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Kings/Tulare Area Service Committee  
Of  
Narcotics Anonymous  
  
**Guidelines**

(Revised February 2022)

**KINGS/TULARE AREA SERVICE COMMITTEE GUIDELINES**

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**ARTICLE I – NAME**

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The name of this body shall be the Kings/Tulare Area Service Committee of Narcotics Anonymous. Hereafter referred to as the KTASC.

**ARTICLE II – BOUNDARIES**

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The service area shall include the geographical area which has the following boundaries: Kings and Tulare Counties.

**ARTICLE III – PURPOSE**

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The KTASC is a committee of Group Service Representatives (GSRs), elected officers, sub-committee chairpersons, and observers/visitors, who meet monthly and whose whole purpose is to be supportive of its

32 groups and members. The purpose is to link together the groups by providing support and promoting unity  
33 within the KTASC through the following services:

- 34
- 35 1. Assistance in resolving group problems.
- 36 2. Materials for use in meetings.
- 37 3. Assistance in improving communications within NA as a whole.
- 38 4. Public information services to the local community.
- 39 5. Activities designed to strengthen the Fellowship.
- 40 6. Administrative functions necessary to do these tasks.

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42 **ARTICLE IV – PARTICIPANTS**

43

44 SECTION 1: The Chairperson shall have the right to vote only in case of a tie

45

46 SECTION 2: The voting participants of the committee shall be the Group Service Representative (GSR), or  
47 in their absence, the Group Service Representative Alternate of each group. This committee shall have two  
48 classes of participants only, that of voting, and non-voting. Only voting participants shall have voting  
49 rights. No person shall have more than one vote.

50

51 SECTION 3: Non-voting participants: anyone other than the GSR or GSR Alternate as referred to in  
52 Section 2.

53

54 SECTION 4: Meeting Group Service Representative (GSR) must be in attendance for two (2) consecutive  
55 months in order to gain group vote. A GSR may be absent one (1) month and maintain Voting privileges,  
56 after two absences the GSR will need to attend two meetings consecutive meetings to re-establish voting  
57 privileges. A meeting may have a group member report for it for 2 months and maintain voting privileges,  
58 if a meeting is not represented by GSR on third month; the meeting will no longer have voting privileges  
59 and will need to be represented two (2) consecutive meetings to reestablish voting rights. To be added to  
60 the KTASC schedule and website, a group must send a meeting representative for two (2) consecutive ASC  
61 meetings. A meeting that has no in-person or on-line venue for two (2) consecutive ASC meetings will no  
62 longer have voting privileges and is removed from the schedule and website.

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65 **ARTICLE V – OBSERVERS/VISITORS**

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67 SECTION 1: Narcotics Anonymous members not addressed elsewhere in these guidelines shall be  
68 classified as observers.

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70 SECTION 2: Non-Narcotics Anonymous members shall be classified as visitors.

71

72 SECTION 3: Observers/visitors shall only have the specific right to request the floor

- 73 1. When or during: A. Open Forum.  
74 B. Questions on all reports.
- 75 2. The Chairperson has the exclusive right to grant or deny these  
76 requests for the floor  
77 A. By questioning the motives of the requestor.  
78 B. Referring the requestor to Open Forum.

79

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81 **ARTICLE VI – OFFICERS AND ELECTIONS**

83 SECTION 1: The officers of the committee shall be the Chairperson, a Vice-Chairperson, a Secretary and  
84 Assistant Secretary, a Treasurer and Assistant Treasurer, Regional Committee Member (RCM) and a  
85 Regional Committee Member Alternate (RCMA).  
86  
87 SECTION 2: Area Service Committee officers and Sub-Committee Chairpersons shall be elected positions.  
88 All officers and Sub-committee Chairpersons shall be elected in the month of May except as provided for  
89 in Article VI, Section 5.  
90  
91 SECTION 3: The officers, except Treasurer, shall be elected to serve for one (1) year or until their  
92 successors are elected, and their terms of office shall begin at the start of the regular meeting following the  
93 meeting at which they were elected.  
94  
95 SECTION 4: No officer shall hold more than one (1) office at any time within the ASC, and no officer shall  
96 be eligible to serve more than two (2) consecutive terms in the same office.  
97  
98 SECTION 5: In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume  
99 the duties of Chairperson. In the case of a vacancy in the office of the Vice-Chairperson, the RCM shall  
100 assume the duties of the Vice-Chairperson. In the case of a vacancy in the office of the RCM, the RCMA  
101 shall assume the duties of the RCM until the start of the regular meeting following the election of a new  
102 RCM. In the event offices of the Regional Committee Member and Alternate become vacant, the  
103 Chairperson shall appoint representation to the Regional Service Meeting. In the case of a vacancy in the  
104 office of the Secretary or Treasurer, the assistant officer shall assume the duties of that office, except for  
105 signing on the KTASC bank account(s).  
106  
107 SECTION 6: Nominations – Any NA member may nominate a qualified individual for any KTASC  
108 position seconded by a GSR with a vote.

