall be a CHAIR OR VICE-CHAIRPERSON OF ANY S.A.V.A.S.C. SUB-COMMITTEE.**
- E. Accession to Chair:** The Trusted Servants accession to the Chair is as follows:
1. Chairperson
 2. Vice-Chairperson
 3. RCM
 4. RCM-Alt.
 5. Treasurer *and Alt*
 6. Secretary *and Alt*
 7. Literature Distribution Coordinator
 8. Sub-Committee Chairpersons
- F. Trusted Servants:** Trusted Servants shall include, but are not limited to:
1. **Group Service Representative:** Each Southern Antelope Valley Area N.A. group shall elect a GSR on a yearly basis. The GSR's represent their groups at the S.A.V.A.S.C. business meetings. Although elected at the group level, it is suggested that the GSR shall meet the following qualifications, and perform the following duties:
 - a. **Qualifications:**
 1. At least ONE-YEAR (1) CONTINUOUS CLEAN TIME, and maintenance thereof for the duration of the commitment.
 2. Active participation and regular attendance in the group, which they represent.
 3. Knowledge of the "12-Steps", "12-Traditions", and "12-Concepts". Of N.A., and the

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

N.A. Service Structure and how they function to help the addict who still suffers.

b. Duties:

4. To be familiar with the Southern Antelope Valley Area Guidelines.
5. To be present at all S.A.V.A.S.C. regular business meetings and special meetings for the duration of the meetings.
6. To be an active participant of a Sub-Committee of the S.A.V.A.S.C.
7. To attend a GSR workshop and orientation.
8. To carry or represent their "Group's Conscience" when proposing, discussing and voting on motions presented to the S.A.V.A.S.C.
9. To inform their group's of events happening in "Narcotics Anonymous".
10. To inform members of their group's about:
 - a. How to get involved in N.A. Service.
 - b. The N.A. Service Structure.
 - c. The "12-Traditions" and "12-Concepts", of N.A.
 - D. N.A. activities.
 - e. How the S.A.V.A.S.C. functions.
11. To help their group's abide by the "12-Traditions" and "12-Concepts" of N.A.
12. To make donations from their group's to the S.A.V.A.S.C., when so directed by their group.
13. To procure literature when so directed by their groups.
14. To train the GSR-Alt. in the performance of the duties of the GSR.
15. To perform all of these duties for a period of one (1) year.

2. GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALT.)

a. Qualifications

1. At least SIX-MONTHS (6) CONTINUOUS CLEAN TIME and maintenance thereof for the duration of the commitment.
2. Active participation and regular attendance in the group, which they represent.
3. Knowledge of the "12-Steps", "12-Traditions", and "12-Concepts" of N.A. and the N.A. Service Structure and how they function to help the addict who still suffers.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To be present at all S.A.V.A.S.C. regular business meetings and special meetings with the GSR as a non-active participant.
3. To perform all the duties of the GSR in his/her absence.
4. To be willing to serve as GSR if elected the following term.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SUGGESTED GUIDELINES

Suggested guidelines of the Southern Antelope Valley area service committee of narcotics anonymous.

Revised for approval 06/07/2009

Table of Contents

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION I. DEFINITION

SECTION II. PURPOSE

SECTION III. FUNCTION

SECTION IV. MEETINGS

SECTION V. PARTICIPANTS

SECTION VI. TRUSTED SERVANTS

SECTION VII. COMMITTEES

SECTION VIII. VOTING PROCEDURES

SECTION IX. ELECTIONS

SECTION X. AMENDMENTS

-
1. **Group Service Representative:**
 2. **GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALT.)**
 3. **CHAIRPERSON**
 4. **VICE-CHAIRPERSON**
 5. **SECRETARY**
 6. **TREASURER**
 7. **REGIONAL COMMITTEE MEMBER (RCM)**
 8. **REGIONAL COMMITTEE MEMBER ALTERNATE (RCM-ALT)**
 9. **CONVENTION COMMITTEE REPRESENTATIVE**

**SUGGESTED GUIDELINES OF THE
SOUTHERN ANTELOPE VALLEY AREA SERVICE COMMITTEE
OF**

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

NARCOTICS ANONYMOUS

SECTION I – DEFINITION

- A. Name:** This body shall be known as the Southern Antelope Valley Area Service Committee of Narcotics Anonymous, hereinafter referred to as the S.A.V.A.S.C.
- B. Definition:** The S.A.V.A.S.C. is a group made up of elected representatives of Narcotics Anonymous (N.A.) groups, elected Area Trusted Servants, Sub-Committee Representatives, and interested N.A. members whose aim it is to serve the specific needs of the Area's groups, and to facilitate ways to "carry the message to the addict that still suffers".
- C. Boundaries:** The S.A.V.A.S.C. shall serve that portion of California, such that our western boundary shall be Lake Hughes, north to Rosamond, east to Lake Los Angeles, and south to Palmdale.
- D.** The S.A.V.A.S.C. shall have the option of including neighboring groups when petitioned and approved.

SECTION II – PURPOSE

The purpose of the S.A.V.A.S.C. shall be to coordinate and carry out the business and activities of N.A., common to the various groups comprising its membership. It shall do so in accordance with the "12-Traditions" and "12-Concepts", N.A., so that "no addict need ever die without having had a chance to find a better way of life".

