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Kings/Tulare Area Service Committee
Of
Narcotics Anonymous

Guidelines

(Revised July 2024)

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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.

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ARTICLE II – BOUNDARIES

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

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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

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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.

41

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.

63

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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
- 80
- 81
- 82
- 83

84 **ARTICLE VI – OFFICERS AND ELECTIONS**

85
86 SECTION 1: The officers of the committee shall be the Chairperson, a Vice-Chairperson, a Secretary and
87 Assistant Secretary, a Treasurer and Assistant Treasurer, Regional Committee Member (RCM) and a
88 Regional Committee Member Alternate (RCMA).

89
90 SECTION 2: Area Service Committee officers and Sub-Committee Chairpersons shall be elected positions.
91 All officers and Sub-committee Chairpersons shall be elected in the month of May except as provided for
92 in Article VI, Section 5.

93
94 SECTION 3: The officers, except Treasurer, shall be elected to serve for one (1) year or until their
95 successors are elected, and their terms of office shall begin at the start of the regular meeting following the
96 meeting at which they were elected.

97
98 SECTION 4: No officer shall hold more than one (1) office at any time within the ASC, and no officer shall
99 be eligible to serve more than two (2) consecutive terms in the same office.

100
101 SECTION 5: In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume
102 the duties of Chairperson. In the case of a vacancy in the office of the Vice-Chairperson, the RCM shall
103 assume the duties of the Vice-Chairperson. In the case of a vacancy in the office of the RCM, the RCMA
104 shall assume the duties of the RCM until the start of the regular meeting following the election of a new
105 RCM. In the event offices of the Regional Committee Member and Alternate become vacant, the
106 Chairperson shall appoint representation to the Regional Service Meeting. In the case of a vacancy in the
107 office of the Secretary or Treasurer, the assistant officer shall assume the duties of that office, except for
108 signing on the KTASC bank account(s).

109
110 SECTION 6: Nominations – Any NA member may nominate a qualified individual for any KTASC
111 position seconded by a GSR with a vote.

112
113 **ARTICLE VII – REMOVALS**

114
115 SECTION 1: An officer or sub-committee Chairperson shall be automatically removed from their position
116 due to a loss of abstinence. Removals due to non-compliance shall be determined by a 2/3 majority vote.
117 Non-compliance includes but is not limited to:

- 118
119 A. Non-fulfillment of the duties of their position.
120 B. Absence at two (2) consecutive regular meetings of the Area Service Committee without prior
121 notification to the ASC Chairperson.
122 C. Misuse of any KTASC funds and/or property.

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

131 **ARTICLE VIII – DUTIES OF OFFICERS**

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

136
137 SECTION 1: CHAIRPERSON

138
139 Qualifications:

- 140
- 141 A. Active for at least one (1) year in the service structure of NA.
- 142 B. A suggested two years of continuous abstinence from all drugs.
- 143 C. One (1) year commitment.
- 144 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and
- 145 the Area Guidelines.
- 146

147 Responsibilities:

- 148
- 149 A. To open the meeting at the appointed time and call the meeting to order. To announce in proper
- 150 sequence the agenda that directs the business of the KTASC. To recognize participants or
- 151 observers/visitors who are entitled to the floor.
- 152 B. To stay and put to vote all questions that legitimately come before the KTASC as motions, or that
- 153 relate to the Chairperson and to announce the result of each vote.
- 154 C. To protect the KTASC from motions that are out of order by refusing to address them.
- 155 D. To enforce the rules relating to debate and to keep the peace within the KTASC meetings by utilizing
- 156 parliamentary procedures.
- 157 E. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to
- 158 submit such a question to the KTASC for decision.
- 159 F. To respond to inquiries of participants or observers/visitors relating to parliamentary procedures or
- 160 factual information bearing on the business of the KTASC.
- 161 G. To declare the meeting adjourned when the KTASC so votes or when applicable a time prescribed in
- 162 the agenda, or at any time in the event of a sudden emergency effecting the safety of those present.
- 163 H. To complete the agenda and submit it in writing to the Secretary to be attached to the minutes of the
- 164 previous meeting.
- 165 I. To conduct the general correspondence of the committee.
- 166 J. To be a co-signer on the committee's bank account.
- 167 K. To conduct meetings with impartiality and fairness.
- 168 L. To appoint or remove all Ad hoc committees Chairperson(s).
- 169 M. To be a holder of the P. O. Box key.
- 170 N. Announce the total count of voting participants in attendance once quorum is established.
- 171 O. To complete and sign a memorandum of Financial Responsibility Form.
- 172 P. To appoint the Group Services Representative Coordinator.
- 173 Q. To appoint RCM representation as needed at any RSC meetings in the event of an Open or Absent
- 174 RCM or RCMA.
- 175

176 SECTION 2: VICE-CHAIRPERSON

177 Qualifications:

- 178
- 179 A. Active for at least one (1) year in the service structure of NA.
- 180 B. A suggested two (2) years of continuous abstinence from all drugs.
- 181 C. One (1) year commitment.