109  
110 **ARTICLE VII – REMOVALS**  
111

112 SECTION 1: An officer or sub-committee Chairperson shall be automatically removed from their position  
113 due to a loss of abstinence. Removals due to non-compliance shall be determined by a 2/3 majority vote.  
114 Non-compliance includes but is not limited to:  
115  
116           A. Non-fulfillment of the duties of their position.  
117           B. Absence at two (2) consecutive regular meetings of the Area Service Committee without prior  
118           notification to the ASC Chairperson.  
119           C. Misuse of any KTASC funds and/or property.  
120

121 SECTION 2: An officer or sub-committee Chairperson may resign by providing the Chairperson with  
122 written notice.  
123

124 **ARTICLE VIII – DUTIES OF OFFICERS**  
125

126 Committee officers shall be elected from active members of the Area, keeping in mind that prior experience  
127 such as group secretary, group treasurer, and sub-committee participation is valuable. All ASC officers may  
128 succeed themselves in office, keeping in mind, however, the Ninth Tradition and the principle of rotating  
129 leadership.  
130

131 SECTION 1: CHAIRPERSON  
132

133 Qualifications:

- 134  
135 A. Active for at least one (1) year in the service structure of NA.  
136 B. A suggested two years of continuous abstinence from all drugs.  
137 C. One (1) year commitment.  
138 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and  
139 the Area Guidelines.  
140

141 Responsibilities:

- 142  
143 A. To open the meeting at the appointed time and call the meeting to order. To announce in proper  
144 sequence the agenda that directs the business of the KTASC. To recognize participants or  
145 observers/visitors who are entitled to the floor.  
146 B. To stay and put to vote all questions that legitimately come before the KTASC as motions, or that  
147 relate to the Chairperson and to announce the result of each vote.  
148 C. To protect the KTASC from motions that are out of order by refusing to address them.  
149 D. To enforce the rules relating to debate and to keep the peace within the KTASC meetings by utilizing  
150 parliamentary procedures.  
151 E. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to  
152 submit such a question to the KTASC for decision.  
153 F. To respond to inquiries of participants or observers/visitors relating to parliamentary procedures or  
154 factual information bearing on the business of the KTASC.  
155 G. To declare the meeting adjourned when the KTASC so votes or when applicable a time prescribed in  
156 the agenda, or at any time in the event of a sudden emergency effecting the safety of those present.  
157 H. To complete the agenda and submit it in writing to the Secretary to be attached to the minutes of the  
158 previous meeting.  
159 I. To conduct the general correspondence of the committee.  
160 J. To be a co-signer on the committee's bank account.  
161 K. To conduct meetings with impartiality and fairness.  
162 L. To appoint or remove all Ad hoc committees Chairperson(s).  
163 M. To be a holder of the P. O. Box key.  
164 N. Announce the total count of voting participants in attendance once quorum is established.  
165 O. To complete and sign a memorandum of Financial Responsibility Form.  
166 P. To appoint the Group Services Representative Coordinator.  
167

168 SECTION 2: VICE-CHAIRPERSON

169 Qualifications:

- 170  
171  
172 A. Active for at least one (1) year in the service structure of NA.  
173 B. A suggested two (2) years of continuous abstinence from all drugs.  
174 C. One (1) year commitment.  
175 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area  
176 Guidelines.  
177

178 Responsibilities:

- 179  
180 A. In the absence of the Chairperson, to serve as Chairperson.  
181 B. To act as parliamentarian for the KTASC meetings unless this task is specifically assigned to another  
182 individual.  
183 C. To maintain a current calendar of all business of the sub-committees.  
184 D. To attend at least one of all sub-committee meetings per month.  
185 E. To be an advisor and a non-voting member of all Sub-committees.  
186 F. To complete and sign a memorandum of Financial Responsibility Form.

