

## SUGGESTED GUIDELINES

---

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

**Revised May 2017 by Guideline Committee**

**Approved July 2017 by ASC**

## Table of Contents

<b>SECTION I.</b>	<b>DEFINITION</b>	<i>(PG.3)</i>
<b>SECTION II.</b>	<b>PURPOSE</b>	<i>(PG.3)</i>
<b>SECTION III.</b>	<b>FUNCTION</b>	<i>(PG.3)</i>
<b>SECTION IV.</b>	<b>MEETINGS</b>	<i>(PG.5)</i>
<b>SECTION V.</b>	<b>PARTICIPANTS</b>	<i>(PG.6)</i>
<b>SECTION VI.</b>	<b>TRUSTED SERVANTS</b>	<i>(PG.7)</i>
<b>SECTION VII.</b>	<b>COMMITTEES</b>	<i>(PG.16)</i>
<b>SECTION VIII.</b>	<b>VOTING PROCEDURES</b>	<i>(PG.21)</i>
<b>SECTION IX.</b>	<b>ELECTIONS</b>	<i>(PG.24)</i>
<b>SECTION X.</b>	<b>AMENDMENTS</b>	<i>(PG.25)</i>

<b>1.</b>	<b>GROUP SERVICE REPRESENTATIVE (GSR)</b>	<i>(PG.7)</i>
<b>2.</b>	<b>GROUP SERVICE REPRESENTATIVE-ALTERNATE (GSR-ALT.)</b>	<i>(PG.8)</i>
<b>3.</b>	<b>CHAIRPERSON</b>	<i>(PG.9)</i>
<b>4.</b>	<b>VICE-CHAIRPERSON</b>	<i>(PG.9)</i>
<b>5.</b>	<b>SECRETARY</b>	<i>(PG.10)</i>
<b>6.</b>	<b>SECRETARY-ALTERNATE</b>	<i>(PG.11)</i>
<b>7.</b>	<b>TREASURER</b>	<i>(PG.11)</i>
<b>8.</b>	<b>TREASURER-ALTERNATE</b>	<i>(PG.12)</i>
<b>9.</b>	<b>REGIONAL COMMITTEE MEMBER (RCM)</b>	<i>(PG.12)</i>
<b>10.</b>	<b>REGIONAL COMMITTEE MEMBER-ALTERNATE (RCM-ALT)</b>	<i>(PG.13)</i>
<b>11.</b>	<b>CONVENTION COMMITTEE REPRESENTATIVE</b>	<i>(PG.13)</i>
<b>12.</b>	<b>CO-CONVENTION COMMITTEE REPRESENTATIVE</b>	<i>(PG.14)</i>
<b>13.</b>	<b>LITERATURE DISTRIBUTION COORDINATOR</b>	<i>(PG.14)</i>
<b>14.</b>	<b>SPONSORSHIP BEHIND THE WALL LIASON</b>	<i>(PG.14)</i>
<b>15.</b>	<b>SUB-COMMITTEE CHARIPERSONS</b>	<i>(PG.15)</i>

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

**SECTION I – DEFINITION**

- A.** This area shall be known as the Southern Antelope Valley Area of Narcotics Anonymous, referred to as S.A.V.A.N.A.
- B. 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. or A.S.C.
- C. 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".
- D. 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.
- E.** 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" of 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. GSRs and GSR-Alts.
  2. Sub-Committee Chairs, including but not limited to:
    - a. Activities Committee (A.C.)
    - b. Hospitals and Institutions Committee (H.I.C.)
    - c. Public Relations Committee (P.R.C.)
    - d. Tumbleweed Newsletter Committee (T.N.C.)
  3. Administrative Officers
  4. Elected Ad Hoc Committee Chairs

- 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 A.S.C. meeting) for N.A. groups to resolve their common concerns through their GSRs and/or GSR-Alts.
  2. To enable communications between groups in the Southern Antelope Valley Area, and between these meetings, groups, and A.S.C. Sub-Committees in accordance with Tradition One.
  3. To provide a post office box to receive correspondence to the A.S.C.
  4. To elect an Regional Committee Member (RCM) and Alternate, for consistent and active participation in the Southern California Regional Service Committee (S.C.R.S.C.), to communicate between the Area and the Region.
  5. To donate money above the S.A.V.A.N.A. 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 11<sup>th</sup> 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 workshop, Learning Day or Appreciation day via the Southern Antelope Valley Area Service Committee for all GSRs and any interested members.