SECTION III – FUNCTION

- A. Implementation:** The functions of the S.A.V.A.S.C. shall be carried out at the monthly Area Service Committee meeting and/or special meetings. By the following Southern Antelope Valley Area elected Trusted Servants, including but not limited to the following:
1. GSR's and GSR-Alts.
 2. Sub-Committee Chairs, including but not limited to:
 - a. Activities Committee (S.A.V.A.A.C.)
 - b. Hospitals and Institutions Committee (S.A.V.A.H.I.C.)
 - c. Literature Review Committee (S.A.V.A.L.R.C.)
 - d. Phone Lines Committee (S.A.V.A.P.L.C.)
 - e. Policy Committee (S.A.V.A.P.C.)
 - f. Public Information Committee (S.A.V.A.P.I.C.)
 3. Executive Board
 4. Elected Ad Hoc Committee Chairs

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

These Sub-Committees shall carry out their functions in accordance with the "12-Traditions" and "12-Concepts" of N.A., and their own guidelines (created by the Sub-Committee, reviewed by the Southern Antelope Valley Area Policy Committee, and ratified by the S.A.V.A.S.C.) Area and Sub-Committee guidelines shall be made available upon request.

B. Functions: The functions of the S.A.V.A.S.C. shall include, but are not limited to the following:

1. To provide a forum (the monthly S.A.V.A.S.C. meeting) for N.A. groups to resolve their common concerns through their GSR's and/or GSR-Alts.
2. To enable communications between groups in the S.A.V.A., and between these meetings, groups, and S.A.V.A.S.C. Sub-Committees in accordance with Tradition One.
3. To provide a post office box to receive correspondence to the S.A.V.A.S.C.
4. To elect a Regional Committee Member (RCM) and Alternate, for consistent and active participation in the Southern California Regional Service Committee (S.C.R.S.C.), in order to communicate between the Area and the Region.
5. To donate monies above the S.A.V.A.N.A.'s Prudent Reserve, to the Southern California Regional Service Committee of Narcotics Anonymous (S.C.R.S.C.N.A.).
6. To elect representatives to the Southern California Regional Convention Committee (S.C.R.C.C.) for active participation in the S.C.R.C.C. and to communicate between the S.A.V.A.S.C., and the S.C.R.C.C.
7. To provide activities (entertainment, recreational and social functions) to increase N.A. unity and to raise funds to carry out other Area functions.
8. To carry the message to addicts in hospitals and institutions who do not have the freedom to attend regular N.A. Meetings.
9. To procure and distribute N.A. approved literature.
10. To review and help create N.A. literature.
11. To carry the N.A. message (in accordance with the 11th tradition) to addicts and those serving addicts. This may be accomplished through the media, community presentation, mailing list, and flyer, etc...
12. The administration and maintenance of a 24-hour phone line able to:
 - a. Answer basic questions regarding N.A.
 - b. Co-ordinate 12-step calls.
 - c. Refer callers to the N.A. meeting or committees that can best meet their needs.
13. To review and update S.A.V.A.S.C. guidelines, and to assist Sub-Committees in this function.
14. Chairperson to register S.A.V.A.N.A. with the W.S.O. annually in April.
15. To provide a Group Service Representative Orientation, Learning Day or Appreciation day via the Southern Antelope Valley Area Policy Committee for all GSR's and any interested members.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION IV – MEETINGS

A. Regular Meetings: The S.A.V.A.S.C. shall hold one regularly scheduled business meeting on the first Sunday of each month or on the second Sunday of the month if the first Sunday falls on a holiday or if facility is unavailable.

B. Special Meetings: Special meetings may be called by:

1. A majority of GSR's, or the Chairperson or Vice-Chairperson on being advised of matters of special urgency.
2. A 48-hour notice of such meetings must be given to all participants by the Chairperson, Vice-Chairperson, or the representative calling the meeting.
3. The S.A.V.A.S.C. Trusted Servants shall hold a steering committee meeting quarterly, in which the only participants shall be the Executive Board and the Sub-Committee Chairpersons.

Purpose

- a. Create a six-month plan of events for the Area.
 - b. Create a six-month financial plan in order to effectively implement those events.
- It is not the purpose of the Steering committee to set the agenda for the ASC meetings.

C. Participants: All S.A.V.A.S.C. business meetings shall be open to any member of Narcotics Anonymous as non participating observers, but shall be closed to the general public. The only participants shall be those listed in **SECTION V**, unless the Chairperson requests special input or clarification.

D. Groups Rights: Rights of the groups are:

1. To purchase N.A. approved literature from the Literature Distribution Coordinator at the S.A.V.A.S.C. at the business meetings.
2. To have their meeting listed in the Southern Antelope Valley Area meeting directory and submitted to the Southern California Regional Service Office (S.C.R.S.O.) and the World Service Office (W.S.O.) to be included in their meeting directories.
3. To have the S.A.V.A.S.C. phone lines refer addicts seeking recovery to their group.
4. To be able to go to the GSR or GSR-Alternate for information concerning:
 - a. The Southern Antelope Valley Area.
 - b. The Southern California Region.
 - c. N.A. at the World level
 - d. N.A. activities.
 - e. Other N.A. meetings.
 - f. The N.A. service structure.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

- g. The "12-Traditions" and "12-Concepts" of N.A.
- h. How to get involved in N.A. Service.

5. To make their group conscience known on matters affecting:
- a. Their groups.
 - b. The Southern Antelope Valley Area.
 - c. The Southern California Region.
 - D. N.A. as a whole.

- E. Open Forums:** The S.A.V.A.S.C. shall set aside a portion of its agenda for an open forum in which any interested N.A. member can speak his/her mind on issues before the ASC. The interested member shall advise the Chairperson, prior to the start of the ASC meeting of their desire to address the ASC.
- F. Length of meetings:** S.A.V.A.S.C. business meetings shall continue until all business on agenda is completed or as facility contract permits.