187 G. To be a co-signer on the committee's bank account.

188

189

### 190 SECTION 3: SECRETARY

#### 191 Qualifications:

192

193 A. Active for at least one (1) year in the service structure of NA.

194 B. A suggested two (2) years of continuous abstinence from all drugs.

195 C. One (1) year commitment.

196 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area  
197 Guidelines.

198

#### 199 Responsibilities:

200

201 A. In the absence of the Chairperson, Vice-Chairperson, and RCM, to call the meeting to order and to  
202 preside ProTem until the immediate election of the Chairperson.

203 B. To keep a record of all proceedings of the committee.

204 C. To keep on file all committee reports.

205 D. To maintain the committee's official membership list and to call the roll.

206 E. To maintain the committee's files and archives.

207 F. To make the minutes and records available to any NA member upon request at their earliest  
208 convenience.

209 G. To furnish committees with whatever documents are required for the performance of their duties.

210 H. To maintain record book(s), in which the guidelines and minutes are entered, with any  
211 amendments properly admitted into the guidelines as an Addendum. To have the current record  
212 book(s) on hand at every meeting.

213 I. To notify participants of each special meeting utilizing such method of notification as is agreed upon by  
214 the committee.

215 J. To type and mail the correspondence of the committee that is not a responsibility of the other officers or  
216 sub-committees.

217 K. To prepare an agenda in conjunction with the Chairperson prior to each meeting.

218 L. To prepare the minutes no later than three weeks following each meeting.

219 M. To be a co-signer of the committee's bank account(s).

220 N. To be a holder of the P.O. Box key.

221 O. To retype, including all amendments and addenda and to make copies of Area Service  
222 Guidelines the month before elections.

223 P. To complete and sign a Memorandum of Financial Responsibility Form.

224

### 225 SECTION 4: ASSISTANT SECRETARY

226

#### 227 Qualifications:

228

229 A. Active for at least six (6) months in the service structure of NA.

230 B. A suggested one (1) year continuous abstinence from all drugs.

231 C. One (1) year commitment.

232 D. A willingness to become familiar with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA,  
233 and the Area Guidelines.

234

#### 235 Responsibilities:

236

237 A. To assist and/or assume the secretary's responsibilities in the absence of the Secretary.

238

239 SECTION 5: TREASURER

240

241 Qualifications:

242

243 A. Active for at least one (1) year in the service structure of NA.

244 B. A suggested three (3) years continuous abstinence from all drugs.

245 C. Two (2) year commitment.

246 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the  
247 Area Guidelines.

248

249 Responsibilities:

250

251 A. To be the custodian of the committee's funds.

252 B. To be a co-signer on the committee's bank account(s).

253 C. To make a report on the receipts and disbursements at each meeting.

254 D. To make a full financial report at the annual KTASC meeting.

255 E. To disburse funds as necessary by check or approved EFT/ACH, in accordance with committee  
256 decisions, when the funds are available.

257 F. To advise the committee of financial obligations.

258 G. To be a P.O. Box key holder.

259 H. To review the operating expenses quarterly and arrive at a monthly average for the quarter, then  
260 establish a new prudent reserve as per Article XII, Section 4.

261 I. To report funds in excess of the prudent reserve at each regular KTASC meeting.

262 J. To complete a Memorandum of Financial Responsibility Form.

263

264 SECTION 6: ASSISTANT TREASURER

265

266 Qualifications:

267

268 A. Active for at least one (1) year in the service structure of NA.

269 B. A suggested two (2) years of continuous abstinence from all drugs.

270 C. One (1) year commitment.

271 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area  
272 Guidelines.

273

274 Responsibilities:

275

276 A. To assist and/or assume the Treasurer's responsibilities, except for co-signing on the committee's bank  
277 account(s).