#### **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 the facility is unavailable.
- B. Special Meetings:** Special meetings may be called by:

1. A majority of GSRs, 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 Administrative Officers and the Sub-Committee Chairpersons.

Purpose of Steering Committee

- a. Create a six-month plan of events for the Area.
- b. Create a six-month financial plan 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 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 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
  - 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
6. To be provided one Service Handbook for the GSR per Group. If the handbook is lost/stolen the group must purchase a replacement handbook from the A.S.C. Literature Distribution Coordinator. (The service handbook will be available on the S.A.V.A.N.A. website in digital form, so it can be printed by members for free.)

- E. Open Forums:** The 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:** A.S.C. business meetings shall continue until all business on the agenda is completed or as facility contract permits.

## **SECTION V – PARTICIPANTS**

- a. Participants:** Participants in the A.S.C. shall include but are not limited to the following:
1. Group Service Representative (hereafter known as GSRs) and or their alternates, who have been elected by each of the groups in the Southern Antelope Valley Area to represent their group's conscience.
  2. Sub-Committee Chairpersons as elected at the 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 A.S.C.
- c. New Voting Members:** New GSRs 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, Sub-Committee representatives **or Administrative officers** who has failed to attend two (2) consecutive meetings. **Attendance is defined as the GSR, Sub-Committee representative or administrative officers being present at the meeting for its duration.**
- e. Motions:** Active GSRs 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).

## **SECTION VI – TRUSTED SERVANTS**

**A. (GSR'S):** Shall consist of GSR'S & Alt GSR'S duly elected by their groups.

**B. Administrative Officers:** The Administrative Officer's 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 and Secretary).

**C. Sub-committee Chairperson's:** Shall consist of all sub-committee chairs including / Literature Distribution Coordinator & Convention Committee Reps.

**D. Term of Office:** These Trusted Servants are expected to attend all 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.

**E. 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.)

**F. Pro-Tem Positions:** Pro-Tem Chairpersons, and Pro-Tem Administrative Officer's, are Temporarily elected Trusted Servants that finish the term of office vacated by a previously elected Trusted Servant. A Pro-Tem term of office is a full term if it is for a period of more than six months. Otherwise they may be elected for one regular term thereafter. If the Pro-Tem Trusted Servant served for less than six months, they may be elected for two regular terms thereafter.

**G. No S.A.V.A.S.C.-Administrative Officer shall be a CHAIR OR VICE-CHAIRPERSON OF ANY S.A.V.A.S.C. SUB-COMMITTEE.**

**H. Accession to Chair:** The Trusted Servants accession to the Chair is as follows:

1. Chairperson
2. Vice-Chairperson
3. RCM
4. Alternate RCM
5. Treasurer
6. Alternate Treasurer
7. Secretary
8. Alternate Secretary
9. Literature Distribution Coordinator
10. Sponsorship Behind the Walls Liaison
11. Sub-Committee Chairpersons

**I. 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 GSRs represent their groups at the 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 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 for the duration of the meetings.
3. To present the group report at every A.S.C. meeting as collected at the groups business meeting
4. To be an active participant of a Sub-Committee of the S.A.V.A.S.C.
5. To attend all GSR workshops and orientation.
6. To carry or represent their “Group’s Conscience” when proposing, discussing and voting on motions presented to the S.A.V.A.S.C.
7. To inform their groups of events happening in “Narcotics Anonymous”.
8. 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 A.S.C. functions.
9. To help their group’s abide by the “12-Traditions” and “12-Concepts” of N.A.
10. To make donations from their groups to the S.A.V.A.S.C., when so directed by their group.
11. To procure literature when so directed by their groups.
12. To train the GSR-Alt. in the performance of the duties of the GSR.
13. To perform 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.