SECTION V – PARTICIPANTS

- A. Participants:** Participants in the S.A.V.A.S.C. shall include but are not limited to the following:
1. Group Service Representative (hereafter known as GSR's) and or their alternates, who have been elected by each of the groups in the Antelope Valley Area to represent their group's conscience.
 2. Sub-Committee Chairpersons as elected at the S.A.V.A.S.C.
 3. Trusted Servants (as defined in Section VI) who have been elected to perform specific duties.
- B. Addressing the Floor:** All participants must be recognized by the Chairperson to address the floor of the S.A.V.A.S.C.
- C. Voting Members:** New GSR's and their alternates representing a newly formed group shall not be considered voting members until they attend a second consecutive meeting.
- D. Voting Privileges:** Voting privileges shall be suspended for any GSR or Sub-Committee representative who has failed to attend two (2) consecutive meetings. Attendance is defined as the GSR or Sub-Committee representative being present at the meeting for its duration.
- E. Motions:** Active GSR's are the only participants who may make and second a motion, except Sub-Committee Chairpersons or their representatives, who may make motions concerning issues of their Sub-Committees (to be seconded by a GSR).

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

SECTION VI – TRUSTED SERVANTS

- A. Executive Committee:** The Executive Committee shall consist of all Trusted Servants elected by the S.A.V.A.S.C. (i.e. Chairperson, Vice-Chairperson, RCM or RCM-Alt, Treasurer, Secretary, Literature Distribution Coordinator, and including Sub-Committee Chairpersons.
- B. Term of Office:** These Trusted Servants are expected to attend all S.A.V.A.S.C. meetings, and shall serve a term of one (1) year. Trusted Servants may succeed themselves in office, but none may serve more than two (2) consecutive terms. In the event of a vacated office, temporary appointments may be made by a special election and held until the next regularly scheduled elections.
- C. Removal from Office:** Absence at two (2) consecutive meetings by any elected Trusted Servant of the S.A.V.A.S.C. shall be cause enough for removal. See procedure for removal of Trusted Servants, Section VIII, Paragraph G.)
- D. No S.A.V.A.S.C. EXECUTIVE COMMITTEE TRUSTED SERVANT shall be a CHAIR OR VICE-CHAIRPERSON OF ANY S.A.V.A.S.C. SUB-COMMITTEE.**
- E. Accession to Chair:** The Trusted Servants accession to the Chair is as follows:
1. Chairperson
 2. Vice-Chairperson
 3. RCM
 4. RCM-Alt.
 5. Treasurer *and Alt*
 6. Secretary *and Alt*
 7. Literature Distribution Coordinator
 8. Sub-Committee Chairpersons
- F. Trusted Servants:** Trusted Servants shall include, but are not limited to:
1. **Group Service Representative:** Each Southern Antelope Valley Area N.A. group shall elect a GSR on a yearly basis. The GSR's represent their groups at the S.A.V.A.S.C. business meetings. Although elected at the group level, it is suggested that the GSR shall meet the following qualifications, and perform the following duties:
 - a. **Qualifications:**
 1. At least ONE-YEAR (1) CONTINUOUS CLEAN TIME, and maintenance thereof for the duration of the commitment.
 2. Active participation and regular attendance in the group, which they represent.
 3. Knowledge of the "12-Steps", "12-Traditions", and "12-Concepts". Of N.A., and the

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

N.A. Service Structure and how they function to help the addict who still suffers.

b. Duties:

4. To be familiar with the Southern Antelope Valley Area Guidelines.
5. To be present at all S.A.V.A.S.C. regular business meetings and special meetings for the duration of the meetings.
6. To be an active participant of a Sub-Committee of the S.A.V.A.S.C.
7. To attend a GSR workshop and orientation.
8. To carry or represent their "Group's Conscience" when proposing, discussing and voting on motions presented to the S.A.V.A.S.C.
9. To inform their group's of events happening in "Narcotics Anonymous".
10. To inform members of their group's about:
 - a. How to get involved in N.A. Service.
 - b. The N.A. Service Structure.
 - c. The "12-Traditions" and "12-Concepts", of N.A.
 - D. N.A. activities.
 - e. How the S.A.V.A.S.C. functions.
11. To help their group's abide by the "12-Traditions" and "12-Concepts" of N.A.
12. To make donations from their group's to the S.A.V.A.S.C., when so directed by their group.
13. To procure literature when so directed by their groups.
14. To train the GSR-Alt. in the performance of the duties of the GSR.
15. To perform all of these duties for a period of one (1) year.

2. GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALT.)

a. Qualifications

1. At least SIX-MONTHS (6) CONTINUOUS CLEAN TIME and maintenance thereof for the duration of the commitment.
2. Active participation and regular attendance in the group, which they represent.
3. Knowledge of the "12-Steps", "12-Traditions", and "12-Concepts" of N.A. and the N.A. Service Structure and how they function to help the addict who still suffers.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To be present at all S.A.V.A.S.C. regular business meetings and special meetings with the GSR as a non-active participant.
3. To perform all the duties of the GSR in his/her absence.
4. To be willing to serve as GSR if elected the following term.

3. CHAIRPERSON:

a. **Qualifications**

1. At least THREE YEARS CONTINUOUS CLEAN TIME and maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. Ability to chair in a firm and fair manner.

b. **Duties**

1. To be familiar with the Southern Antelope Valley Guidelines.
2. To arrange agenda, including all tabled motions from previous S.A.V.A.S.C. meeting(s) and preside over business meetings.
3. To maintain a working relationship with all other Trusted Servants of the S.A.V.A.S.C.
4. To serve as custodian of all S.A.V.A.S.C. files and archives.
5. To be co-signer on the S.A.V.A.S.C. bank account
6. To be responsible for and draft any necessary correspondence for the S.A.V.A.S.C.
7. To vote on motions on the floor of the S.A.V.A.S.C. ONLY in case of a deadlock or tie among voting participants on matters which require a simple majority to pass. **(The Chairperson can never complete a quorum).**
8. To notify and express concern to any group whose GSR has not attended two consecutive S.A.V.A.S.C. business meetings or has been placed on inactive status.
9. To be available to individual members of the Southern Antelope Valley Area to provide information about:
 - a. How to get involved in N.A. service.
 - b. The "12-Traditions" and "12- Concepts".
 - c. How the S.A.V.A.S.C. functions.
10. To help S.A.V.A.S.C. abide by the "12-Traditions" and "12-Concepts" of N.A.
11. To train the Vice-Chairperson in the performance of the duties of the Chairperson.