278 B. To complete and sign a Memorandum of Financial Responsibility Form.

279 C. To collect donations from the groups and to give a written receipt.

280

281 SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)

282

283 Qualifications:

284

285 A. Active for at least two (2) years in the service structure of NA.

286 B. A suggested three (3) years of continuous abstinence from all drugs.

287 C. One (1) year commitment.

288 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area  
289 Guidelines.

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Responsibilities:

- A. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.
- B. To represent the KTASC at the regular meetings of the Regional Service Committee.
- C. To make a report to the KTASC at each regular meeting, covering the business of the previous Regional Service Committee meeting.
- D. To complete and sign a Memorandum of Financial Responsibility Form.
- E. To disperse copies of report and approved fliers from region to be dispersed to GSRS at ASC

SECTION 8: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area Guidelines.

Responsibilities:

- A. In the absence of the RCM, to serve as the RCM.
- B. For training purposes, it is suggested to attend each RSC meeting.
- C. To complete and sign a Memorandum of Financial Responsibility Form.

**ARTICLE IX – MEETINGS**

SECTION 1: The regular meetings of the KTASC shall be held on the last Saturday of each Month, unless otherwise voted by the committee.

SECTION 2: The regular meeting in the month of May shall include elections as the first order of business after roll call as provided for in Article VI, Section 2.

SECTION 3: All special meetings called by the Chairperson of the KTASC, or upon request of a participant of the KTASC, shall be governed by these guidelines. All motions shall be passed by a simple majority of the voting participants in attendance at any special meeting. The purpose of the meeting shall be stated. No business other than that which is stated shall be conducted. At least eight (8) days' notice shall be given.

SECTION 4: Two thirds (2/3) of the voting participants shall constitute a quorum.

SECTION 5: Any participant of the KTASC, except for the Chairperson, may entertain a motion.

SECTION 6: All motions pertaining to New Business shall be submitted in written form prior to new business and passed by a simple majority vote. All motions shall require intent. All voting shall be conducted by a show of hands. The Secretary shall make motion forms available.

340 **ARTICLE X – STANDING SUB-COMMITTEES**

341  
342 SECTION 1: The KTASC may establish sub-committees as necessary to perform certain duties. The voting  
343 participants of the KTASC shall form these standing sub-committees upon approval. Standing  
344 subcommittees may include, but are not limited to: Public Information, Hospitals and Institutions,  
345 Literature, Activities, Blues Fest. At the inception of these standing sub-committees, the voting participants  
346 of the KTASC shall elect a Chairperson. Officers other than Chairperson of each standing sub-committee  
347 shall be elected by the sub-committee members.  
348  
349

350 SECTION 2: All standing sub-committees of the KTASC shall create and adopt guidelines, which are  
351 consistent with the guidelines of the KTASC, Twelve Traditions, and Twelve Concepts.  
352

353 SECTION 3: The guidelines of each standing sub-committee shall be reviewed and approved by the  
354 KTASC.  
355

356 SECTION 4: All Sub Committee Chairpersons will submit a written report including all financial  
357 information including inventory on hand.  
358

359 SECTION 5: All Sub Committee Chairpersons are to stay for the entirety of the ASC meeting  
360

361 SECTRION 6: Appointed Position: Group Services Representatives Coordinator.

362 Qualifications:

- 363  
364 A. Six (6) months active service in the Narcotics Anonymous service structure.  
365

366 Responsibilities:

- 367  
368 A. Provide necessary information to Group Service Representatives prior to Area Service  
369 Committee meetings.  
370

371 **ARTICLE XI – AMENDMENTS**

372  
373 SECTION 1: In order to amend these guidelines, a written motion must be submitted to the KTASC  
374 specifying article number, section number, and intent. After this motion has been seconded, it shall further  
375 be reviewed by an ad-hoc committee. The results of this review and the exact wording of the proposed  
376 amendment(s) shall be announced at the regular KTASC meeting. The GSRs shall take the proposed  
377 amendment(s) to their respective group for approval or disapproval. The GSRs shall report back to the  
378 following KTASC meeting to cast their group's vote of the proposed amendment(s).  
379

380 SECTION 2: The Secretary shall keep amendments for Guidelines review.  
381

382 **ARTICLE XII – GENERAL FUND**

383  
384 SECTION 1: For the purpose of the KTASC, the General Fund shall be an account for the KTASC,  
385 subcommittees, and projects of the KTASC.  
386

387 SECTION 2: Disbursements of funds from this account shall be monthly approved operating expenses of  
388 the KTASC, approved itemized request(s) from sub-committees, and/or projects of the KTASC. All  
389 requests are subject to Section 3 and Section 6 of Article XII.  
390

391 SECTION 3: Requests from the General Fund shall be in written form with an itemized record of said  
392 request and must be approved by a two-thirds (2/3) vote of the KTASC quorum.