- c. It is suggested to serve on an area Sub-committee for experience added on how area services are delivered.

### **Administrative Officer's**

#### **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 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 A.S.C. meeting(s) and preside over business meetings.
3. To maintain a working relationship with all other Trusted Servants of the A.S.C.
4. To serve as custodian of all A.S.C. files and archives.
5. To be co-signer on the A.S.C. bank account
6. To be responsible for and draft any necessary correspondence for the A.S.C.
7. To vote on motions on the floor of the 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 keep in regular touch with the Chairperson of each Sub-Committee to stay informed of their projects and problems.
4. To attend Sub-Committee meetings and to serve as liaison between those meetings and the Area to help coordinate services and to be available to help resolve any problems that may arise.
5. To be available to assist Trusted Servants and participants of the A.S.C. business meeting.
6. To be co-signer on the A.S.C. bank account.

**5. SECRETARY:**

**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. Access to 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 meetings to all S.A.V.A.S.C. participants.
4. To keep a current list of S.A.V.A.S.C. participants 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 GSRs 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 order of accession to the Chair. *(See Section VI Paragraph H).*

## 6. SECRETARY - ALT

### a. Qualifications:

1. At least **TWO YEARS (2) CONTINUOUS CLEAN TIME** and maintenance thereof for the duration of the commitment.
2. 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
3. To perform all the duties of the Secretary in his/her absence.
4. To be willing to serve as Secretary if elected the following term.

## 7. TREASURER

### 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. 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 Committee (hereinafter S.C.R.S.C.)
9. To send all money 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 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 order of accession to the Chair. *(See Section VI Paragraph H).*

## 8. **TREASURER - ALT**

### a. **Qualifications:**

1. At least **THREE YEARS (3) CONTINUOUS CLEAN TIME** and maintenance thereof for the duration of the commitment.
2. 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.
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 financial transactions.

### 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.
3. To perform all the duties of the treasurer in his/her absence.
4. To be willing to serve as treasurer if elected the following term.

## 9. **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. 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.
2. To maintain communication with and be available for any problems within the S.A.V.A.-- N.A. groups.
3. To work closely with the Regional Committee and Sub-Committee representatives and be a source of information and guidance in matters concerning the 12-Traditions and 12-Concepts of N.A.
4. 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).

5. To submit to the Southern California Regional Services Office (S.C.R.S.O.) And the W.S.O. an updated list of Area meetings to be included in their respective directories.
6. To train the RCM-Alt. in the performance of the duties of the RCM.
7. 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 order of accession to the Chair. *(See Section VI, Paragraph H)*.
8. 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.

#### 10. **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 S.A.V.A.N.A.
3. To work closely with the RCM to build a working understanding of the position 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 order of accession to the Chair. *(See Section VI, Paragraph H)*.

#### 11. **CONVENTION COMMITTEE REPRESENTATIVE (C.C.R)**

##### 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 Area Guidelines.
2. To attend all S.A.V.A.S.C. Business Meetings and Southern California Regional Convention Committee (S.C.R.C.C.) 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.

## **12. CO - 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. Willingness to serve as the C.C.R 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.C.C. meetings, representing the S.A.V.A.N.A.
3. To work closely with the C.C.R.to build a working understanding of the position of C.C.R.
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 order of accession to the Chair. (*See Section VI, Paragraph H*).