182 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area
183 Guidelines.

184

185 Responsibilities:

186

187 A. In the absence of the Chairperson, to serve as Chairperson.

188 B. To act as parliamentarian for the KTASC meetings unless this task is specifically assigned to another
189 individual.

190 C. To maintain a current calendar of all business of the sub-committees.

191 D. To attend at least one of all sub-committee meetings per month.

192 E. To be an advisor and a non-voting member of all Sub-committees.

193 F. To complete and sign a memorandum of Financial Responsibility Form.

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

195

196

197 SECTION 3: SECRETARY

198 Qualifications:

199

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

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

202 C. One (1) year commitment.

203 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area
204 Guidelines.

205

206 Responsibilities:

207

208 A. In the absence of the Chairperson, Vice-Chairperson, and RCM, to call the meeting to order and to
209 preside Pro Tem until the immediate election of the Chairperson.

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

211 C. To keep on file all committee reports.

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

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

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

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

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

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

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

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

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

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

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

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

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

231

232 SECTION 4: ASSISTANT SECRETARY

233

234 Qualifications:

235

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

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

238 C. One (1) year commitment.

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

241

242 Responsibilities:

243

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

245

246 SECTION 5: TREASURER

247

248 Qualifications:

249

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

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

252 C. Two (2) year commitment.

253 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the
254 Area Guidelines.

255

256 Responsibilities:

257

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

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

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

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

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

264 F. To advise the committee of financial obligations.

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

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

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

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

270 K. Be account holder for storage facility and P.O. Box.

271

272 SECTION 6: ASSISTANT TREASURER

273

274 Qualifications:

275

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

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

278 C. One (1) year commitment.

279 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area
280 Guidelines.

281

282 Responsibilities:

283

- 284 A. To assist and/or assume the Treasurer's responsibilities, except for co-signing on the committee's bank
285 account(s).
286 B. To complete and sign a Memorandum of Financial Responsibility Form.
287 C. To collect donations from the groups and to give a written receipt.

288

289 SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)

290

291 Qualifications:

292

- 293 A. Active for at least two (2) years in the service structure of NA.
294 B. A suggested three (3) years of continuous abstinence from all drugs.
295 C. One (1) year commitment.
296 D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area
297 Guidelines.

298

299 Responsibilities:

300

- 301 A. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.
302 B. To represent the KTASC at the regular meetings of the Regional Service Committee.
303 C. To make a report to the KTASC at each regular meeting, covering the business of the previous Regional
304 Service Committee meeting.
305 D. To complete and sign a Memorandum of Financial Responsibility Form.
306 E. To disperse copies of report and approved fliers from region to be dispersed to GSRS at ASC
307

308

308 SECTION 8: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

309

310 Qualifications:

311

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

317

318

319 Responsibilities:

320

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

324

325 **ARTICLE IX – MEETINGS**

326

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

329

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

332

333 SECTION 3: All special meetings called by the Chairperson of the KTASC, or upon request of a
334 participant of the KTASC, shall be governed by these guidelines. All motions shall be passed by a simple

335 majority of the voting participants in attendance at any special meeting. The purpose of the meeting shall
336 be stated. No business other than that which is stated shall be conducted. At least eight (8) days' notice
337 shall be given.

338

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

340

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

342

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

346

347

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

349

350 SECTION 1: The KTASC may establish sub-committees as necessary to perform certain duties. The voting
351 participants of the KTASC shall form these standing sub-committees upon approval. Standing
352 subcommittees may include, but are not limited to: Public Information, Hospitals and Institutions,
353 Literature, Activities, Blues Fest. At the inception of these standing sub-committees, the voting participants
354 of the KTASC shall elect a Chairperson. Officers other than Chairperson of each standing sub-committee
355 shall be elected by the sub-committee members.