4. VICE-CHAIRPERSON:

a. **Qualifications**

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. Willingness to serve as Chairperson if elected the following term.

b. **Duties**

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To perform the Chairpersons duties in the absence of Chairperson.
3. To attend Sub-Committee meetings and to serve as liaison between those meetings and the Area in order to help coordinate services and to be

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

available to help resolve any problems that may arise.

4. To be available to assist Trusted Servants and participants of the S.A.V.A.S.C. business meeting.
5. To be co-signer on the S.A.V.A.S.C. bank account.

5. SECRETARY: and ALT

a. **Qualifications**

1. At least TWO YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least ONE YEAR in the S.A.V.A.N.A.
3. Possession of or access to some means of producing well ordered and legible minutes of the S.A.V.A.S.C. business meetings and special business meetings.

b. **Duties**

1. To be familiar with the Southern Antelope Valley Area Guidelines.
 2. To take accurate minutes of each S.A.V.A.S.C. BUSINESS MEETINGS AND SPECIAL MEETINGS.
 3. To record, type and distribute minutes before the S.A.V.A.S.C. business
 4. Meetings to all S.A.V.A.S.C. participants to keep a current list of S.A.V.A.S.C. participants, including mailing addresses and phone numbers.
5. To work with the S.A.V.A.S.C. Chairperson in the following manner:
- a. Assist with correspondence.
 - b. Ensure that the S.A.V.A.S.C. Chairperson is aware of absence of GSR's or representatives from any meetings, groups or Sub-Committees.
 - c. Take roll call and advise Chairperson of the presence or absence of a quorum.
 - d. Keep a current index file of all motions brought before the S.A.V.A.S.C.
6. To be prepared to perform the duties of the Chairperson and to do so in case of the absence of S.A.V.A.S.C. Trusted Servants according to the aforementioned order of accession to the Chair. (See Section VI Paragraph E).

6. TREASURER and ALT

a. **Qualifications**

1. At least THREE YEARS CONTINUOUS CLEAN TIME and maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. The ability to serve and the experience necessary to provide the S.A.V.A.S.C.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

with an accurate written accounting of all financial transactions.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To be custodian of and a co-signer of the S.A.V.A.S.C. bank account.
3. To attend all S.A.V.A.S.C. business meetings.
4. To accept and record all group donations.
5. To reimburse and distribute all S.A.V.A.S.C. approved expenditures.
6. To provide a comprehensive written itemized report of all contributions and expenditures and display deposit slips or copies thereof at all S.A.V.A.S.C. business meetings or upon request by any S.A.V.A.S.C. member.
7. To make available for audit by any concerned N.A. member ledgers, journals and other financial documents.
8. To make a written monthly report to the S.A.V.A.S.C. and Southern California Regional Service Conference (hereinafter S.C.R.S.C.)
9. To send all monies over the prudent reserve of \$2,050.00 to the S.C.R.S.C. each month.
10. To prepare estimates and recommendations of prudent reserve requirements and report these to the S.A.V.A.S.C. monthly.
11. To make the S.A.V.A.S.C. Cost Co card available to the S.A.V.A.S.C. Activities Committee Chairperson, the S.A.V.A.S.C. Activities Vice-Chair, and the S.A.V.A.S.C. Activities Committee Treasurer.
12. To be prepared to perform the duties of the Chairperson and to do so in the case of the absence of S.A.V.A.S.C. Trusted Servants according to the aforementioned order of accession to the Chair. *(See Section VI Paragraph E).*

7. REGIONAL COMMITTEE MEMBER (RCM)

a. Qualifications:

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.

b. Duties

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. To attend and participate in all S.A.V.A.S.C. and S.C.R.S.C. meetings, representing S.A.V.A.N.A. at the S.C.R.S.C. On items that are not on the S.C.R.S.C. agenda or where a specific Area decision has not been obtained from S.A.V.A.S.C., the RCM shall vote after evaluating each item with the needs of our Area in mind.
3. To maintain communication with and be available for any problems within the S. A. V. A. N. A. groups.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

4. To work closely with the Regional Committee Member (RCM) and Sub-Committee representatives and be a source of information and guidance in matters concerning the 12-Traditions and 12-Concepts of N.A.
5. To prepare and submit to the S.A.V.A.S.C. a written summary of their oral report, regarding the S.C.R.S.C. and World Service Committee (WSO).
6. To submit to the SA.C.R.S.O. And the W.S.O. an updated list of Area meetings to be included in their respective directories.
7. To train the RCM-Alt. in the performance of the duties of the RCM.
8. To be prepared to perform the duties of the Chairperson and to do so in the case of the absence of S.A.V.A.S.C. Trusted Servants in accordance to the aforementioned order of accession to the Chair. *(See Section VI, Paragraph E).*
9. To ensure that the S.A.V.A.S.C. Sub-Committees are advised of the S.A.V.A.S.C. Regional Sub-Committee meeting dates and times and upcoming events.