## **14. 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.

### **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 order of accession to the Chair. (*See Section VI, Paragraph H*)

## **15.SPONSORSHIP BEHIND THE WALLS LIASON**

### **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. A complete working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA

**b. Duties:**

1. To be familiar with the Southern Antelope Valley Area Guidelines and the Southern California Regional Sponsorship Behind the Wall Committee guidelines.
2. To attend the Southern California Regional Sponsorship Behind the Wall (S.B.T.W.) Committee every month.
3. To Pick up and deliver correspondence in a timely manner for any SBTW Sponsor(s) in his/her Area.
4. To Pick up and deliver Sponsor's Report for any SBTW Sponsor(s) in his/her Area and bring it to the following SBTW subcommittee meeting.
5. To keep an accurate and up-to-date list of all SBTW Sponsors and their addresses in their Area as maintained by the Regional SBTW Secretary.
6. To Communicate with Sponsors from SAVANA on a regular basis.
7. To provide a report to Region about Sponsors involved in SAVANA.
8. To provide to the ASC a written report about the status of Sponsorship behind the walls in SAVANA and the So Cal Region.
9. To ensure the sponsors in the SAVANA are following Regional SBTW guidelines.
10. 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 order of accession to the Chair. *(See Section VI, Paragraph H)*

**16. 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.
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 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 Southern California Regional Subcommittee meeting.
4. To be informed of the Southern California Regional Sub-Committee meeting dates and times and upcoming events.
5. To represent their Sub-Committee at the S.A.V.A.S.C.
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.

- J. 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 to obtain information and carry out its work in accordance with the “12-Steps” and “12-Traditions”, and “12 Concepts” of N.A.
- B. 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 attend all S.A.V.A.S.C. business meetings. (See Section VI paragraph E)
- C. Guidelines:** The S.A.V.A.S.C. shall be responsible for the implementation and approval of guidelines for each Sub-Committee. Guidelines are to be drafted by the Sub-Committee Trusted Servants and active members with the assistance of the ASC administrative officers, if requested. 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 the guidelines to the SAVA groups for review and input prior to a 2/3 majority vote to ratify and approve guidelines by A.S.C.
- D. Description:** Area guidelines supersede Sub-Committee guidelines and Sub-committee guidelines can only be waived by a 2/3 majority vote of the A.S.C. Guidelines for 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 list of contacts and procedures for activities it performs. This is for use of future participants and goes together 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.



**E. Treasurer:** In addition, to ensure the 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 the A.S.C. Treasurer with proper receipts and two-thirds majority vote of active A.S.C. participants.

**F. 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 Activities Committee prudent reserve To the A.S.C. for the A.S.C. to continue to carry out the function described in the A.S.C. Guidelines.
3. To provide donations over and above the A.C. Merchandising Fund to the S.A.V.A.S.C. for the A.S.C. to carry out the functions described in the S.A.V.A.S.C. Guidelines.
4. The 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 A.S.C.

**1. Activities monthly meeting**

- a. Time and place
- b. Members present and status (i.e. voting members, visitors, trusted servants, etc.)
- c. Date, time, and place of next meeting. (Note it is the responsibility of the Sub-Committee Chairpersons to notify Phone Lines of any changes of meeting date, time, or place) and the web-site coordinator.

**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 current Vendors and Contact Persons on A.C.**
  4. **Summary of Regional Sub-Committee meetings**
  5. **Prior to their disbursement to GSRs, in addition to the monthly report, flyers for events must be submitted at least three months in advance to the S.A.V.A.S.C. for approval, to ensure there compliance with Regional Guidelines.**
  6. **Six months written agenda of events.**
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. This concept shall always be our primary purpose. N.A. will be there when addicts housed in correctional facilities, hospitals, recovery homes, or institutions, reaches out for recovery.
      2. To ensure that literature is procured from the Literature Distribution Coordinator, through the ASC Treasurer.
      3. 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. (i.e. voting members, visitors, trusted servants, etc.)
        - c. Date, time, and place of next meeting. (Note it is the responsibility of the Sub-Committee Chairpersons to notify Phone Lines 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
- 4. **Summary of regional Sub-Committee Meeting**
- 5. **Six-month written agenda of events.**

### 3. **Public Relations Committee (S.A.V.A.P.R.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.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.

