



Kings/Tulare Area Service Committee

Of

Narcotics Anonymous

## Guidelines

(Revised January 2019)

## **KINGS/TULARE AREA SERVICE COMMITTEE GUIDELINES**

### **ARTICLE I – NAME**

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**

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

### **ARTICLE III – PURPOSE**

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

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

### **ARTICLE IV – PARTICIPANTS**

SECTION 1: The voting participants of the committee shall be the Group Service Representative (GSR), or in their absence, the Group Service Representative Alternate of each group. This committee shall have two classes of participants only, that of voting, and non-voting. Only voting participants shall have voting rights. No person shall have more than one vote.

SECTION 2: Non-voting participants: anyone other than the GSR or GSR Alternate as referred to in Section 1.

SECTION 3: The Chairperson shall have the right to vote only in case of a tie.

Meeting Group Service Representative (GSR) must be in attendance for two ( 2) consecutive months in order to gain group vote. A GSR may be absent one(1) month and maintain Voting privileges, after two absences the GSR will need to attend two meetings consecutive meetings to re-establish voting privileges. A meeting may have a group member report for it for 2 months and maintain voting privileges, if a meeting is not represented by GSR on third month; the meeting will no longer have voting privileges and will need to be represented two (2) consecutive meetings to reestablish voting rights

### **ARTICLE V – OBSERVERS/VISITORS**

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

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

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

1. When or during:
  - A. Open Forum.
  - B. Questions on all reports.
2. The Chairperson has the exclusive right to grant or deny these requests for the floor

- A. By questioning the motives of the requestor.
- B. Referring the requestor to Open Forum.

**ARTICLE VI – OFFICERS AND ELECTIONS**

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

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

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

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

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

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

**ARTICLE VII – REMOVALS**

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

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

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

**ARTICLE VIII – DUTIES OF OFFICERS**

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

SECTION 1: CHAIRPERSON

Qualifications:

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

Responsibilities:

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

SECTION 2: VICE-CHAIRPERSON

Qualifications:

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

Responsibilities:

- A. In the absence of the Chairperson, to serve as Chairperson.
- B. To act as parliamentarian for the KTASC meetings unless this task is specifically assigned to another individual.
- C. To maintain a current calendar of all business of the sub-committees.
- D. To attend at least one of all sub-committee meetings per month.
- E. To be an advisor and a non-voting member of all Sub-committees.
- F. To complete and sign a memorandum of Financial Responsibility Form.
- G. To be a co-signer on the committee's bank account.

SECTION 3: SECRETARY

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years of continuous 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 Chairperson, Vice-Chairperson, and RCM, to call the meeting to order and to preside Pro Tem until the immediate election of the Chairperson.
- B. To keep a record of all proceedings of the committee.
- C. To keep on file all committee reports.
- D. To maintain the committee's official membership list and to call the roll.
- E. To maintain the committee's files and archives.
- F. To make the minutes and records available to any NA member upon request at their earliest convenience.
- G. To furnish committees with whatever documents are required for the performance of their duties.
- H. To maintain record book(s), in which the guidelines and minutes are entered, with any amendments properly admitted into the guidelines as an Addendum. To have the current record book(s) on hand at every meeting.
- I. To notify participants of each special meeting utilizing such method of notification as is agreed upon by the committee.
- J. To type and mail the correspondence of the committee that is not a responsibility of the other officers or sub-committees.
- K. To prepare an agenda in conjunction with the Chairperson prior to each meeting.
- L. To prepare the minutes no later than three weeks following each meeting.
- M. To be a co-signer of the committees bank account(s).
- N. To be a holder of the P.O. Box key.
- O. To retype, including all amendments and addenda and to make copies of Area Service Guidelines the month before elections.
- P. To complete and sign a Memorandum of Financial Responsibility Form.

SECTION 4: ASSISTANT SECRETARY

Qualifications:

- A. Active for at least six (6) months in the service structure of NA.
- B. A suggested one (1) year continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. A willingness to become familiar with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

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

SECTION 5: TREASURER

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested three (3) years continuous abstinence from all drugs.
- C. Two (2) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the

Area Guidelines.

Responsibilities:

- A. To be the custodian of the committee's funds.
- B. To be a co-signer on the committee's bank account(s).
- C. To make a report on the receipts and disbursements at each meeting.
- D. To make a full financial report at the annual KTASC meeting.
- E. To disburse funds as necessary, in accordance with committee decisions, when the funds are available.
- F. To advise the committee of financial obligations.
- G. To be a P.O. Box key holder.
- H. To review the operating expenses quarterly and arrive at a monthly average for the quarter, then establish a new prudent reserve as per Article XII, Section 4.
- I. To report funds in excess of the prudent reserve at each regular KTASC meeting.
- J. To complete a Memorandum of Financial Responsibility Form.

SECTION 6: ASSISTANT TREASURER

Qualifications:

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

Responsibilities:

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

SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)

Qualifications:

- A. Active for at least two (2) years in the service structure of NA.
- B. A suggested three (3) years of continuous 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 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.

**ARTICLE X – STANDING SUB-COMMITTEES**

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

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

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

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

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

SECTION 6: Appointed Position: Group Services Representatives Coordinator.

Qualifications:

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

Responsibilities:

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

#### **ARTICLE XI – AMENDMENTS**

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

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

#### **ARTICLE XII – GENERAL FUND**

SECTION 1: For the purpose of the KTASC, the General Fund shall be an account for the KTASC, sub-committees, and projects of the KTASC.

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

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

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

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

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

SECTION 7: The Kings-Tulare Area of Narcotics Anonymous is organized under California law As an unincorporated membership benefit association in accordance with the California Corporation Code section TITLE3. UNINCORPORATED ASSOCIATIONS [18000-24001.5]  
The Kings-Tulare Area of Narcotics Anonymous is a volunteer organization providing for welfare and support of its members through a community-based self-help 12 step program.  
The Kings-Tulare Area of Narcotics Anonymous is entirely a volunteer organization and no member or officer receives recompense.

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

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

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

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

SECTION 4: Try to limit speaking time when giving your report, avoiding any unnecessary rhetorical conversation. Submit a typed or hand written report including a complete financial statement; to include



inventory of supplies and/or merchandise

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

#### ARTICLE XIV: GSR DUTIES

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

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

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

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

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

#### ARTICLE XV: WEB SERVANT/WEBSITE

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.