8. REGIONAL COMMITTEE MEMBER ALTERNATE (RCM-ALT)

a. Qualifications

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. Willingness to serve as the RCM if elected the following term.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To attend all S.A.V.A.S.C. and S.C.R.S.C. meetings, representing the S.A.V.A.N.A.
3. To work closely with the RCM to build a working understanding of the office of RCM
4. To be prepared to perform the duties of the Chairperson and to do so in the case of the absence of S.A.V.A.S.C. Trusted Servants in accordance to the aforementioned order of accession to the Chair. *(See Section VI, Paragraph E).*

9. CONVENTION COMMITTEE REPRESENTATIVE

a. Qualifications

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. The ability to serve and the experience necessary to provide the S.A.V.A.S.C. with an accurate written accounting of all inventories and financial transactions.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To attend all S.A.V.A.S.C. Business Meetings and Southern California Regional Convention Committee Meetings.
3. To prepare and submit to the S.A.V.A.S.C. a written summary of their oral report regarding the S.C.R.C.C.
4. Other duties shall be assigned at the Regional level.

3. LITERATURE DISTRIBUTION COORDINATOR

a. Qualifications

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.
3. The ability to serve and the experience necessary to provide the S.A.V.A.S.C. with an accurate written accounting of all inventories and financial transactions.

b. Duties

1. To be familiar with the Southern Antelope Valley Area Guidelines.
2. To maintain a stock of N.A. books and pamphlets which N.A. Groups and members can purchase.
3. To maintain accountability for all literature funds and literature inventory.
4. To make available for auditing by any concerned member ledgers, journals and any other inventories and financial documents.
5. To be prepared to perform the duties of the Chairperson and to do so in the case of the absence of S.A.V.A.S.C. Trusted Servants in accordance to the aforementioned order of accession to the Chair. *(See Section VI, Paragraph E)*

4. SUB-COMMITTEE CHAIRPERSONS

a. Qualifications

1. At least THREE YEARS CONTINUOUS CLEAN TIME and the maintenance Thereof for the duration of the commitment.
2. Service experience of at least TWO YEARS in the S.A.V.A.S.C.

b. Duties

1. To be familiar with the Southern Antelope Valley Guidelines.
2. To hold monthly meetings and be accountable and responsible to the S.A.V.A.S.C. to ensure compliance with S.A.V.A. – approved Sub-Committee Guidelines.
3. To ensure representation of their Sub-Committee at the S.C.R.S.C.
4. To be informed of the S.C.R.S.C. Sub-Committee meeting dates and times, And upcoming events.
5. To ensure representation of their Sub-Committee at the S.A.V.A.S.C.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

6. To inform their committee of what is happening at the S.A.V.A.S.C. and how Southern Antelope Valley N.A. groups can benefit from their services.
7. To participate in all Steering Committee meetings of the S.A.V.A.S.C.

c. General Qualifications: In addition to each of the specific office qualifications, each Trusted Servant shall have the following general qualifications.

1. Willingness and desire to serve.
2. Available time, resources and ability to serve.
3. Working knowledge of the "12-Steps", "12-Traditions" and "12-Concepts" of N.A., the N.A. Service Structure and active participation in N.A. meetings.
4. Clean time is understood to be abstinence from all mind-altering chemicals.

SECTION VII SUB-COMMITTEES

- A. Responsibilities:** Sub-Committees are directly responsible and accountable to the S.A.V.A.S.C. Each Sub-Committee shall ensure Regional representation and carry out its work in accordance with the "12-Steps" and "12-Traditions" of N.A.
- B. Pro-Tem Positions:** Pro-Tem Chairpersons, and Pro-Tem Executive Positions, are Temporarily appointed or elected Trusted Servants that finish the term of office vacated by a previously elected Trusted Servant. A Pro-Tem term of office is considered to be a full term if it is for a period of more than six months. If the Pro-Tem Trusted Servant served for less than six months, they may be elected for two regular terms thereafter. Otherwise they may be elected for one regular term thereafter.
- C. Chairperson:** The Chairperson of each respective Sub-Committee is responsible for creating a working committee made up of members willing to serve. All Sub-Committee Chairpersons or Pro-Tem Chairpersons are responsible to provide representation at all S.A.V.A.S.C. business meetings.
- D. Guidelines:** The S.A.V.A.S.C. shall be responsible for the implementation and approval of guidelines for each Sub-Committee it creates. Said guidelines area to be drafted by the Sub-Committee Trusted Servants and active members with the assistance of the Policy Committee,
if requested, utilizing the suggestions below. They shall be presented for approval at a regular S.A.V.A.S.C. business meeting at which time a motion should be entertained to send said guidelines to S.A.V.P.C. for review and input prior to simple majority vote to ratify and approve guidelines by S.A.V.A.S.C.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

- E. Description:** Descriptions of Sub-Committee shall be taken from the purpose section of their respective guidelines and inserted into Section VII, Paragraph G, after S.A.V.A.S.C. ratification. Area guidelines supersede Sub-Committee guidelines and Sub-committee guidelines can only be waived by a simple majority vote of the S.A.V.A.S.C. Guidelines for S.A.V.A.S.C. Sub-Committees should include, but are not limited to the following:
1. Name
 2. Purpose
 3. Functions: Our experience shows that there is a need for each Sub-Committee To have as one of its functions, to keep a file listing contacts and procedures for activities it performs. This is for use of future participants and goes hand-in-hand with the concept of Trusted Servants training their successors.
 4. Voting Procedures
 5. Meetings (including time and place).
 6. Qualifications and duties of Sub-Committee Trusted Servants.
- F. Treasurer:** In addition, to ensure the S.A.V.A.S.C. primary purpose is being fulfilled, each Sub-Committee shall have a treasurer with the experience and willingness necessary to provide the S.A.V.A.S.C. with an accurate monthly accounting of finances in written form. S.A.V.A.S.C. Sub-Committees may be reimbursed for copies of reports made available to the S.A.V.A.S.C. participants by providing S.A.V.A.S.C. Treasurer with proper receipts and two-thirds majority vote of active S.A.V.A.S.C. participants.
- G. Purposes and Reports:** Existing Sub-Committees and their purposes and mandatory report guidelines include:
1. **Activities Committees (S.A.V.A.A.C.)**
 - a. **Purpose:**
 1. To provide functions and activities for the N.A. fellowship within the S.A.V.A.
 2. To provide donations over and above the S.A.V.A.A.C. prudent reserve To the S.A.V.A.S.C. in order for the S.A.V.A.S.C. to continue to carry out the function described in the S.A.V.A.S.C. Guidelines.
 3. To provide donations over and above the S.A.V.A.A.C. Ad Hoc Merchandising Fund to the S.A.V.A.S.C. in order for the S.A.V.A.S.C. to carry out the functions described in the S.A.V.A.S.C. Guidelines.
 4. The S.A.V.A.A.C. shall be responsible directly to the S.A.V.A.S.C. Guidelines.