##### 1. **Public Information Monthly Meeting**

- a. Day and time
- b. Members present and status (i.e. voting members, visitors, trusted servants, etc.)
- 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** (i.e. Red Ribbon Week, Drug awareness day, College Events, ETC.)

##### 3. **Phonelines**

- a. Phone Line Trusted Servants
- b. Day and time of slot
- c. Phone log
- d. Time of calls
- e. Number of calls
- f. Type of calls
- g. Slot Opening
- h. Total monthly calls
- i. Answering machine times

##### 4. **Website**

- a. Update Meetings Completed on Website.
- b. Newsletter updated on Website
- c. Flyers added and updated

##### 5. **Financial Reports** (i.e. Newspapers, Posters, Letters, Radio PSAs, TV PSAs, Billboards, Bus Benches, Telephone Books, ETC.)

##### 6. **N.A. Members Needed**

- a. When, where, time
- b. Dos Don'ts

7. Contact Persons
8. Summary of Regional Sub-Committee Meetings.
9. Six-Month written agenda of events.

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

**a. Purpose:**

1. To maintain a newsletter with a clear message of recovery 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

- 5. Ad Hoc Committees:** Newly proposed Sub-Committees shall function, as Ad Hoc Committees until they are established with Guidelines which are approved by the 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 A.S.C. or a simple majority vote of active participants of 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 A.S.C. Guidelines.

- G.** 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 of the S.A.V.A.S.C. business matters. (i.e. motions, voting etc.)

### **SECTION VIII – VOTING PROCEDURES**

- A. Voting Members-GSRs:** Each duly elected GSR is entitled to one vote. In the absence of the GSR, the GSR-Alt shall vote for that group. Because GSRs (and their Alts in the GSRs 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 Administrative Officer's:** The S.A.V.A.S.C. Administrative Officers (except the S.A.V.A.S.C. Chairperson) and all 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 A.S.C. The Chairperson shall have one vote only in the event of a tie.

- C. Inactive Members:** For conducting S.A.V.A. Business a GSR, Sub-Committee Representative, or Administrative Officer, failing to be represented at two (2) consecutive S.A.V.A.S.C. business meetings shall be considered “inactive” at the third (3) whether 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 all active GSR’s shall be required for matters regarding new or additional expenditures. The Administrative Officers (including all Sub Committees reps) shall not vote on matters regarding new or additional expenditures.
- 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 current motion shall continue for no more than 10 minutes, no person shall have the Floor for more than 3 minutes after which the motion shall be voted upon. (Time limits are at the discretion of SAVASC Chairperson)
    - b. If a Call for Discussion is seconded and fails, the motion shall be tabled until the following A.S.C. Business Meeting, unless a Call for a Vote, is seconded and passed, in which case a vote on the current motion shall be taken immediately.
  3. **Call for the Vote**
    - a. A call for the vote shall suspend all discussion on the current motion. If a Call for the Vote is seconded and passed, a vote on the current motion shall be made immediately.
    - b. If a Call for vote is seconded and fails, discussion on the current motion shall continue until two pros and two cons are heard unless a motion is seconded and passed to table the current motion until the next S.A.V.A.S.C. Business Meeting.

#### 4. 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, outlined 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 situation regarding violations of Traditions, Area Guidelines, etc. the follow steps may be taken.

##### 1. **Formal Warning (Motion to Censure)**

Trusted Servants shall receive a Formal Warning according to procedures in Paragraph E, requiring a two-thirds 2/3 vote of all active participants

##### 2. **Removal from Office:**

Trusted Servants shall be removed according to voting procedures in Paragraph E, requiring a two-thirds 2/3 vote of all active participants

#### H. **MISAPPROPRIATION / MISUSE OF FUNDS and MISCONDUCT**

The 11th Concept of NA service establishes the sole priority for the use of NA funds; to carry the message to the addict who still suffers. The 12th Concept of NA service gives the SAVASC a mandate from the NA groups that call for total fiscal accountability. Any misappropriation or misuse of funds by any trusted servant(s) or NA member(s) cannot be tolerated.