356

357

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

360

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

363

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

366

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

368

369 SECTION 6: Appointed Position: Group Services Representatives Coordinator.

370

Qualifications:

371

372 A. Six (6) months active service in the Narcotics Anonymous service structure.

373

374 Responsibilities:

375

376 A. Provide necessary information to Group Service Representatives prior to Area Service
377 Committee meetings.

378

379 **ARTICLE XI – AMENDMENTS**

380

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

387

388 SECTION 2: The Secretary shall keep amendments for Guidelines review.
389

390 **ARTICLE XII – GENERAL FUND**
391

392 SECTION 1: For the purpose of the KTASC, the General Fund shall be an account for the KTASC,
393 subcommittees, and projects of the KTASC.
394

395 SECTION 2: Disbursements of funds from this account shall be monthly approved operating expenses of
396 the KTASC, approved itemized request(s) from sub-committees, and/or projects of the KTASC. All
397 requests are subject to Section 3 and Section 6 of Article XII.
398

399 SECTION 3: Requests from the General Fund shall be in written form with an itemized record of said
400 request and must be approved by a two-thirds (2/3) vote of the KTASC quorum.
401

402 SECTION 4: Prudent reserve shall be defined as those funds required to sufficiently cover the operating
403 budget of the KTASC and the approved allotments of the sub-committees for a period of three (3) months.
404

405 SECTION 5: Funds found to be in excess of the prudent reserve shall be reported by the Treasurer to the
406 KTASC per Article VII, Section 5, Line 1.
407

408 SECTION 6: Disbursement of excess funds outside of the KTASC is to be made in April and October.
409

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

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

415 The Kings-Tulare Area of Narcotics Anonymous is entirely a volunteer organization and no member or
416 officer receives recompense.
417

418 **ARTICLE XIII – GUIDELINES FOR KTASC SUB-COMMITTEE REPORTS**
419

420 SECTION 1: General reporting of progress during the previous month.
421

422 SECTION 2: General reporting of communications with Regional Sub-Committees.
423

424 SECTION 3: To report the time and place of committee meeting(s) and current activities.
425

426 SECTION 4: Try to limit speaking time when giving your report, avoiding any unnecessary rhetorical
427 conversation. Submit a typed or handwritten report including a complete financial statement; to include
428 inventory of supplies and/or merchandise
429

430 SECTION 5: Include sub-committee Chairperson's current telephone number.
431

432 **ARTICLE XIV: GSR DUTIES**
433

434 SECTION 1: To stay for entirety of the ASC meeting to conduct business
435

436 SECTION 2: To carry vote of their group conscience in all matters pertaining to ASC business
437

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

440

441 Group Service Representative (GSR) or ALT GSR must be in attendance for two (2) consecutive months in
442 order to gain group vote. A GSR or ALT GSR may be absent one (1) month and maintain Voting
443 privileges, after two absences the GSR will need to attend two meetings consecutive meetings to reestablish
444 voting privileges. A meeting may have a group member report for it for 3 months and maintain voting
445 privileges, if a meeting is not represented by GSR on the fourth month; the meeting will no longer have
446 voting privileges and will need to be represented two (2) consecutive meetings by a GSR or ALT GSR to
447 reestablish voting rights (voting is allowed at the 2nd meeting in attendance)

448

449 SECTION: 4 Any member holding a GSR or ALT GSR position may only hold one voting position at a time.

450

451 **ARTICLE XIV—MANAGEMENT OF KTASC ASSETS**

452

453 SECTION 1: Storage room keys and contents are considered KTASC assets and need to be managed
454 responsibly. Keyholders for the storage unit include the Chair of the KTASC and the Chair of the Activities
455 Subcommittee.

456

457 SECTION 2: Should the need arise for a Group or other member to borrow a stored asset from the KTASC,
458 the procedure shall include:

459

- 460 1. Written notification in the form of a motion presented to the KTASC for approval by the Groups.
- 461 2. Details regarding what asset is to be used and what dates the asset will be used.
- 462 3. Statement regarding condition of the asset when used and the condition of the asset when returned. This statement
463 shall be in the form of a written report to the KTASC.
- 464 4. At no time are the keys or other assets to be in the possession of anyone who does not have an active Memorandum
465 of Financial Responsibility on file with the KTASC.

466 SECTION 3: All assets, whether borrowed or not, should be kept in good working order. Breakage or loss of
467 assets is to be reported immediately on discovery. Significant breakage or loss, even when remedied by the
468 parties responsible, must be reported to the KTASC at the next regular business meeting.

469

470 SECTION 4: Assets used for the facilitation of KTASC business (laptops, computers, web cams, etc.) must
471 be assigned only to servants whose role requires the use of these assets and have signed a Memorandum of
472 Financial Responsibility (MOFR). These roles include, but are not limited to, the Chair, Secretary, and
473 Treasurer of the KTASC.

474

475 SECTION 5: The responsibility for the inventory of KTASC business assets is that of the Secretary of the
476 KTASC. This inventory includes the nature of the asset and which servant has which asset in their
477 possession.

478

479 SECTION 6: The inventory of all stored KTASC assets must be taken when:

480

- 481 1. New Keyholders assume their duties.
- 482 2. Upon request of the KTASC.

483