- b. Report Requirements:** The following items shall be included in the written monthly reports given by each Sub-Committee to the S.A.V.A.S.C.
- 1. Activities monthly meeting**
 - a. Time and place
 - b. Members present and status
 - c. Date, time, and place of next meeting. (Note it is the responsibility of the Sub-Committee Chairpersons to notify Phone Line of any changes of meeting date, time, or place) and also the web-site coordinate.

 - 2. Financial Report:**
 - a. Activities Committee**
 1. By event
 2. Accounts payable:
 - A. Required pre-event disbursement deposits.
 - B. Event expenses due.
 3. Accounts Receivable
 - A. Pre-paid funds received.
 - B. Pre-registration funds.
 4. Inventory on Hand
 5. Cash on Hand
 - b. Merchandising Fund**
 1. Current merchandise pending.
 2. Accounts Payable
 - A. Merchandise disbursement deposits.
 - B. Merchandising expenses due
 3. Accounts Receivable
 - A. Prepayment received from merchandise.
 - B. Payments received for merchandise.
 - 4 Inventory Worth
 - 5 Cash on Hand

 - 3. Contact List of Vendors and Contact Persons**

 - 4. Summary of Regional Sub-Committee meetings**

 - 5. Prior to their disbursement to GSR's, in addition to the monthly report, flyers for events must be submitted at least two months in advance to the S.A.V.A.S.C. for approval, in order to ensure their compliance with Regional Guidelines.**

 - 6. Six months written agenda of events.**

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

2. Hospitals And Institution Committee (S.A.V.A.H.I.C.)

a. Purpose

1. To assure that no addict, seeking recovery need ever die without ever having had the chance to find a better way of life. From this day forward may we provide the necessary services.
2. This concept shall always be our primary purpose.
3. N.A. will be there when addicts housed in correctional facilities, hospitals, recovery homes, or institutions, reach out for recovery.
4. To ensure that literature is procured from the Literature Distribution Coordinator, through the ASC Treasurer.
5. The S.A.V.A.H.I.C. shall be directly responsible to the S.A.V.A.S.C. Guidelines.

b. Report Requirements: The following items shall be included in the written monthly reports given by each Sub-Committee to the S.A.V.A.S.C.

1. H&I monthly meeting
 - a. Time and place
 - b. Members present and status.
 - c. Date, time, and place of next meeting. (Note it is the responsibility of the Sub-Committee Chairpersons to notify Phone Line of any changes of meeting date, time, or place.)
2. Financial Report
3. Panels
 - a. Leaders
 - b. Time and place
 - c. Open/new panels
 - d. Contact persons
 - e. Summary of regional Sub-Committee Meeting
 - f. Six-month written agenda of events.

3. Literature Review Committee (S.A.A.L.R.C.)

a. Purpose:

1. To provide a forum by which input on unapproved N.A. literature that narcotics Anonymous may consider for approval by the WSO, may be reviewed.
2. To review and or create literature as requested by our Area, Region, or World Service Committees, in accordance with the 12-Traditions and 12-Concepts of N.A. and the Handbook for Literature Committee.
3. The S.A.V.I.R.C. shall be directly responsible to the S.A.V.A.S.C. Guidelines.

- b. **Report Requirements:** The following items shall be included in the written monthly reports given by each Sub-Committee to the S.A.V.A.S.C.
 - 1. Literature Review Monthly Meeting
 - a. Day and time
 - b. Members present and status
 - c. Date, time, and place, of next meeting. (Note; It is the responsibility of the Sub-Committee Chairperson to notify Phone Lines of any changes of meeting date, time, and place.)
 - 2. Financial Report Literature Review
 - 3. Literature Currently Reviewing
 - 4. Update of WSC literature status
 - 5. Summary of Regional Sub-Committee Meetings
 - 6. Six-month written agenda of events

4. **Phone Lines Committee (S.A.V.A.P.L.C.)**

a. **Purpose**

- 1. To maintain lines of communication between N.A. and the public through 24-Hour Help Line so that the message of recovery is readily available to all addicts.
- 2. To carry the message of recovery in accordance with the 12-Traditions and 12-Concepts of N.A. and suggested guidelines of the WSO.
- 3. The S.A.V.A.P.L.C. shall be directly responsible to S.A.V.A.S.C. Guidelines. (Revised guidelines Sub-committee shall carry out their functions in accordance with the "12-Traditions and 12 concepts of N.A. and there own guidelines (created by the committee and ratified by the SAVASC)

b. **Report Requirements**

- 1. Phone Lines Monthly Meeting
 - a. Time and place
 - b. Members present and status
 - c. Date, time, and place, of next meeting. (Note; It is the responsibility of the Sub-Committee Chairperson to notify Phone Lines of any changes of meeting date, time or place).
- 2. Financial Report
- 3. Phone Line Volunteers
 - a. Day and time of slot
 - b. Phone log
 - c. Time of calls
 - d. Number of calls
 - e. Type of calls