##### 1. **MISAPPROPRIATION OF FUNDS**

The definition of "Misappropriation of funds" includes but is not limited to; theft, embezzlement, or use of NA funds for purposes not expressly authorized by the SAVASC, subcommittee or ad hoc. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties or rebates from vendors to the NA fellowship), or assets (i.e. equipment, supplies or physical inventory).

##### 2. **MISCONDUCT**

Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the guidelines of the SAVASC, the guidelines of an SAVASC subcommittee or ad hoc (if applicable) or violation of California State or US federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA fellowship.

##### 3. **INTERIM ACTION – SUSPENSION**

Should any SAVASC executive committee member, subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused SAVASC funds or have been involved in misconduct, the SAVASC executive committee's duly elected officers will vote in person or by phone to immediately "suspend" the member(s) involved from further Area service. Suspension in this

instance is not disciplinary action; it is the pause in active service to allow time for the investigation of an incident.

- a. A suspended officer or member may no longer represent him/herself to the fellowship or Service Boards/Committees as an officer or member of the SAVASC, its subcommittees and its ad hocs. Additionally, a member, upon notification of being suspended by phone or letter from the Chair, may not be reimbursed for any service related expenses incurred during their suspension.
- b. Upon suspension of any member(s), the SAVASC executive committee's duly elected officers must make a full and timely investigation of the matter and report the findings at the next SAVASC meeting
- c. Any member who participates in or who had knowledge of the suspected misappropriation or misuse of SAVASC funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the SAVASC meeting.
- d. The presiding officer of the SAVASC immediately upon calling the following SAVASC meeting to order must report all interim actions/decisions made by the executive committee's duly elected officers. Fully disclosing the alleged misappropriation or misuse of SAVASC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of SAVASC funds or misconduct may exercise the 10th Concept of NA Service; to redress the issue now.

#### **4. ACTION – REMOVAL and REINSTATEMENT**

Once the SAVASC executive committee's duly elected officers investigate and report to the SAVASC its findings of the suspected violation of this section, the SAVASC must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause", to reinstate or to extend the investigation. The Chair will notify said member(s) by phone or certified mail

- a. Should the SAVASC remove an officer(s) or member(s) with cause, the said individual's participation within the SAVASC is immediately terminated.
- b. Suspended or removed officer(s) or member(s) may no longer represent themselves to the fellowship or Service Boards/Committees as an officer or member of the SAVASC, its subcommittees or its ad hocs for a period of five (5) years from the date of interim suspension.

- c. Any member removed from office and/or committee by the SAVASC for misconduct may no longer represent him/herself to the fellowship or Service Boards/Committees as an officer or member of the SAVASC, its subcommittees and its ad hocs for a period of 2 to 5 years, at the discretion of the SAVASC on a case-by-case basis. This time will be voted on and determined at the time of removal from office and/or committee.
- d. Upon reinstatement, said member's suspension will be lifted and the member will resume their role as a full participant of the SAVASC, its committees or ad hocs (as applicable).

**(The ASC Chairperson shall maintain a list of all suspended members with the end date of their suspension).**

## **5. RESTITUTION**

- a. A member removed from office for the misappropriation or misuse of SAVASC funds, might be subject to criminal and/or civil prosecution by the SAVASC.
- b. Members removed from office for the misappropriation or misuse of SAVASC funds may, at the discretion of the SAVASC, be asked to sign a promissory note and make restitution in full for all misappropriated or misused SAVASC funds in lieu of prosecution.

## **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 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 D, are automatically nominated at time of election must be present to accept or 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 GSRs 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 GSRs 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 Administrative Officer 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.