393  
394 SECTION 4: Prudent reserve shall be defined as those funds required to sufficiently cover the operating  
395 budget of the KTASC and the approved allotments of the sub-committees for a period of three (3) months.  
396

397 SECTION 5: Funds found to be in excess of the prudent reserve shall be reported by the Treasurer to the  
398 KTASC per Article VII, Section 5, Line 1.  
399

400 SECTION 6: Disbursement of excess funds outside of the KTASC is to be made in April and October.  
401

402 SECTION 7: The Kings-Tulare Area of Narcotics Anonymous is organized under California law  
403 As an unincorporated membership benefit association in accordance with the California Corporation Code  
404 section TITLE3. UNINCORPORATED ASSOCIATIONS [18000-24001.5]

405 The Kings-Tulare Area of Narcotics Anonymous is a volunteer organization providing for welfare and  
406 support of its members through a community-based self-help 12 step program.

407 The Kings-Tulare Area of Narcotics Anonymous is entirely a volunteer organization and no member or  
408 officer receives recompense.  
409

#### 410 **ARTICLE XIII – GUIDELINES FOR KTASC SUB-COMMITTEE REPORTS**

411  
412 SECTION 1: General reporting of progress during the previous month.  
413

414 SECTION 2: General reporting of communications with Regional Sub-Committees.  
415

416 SECTION 3: To report the time and place of committee meeting(s) and current activities.  
417

418 SECTION 4: Try to limit speaking time when giving your report, avoiding any unnecessary rhetorical  
419 conversation. Submit a typed or handwritten report including a complete financial statement; to include  
420 inventory of supplies and/or merchandise  
421

422 SECTION 5: Include sub-committee Chairperson's current telephone number.  
423

#### 424 **ARTICLE XIV: GSR DUTIES**

425  
426 SECTION 1: To stay for entirety of the ASC meeting to conduct business  
427

428 SECTION 2: To carry vote of their group conscience in all matters pertaining to ASC business  
429

430 SECTION 3: Any Group reporting shall lose voting privileges after 3 consecutive ASC meetings without a  
431 GSR or Alt GSR.

432 Group Service Representative (GSR) or ALT GSR must be in attendance for two ( 2) consecutive months  
433 in order to gain group vote. A GSR or ALT GSR may be absent one (1) month and maintain Voting  
434 privileges, after two absences the GSR will need to attend two meetings consecutive meetings to reestablish  
435 voting privileges. A meeting may have a group member report for it for 3 months and maintain voting  
436 privileges, if a meeting is not represented by GSR on the fourth month; the meeting will no longer have  
437 voting privileges and will need to be represented two (2) consecutive meetings by a GSR or ALT GSR to  
438 reestablish voting rights (voting is allowed at the 2<sup>nd</sup> meeting in attendance)  
439

440 SECTION: 4 Any member holding a GSR or ALT GSR position may only hold one voting position at a  
441 time.  
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#### 443 **ARTICLE XV: WEB SERVANT/WEBSITE**

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Qualifications:

- A. To be active for at least one year in the service structure of NA
- B. Suggested 2 years continuous abstinence from all drugs.
- C. One Year commitment

Responsibilities A.

- Maintain website
- B. Personal time required to coordinate and send information to Server
- C. Maintain Contact with the meeting schedule coordinator to ensure meeting information is current and accurate
- D. Meeting directory pages should be checked for updates at least every 30 days E. Provide written monthly report to ASC

WEBSITE:

SECTION 1: Funding for this committee shall primarily come from the ASC

SECTION 2: The prudent reserve for this committee will be established at \$400.00

SECTION 3: When necessary, changes to the prudent will be reviewed and approved by the ASC.