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

4. Slot Opening
5. Total monthly calls
6. Answering machine times
7. Contact persons
8. Summary of Regional Sub-Committee Meetings.
9. Six-month written agenda of events

5. **Policy Committee (S.A.V.A.P.C.)**

a. **Purpose:**

1. The purpose of this Sub-Committee is to aid the Area and its Sub-Committees in a manner that promotes a functional means of dealing With business before the Area and to aid the S.A.V.A.S.C. voting Participants in making decisions based on N.A. principles rather than personalities. This committee shall provide information only in accordance with and from; the 12-Traditions and 12-Concepts of Service, the experience of the WSO, RSO, other Areas of N.A. and their Guidelines, the spirit of motions passed at the S.A.V.A.S.C., and the actual practice of the S.A.V.A.S.C. This committee's purpose is to provide information to the S.A.V.A.S.C., not to make decision for the S.A.V.A.S.C.
2. The S.A.V.A.P.C. shall be directly responsible to the S.A.V.A.S.C. Guidelines.

b. **Report Requirements:** The following items shall be included in the written monthly reports given by each Sub-Committee to the S.A.V.A.S.C.

1. Policy Monthly Meetings
 - a. Day and time
 - b. Members present and status
 - c. Date, time and place of next meeting. (NOTE: It is the responsibility of the Sub-Committee Chairperson to notify Phone Lines of any changes of the meeting date, time and place).
2. Financial report and review.
3. Current Status of the ASC Guidelines
 - a. Review and incorporate passed motions
 - b. Update ASC of changes
4. Current GSR Orientation Status
5. Contact Persons
6. Summary of Regional Sub-Committee Meetings
7. Six-month written agenda of events.

6. **Public Information Committee (S.A.V.A.P.I.C.)**

a. **Purpose:**

1. To maintain lines of communication between N.A. and the public, so that the message of recovery is readily available to all addicts.
2. The S.A.V.A.P.I.C. shall be directly responsible to the S.A.V.A.S.C. Guidelines.

b. **Report Requirements:** The following items shall be included in the written monthly reports given by each Sub-Committee.

1. Public Information Monthly Meeting
 - a. Day and time
 - b. Members present and status
 - c. Date, time and place of next meeting. (NOTE: It is the responsibility of the Sub-Committee Chairperson to notify Phone Lines of any changes of the meeting date, time, or place).
2. Yearly Events Scheduled
 - a. Red Ribbon Week
 - b. City's drug awareness day.
 - c. College Events
3. Financial Reports
 - a. Newspapers
 - b. Posters
 - c. Letters
 - d. Radio PSA's
 - e. TV PSA's
 - f. Billboards
 - g. Bus Benches
 - h. Telephone Books
 - i. Other
4. N.A. Members Needed
 - a. When, where, time
 - b. Do's & Don'ts
5. Contact Persons
6. Summary of Regional Sub-Committee Meetings.
7. Six-Month written agenda of events.

7. **Tumbleweed Newsletter Committee (S.A.V.A.T.N.C.)**

a. **Purpose:**

1. To maintain lines of communication between N.A. and the public, so The message of recovery is readily available to all addicts.
2. To carry the message of recovery in accordance with the 12- Traditions And 12-Concepts of N.A. and suggested guidelines of the WSO.
3. The S.A.V.A.T.N.C. shall be directly responsible to the S.A.V.A.S.C. guidelines.

b. **Report Requirements:**

1. Newsletter monthly meeting
 - a. Time and place
 - b. Members present and status
 - c. Date, time and place of next meeting (NOTE:, it is the responsibility of the Sub-Committee Chairperson to notify phone lines of any changes of meeting date, time or place).
2. Financial Report
3. Newsletter Volunteers
4. Articles Needed- when and what date.
5. Six-month written agenda of events

8. **Web-Site Committee (S.A.V.A.W.S.C.)**

a. **Purpose**

1. To maintain lines of communication between N.A. and the public, so The message of recovery is readily available to all addicts.
2. To carry the message of recovery in accordance with the 12- Traditions And 12-Concepts of N.A. and suggested guidelines of the WSO.
3. The S.A.V.A.W.S.C. shall be directly responsible to the S.A.V.A.S.C. guidelines.

b. **Report Requirements:**

1. Website monthly meeting
 - a. Time and place
 - b. Members present and status
 - c. Date, time and place of next meeting (NOTE:, it is the responsibility of the Sub-Committee Chairperson to notify phone lines of any changes of meeting date, time or place).
2. Financial Report
3. Updates Completed on Website.
4. Newsletter updated on Website
5. Flyers added and updated
6. Articles Needed- when and what date.
7. Six-month written agenda of events

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

9. **Ad Hoc Committees:** Newly proposed Sub-Committees shall function, as Ad Hoc Committees until they are established with Guidelines which are approved by the S.A.V.A.S.C. Ad Hoc Committees are temporary Committees, which are created for a specific purpose. Ad Hoc Committees are created either by the Chairperson of the S.A.V.A.S.C. or a simple majority vote of active participants of S.A.V.A.S.C. It is necessary to define the duties of these Ad Hoc Committees so that they may fulfill the purpose for which they were created. Ad Hoc Committees shall be directly responsible to the S.A.V.A.S.C. Guidelines.
10. All Sub-Committees are required to submit a written report at each S.A.V.A.S.C. Business Meeting for all participants or risk not being recognized on the floor for S.A.V.A.S.C. business matters.

SECTION VIII – VOTING PROCEDURES

- A. **Voting Members-GSR's:** Each duly elected GSR is entitled to one vote. In the absence of the GSR, the GSR-Alt shall vote for that group. Because GSR's (and their Alts in the GSR's absence) are the only participants that represent a group conscious, they shall vote on matters affecting N.A. as a whole on S.A.V.A.S.C. business matters.
- B. **Voting Members Executive Committee:** The S.A.V.A.S.C. Executive Committee (except the S.A.V.A.S.C. Chairperson) and all S.A.V.A.S.C. Sub-Committee Chairpersons shall be entitled to one vote each (except on matters which may be a conflict of interest). These Trusted Servants shall be the only participants that are voting members of the S.A.V.A.S.C. The S.A.V.A.S.C. Chairperson shall have one vote only in the event of a tie.
- C. **Inactive Members:** For the purpose of conducting S.A.V.A. Business, a GSR Sub-Committee Representative, or Executive Board a Member, failing to be represented at two (2) S.A.V.A.S.C. business meetings shall be considered "inactive" at the third (3) whether or not a quorum is present at S.A.V.A.S.C. business meetings.
- D. **Quorums:** A quorum at S.A.V.A.S.C. business meetings shall consist of two-thirds of all S.A.V.A.S.C. active voting participants. A quorum is needed to carry out business.
1. This quorum being present the matters before the S.A.V.A.S.C. shall be decided by a simple majority, except in matters regarding new or additional expenditures.
 2. A two-third (2/3) vote of quorum of all active GSR's shall be required for matters regarding new or additional expenditures. The Executive Committee (including all Sub-Committees) shall not vote on matters regarding new or additional expenditures.

Revised: 05/30/09

Suggested Guidelines of the Southern Antelope Valley Area Service Committee of Narcotics Anonymous.

- E. Voting Procedures:** There shall be no more than two pros and two cons heard on each motion made and seconded before a vote is taken. Discussion may be extended by a call for Discussion" Voted upon immediately by a "Call for the Vote", or tabled until a future S.A.V.A.S.C. Business Meeting by a "Motion to Table".
- 1. Call for Discussion**
 - a. If a "Call for Discussion is seconded and passed discussion on the previous motion shall continue until two cons are heard after which the motion shall be voted upon.
 - b. If a Call for Discussion is seconded and fails, the motion shall be tabled until the following S.A.V.A.S.C. Business Meeting, unless a Call for a Vote, is seconded and passed, in which case a vote on the previous motion shall be taken immediately.
 - 2. Call for the Vote**
 - a. A call for the vote shall suspend all discussion on the previous motion. If a Call for the Vote is seconded and passed, a vote on the previous motion shall be made immediately.
 - b. If a Call for Discussion is seconded and fails, discussion on the previous motion shall continue until two pros and two cons are heard unless a motion is seconded and passed to table the previous motion until the next S.A.V.A.S.C. Business Meeting.
 - 3. Motion to Table**
 - a. If a Motion to Table is seconded and passed, the motion shall be tabled until the next S.A.V.A.S.C. Business Meeting.
 - B. If a Motion to Table is seconded and fails, the motion shall continue to be discussed or voted upon as, as above.
- F. Reopening Motions:** No motion can be brought on the floor of the S.A.V.A.S.C. for **Six-months**, once it has been voted on, or one year, if it affects the guidelines.
- G. Removal of Trusted Servants** In situations regarding violations of Traditions, Area Guidelines, etc...the following steps may be taken.
- 1. Formal Warning (Motion to Censure)**
Trusted Servants shall receive a Formal Warning according to procedures in Paragraph E above, requiring a two-thirds 2/3 vote of the quorum of all active GSR's.
 - 2. Removal from Office:** Trusted Servants shall be removed according to voting procedures in Paragraph E, above requiring a two-thirds 2/3 vote of the quorum of all active GSR's.

SECTION – IX – ELECTIONS

- A. **Qualifications:** Nominees must meet qualifications of S.A.V.A.S.C. Guidelines.

- B. **Presentation of Nominees:** All nominees must be present at the time of their nomination in order to be elected to a position in the S.A.V.A.S.C. All incumbent S.A.V.A.S.C. Trusted Servants that are eligible at times of election in accordance with Section VI, Paragraph B, are automatically nominated at time of election unless they decline the nomination. The Vice-Chairperson or any other alternate type participants do not automatically assume the next higher position. They must be voted in by the S.A.V.A.S.C.

- C. **Time Limit of Nominations** Nominations for all Trusted Servants (including all Sub-Committee Chairpersons) listed in Section VI, (except GSR's who are elected by their respective groups), shall be open in January and closed in February of each year at the Area Meeting, except for Convention Committee Representatives whose nominations shall be open in September and closed in October of each year at the Area Meeting.

- D. **Elections** Elections for all Trusted Servants (including all Sub-Committee Chairpersons) listed in Section VI, (except GSR's who are elected by their respective groups) shall be held in March of each year, except for Convention Committee representative, who shall be elected in November.

- E. **Conflict of Responsibilities:** If a newly elected Executive Board Member is currently a GSR or Sub-Committee Vice-Chairperson, that person shall resign that GSR or Sub-Committee Vice-Chairperson position, enabling that group or Sub-Committee to elect a new GSR or Sub-Committee Vice-Chairperson, thus ensuring all groups and Sub-Committees equality of representation.

SECTION – X- AMENDMENTS

Any portion of these guidelines may be waived or amended at any time by a two-third 2/3 vote of the active voting participants of the S.A.V.A.S.C.

.....

THESE GUIDELINES ARE SUGGESTED ONLY, WE LEAVE THE FINAL DECISION TO A HIGHER AUTHORITY WHO IS A LOVING GOD AS WE UNDERSTAND HIM.