

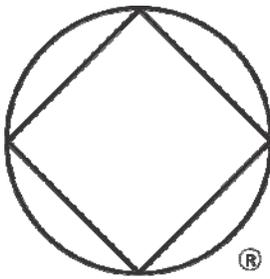


Stanislaus Valley Groups of Narcotics Anonymous  
P.O. Box 578551  
Modesto, CA 95357

[www.svgna.org](http://www.svgna.org)



**Area Service Committee  
Guidelines  
with  
All Attachments  
(A ~ D)**



**Stanislaus Valley Groups of Narcotics Anonymous**  
**P.O. Box 578551**  
**Modesto, CA 95357**

[www.svgna.org](http://www.svgna.org)



**Stanislaus Valley Groups of NA**  
**Area Service Committee Guidelines**  
(Revised and Approved November 2018)

**Table of Contents:**

<b>I.</b>	<b>Definition</b>
<b>II.</b>	<b>Boundaries</b>
<b>III.</b>	<b>Decorum Statement</b>
<b>IV.</b>	<b>Purpose</b>
<b>V.</b>	<b>Responsibilities of the SVGNA ASC</b>
<b>VI.</b>	<b>Participants</b>
<b>VII.</b>	<b>The GSR and the GSR Alternate</b>
<b>VIII.</b>	<b>Qualifications and Duties of the Administrative Body</b>
<b>IX.</b>	<b>Operational Guidelines</b>
<b>X.</b>	<b>Financial Guidelines for SVGNA ASC</b>
<b>XI.</b>	<b>Abbreviations</b>
<b>XII.</b>	<b>Attachments</b>

**I. Definition:**

This body shall be known as the Stanislaus Valley Groups of NA Area Service Committee (SVGNA ASC).

**II. Boundaries:**

This committee shall serve the Stanislaus and Merced County groups of Narcotics Anonymous, and any other NA group that may choose to affiliate with this Area, subject to majority approval of this ASC. This committee shall be a member of the California Mid-State Regional Service Committee (CMSRSC).

Decorum Statement:

SVGNA ASC meetings will be conducted according to these rules of order, adapted from "*Robert's Rules of Order, Newly Revised*". This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our *Twelve Concepts for NA Service*; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please allow the Chair to facilitate the meeting in an orderly and efficient manner to make maximum use of our time.

50 **IV. Purpose:**  
51

52 To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which  
53 develops, coordinates and maintains services on behalf of NA as a whole. (1<sup>st</sup> Concept for NA Service)  
54

55 **Section 1:**

56 The purpose of the Stanislaus Valley Groups of NA Area Service Committee (SVGNA ASC) is the cooperative  
57 effort of trusted servants, receiving guidance from the Groups they serve, to help our Groups carry the  
58 message of recovery by facilitating necessary services which cannot be provided easily by the individual  
59 Groups. The service structure must always look to the Groups for support and direction.  
60 Additionally, the SVGNA ASC provides a forum for the Groups to come together and discuss common  
61 challenges and solutions.  
62

63 **Section 2:**

64 This organization is a nonprofit public benefit organization and is not organized for the private  
65 gain of any person.  
66

67 **Section 3:**

68 No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise  
69 attempting to influence legislation, and the organization shall not participate or intervene in any political  
70 campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.  
71

72 **V. Responsibilities of the SVGNA ASC:**  
73

74 *The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to  
75 it. (3<sup>rd</sup> Concept for NA Service)*  
76

77 *In day-to-day matters, the groups have given our service boards and committees the practical authority  
78 necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still  
79 bear final authority.*  
80

- 81 1) To hold monthly SVGNA ASC meetings, or more as determined by the SVGNA ASC. Meetings  
82 shall take place in a public location, be open to all members of the public, and meet the  
83 accessibility requirements of Narcotics Anonymous and the Americans with Disability Act  
84 (ADA).
- 85 2) Record and provide minutes of the regular SVGNA ASC meetings to the SVGNA ASC trusted  
86 servants and any member of NA who may request them.
- 87 3) Maintain a post office box.
- 88 4) Maintain a bank account. See Section X. J (*Anti-Theft Policy*), A (*Memorandum of Financial  
89 Responsibility*), and Section X (*Financial Guidelines for SVGNA ASC*)
- 90 5) Maintain a literature Inventory and reserve. (Literature will be distributed only at ASC  
91 meetings.)
- 92 6) Publish, update and provide Area meetingschedules.
- 93 7) Maintain a 24 hour phone line.
- 94 8) Contribute to the growth of NA as a whole by supporting the California Mid-State Regional  
95 Service Committee (CMSRSC), Narcotics Anonymous World Services (NAWS), serving as a link  
96 between the SVGNA ASC and the CMSRSC.
- 97 9) Support Sub-committees and create ad-Hoc committees to respond to the Area's needs.
- 98 10) Coordinate and support Learning Days. (See Section IX H. Learning Day Guidelines)
- 99 11) Coordinate an annual Area Inventory (See Attachment B Area Inventory).
- 100 12) Establish a bi-annual budget. (See Section X Financial Guidelines for SVGNA ASC).
- 101 13) Establish a prudent reserve. (See Section X Financial Guidelines for SVGNA ASC).
- 102 14) Encourage Groups and require Sub-committees to refer to Attachment D SVGNA ASC Flyer  
103 Submission Process when creating flyers.

- 104 15) Be registered with NAWS
- 105 16) Be responsible for forwarding information from the groups to the CMSRSC for insurance
- 106 purposes.
- 107 17) To provide a forum for the Groups to come together and discuss challenges and solutions to
- 108 help further our primary purpose, (the Group Reports will be a primary item on the agenda).
- 109 18) Conducting all financial business at the regular SVGNA ASC meeting, unless special
- 110 circumstances deem otherwise.
- 111 19) To ensure a Conference Agenda Report (CAR) Workshop is scheduled in the SVGNA Area prior
- 112 to every World Service Conference (WSC).
- 113

114 **VI. Participants:**

- 115
- 116 A. Group Service Representative (GSR), the GSR Alternate (GSRA), or the Member designated by
- 117 their respective Group to represent the Group.
- 118
- 119 B. Members of the Administrative Body:
- 120 1. Chairperson 7. Recording Secretary
- 121 2. Vice-Chairperson 8. Assistant Recording Secretary
- 122 3. Regional Committee Member (RCM) 9. Literature Chair Person
- 123 4. Regional Committee Member Alternate (RCMA) 10. Literature Person 1<sup>st</sup> Alternate
- 124 5. Treasurer 11. Literature Person 2<sup>nd</sup> Alternate
- 125 6. Assistant Treasurer 12. Literature Helper
- 126
- 127 C. Subcommittee Chairpersons:
- 128 1. Activities 2. Public Relations
- 129
- 130 D. Any designated ad-Hoc Committee
- 131 E. Any interested members of NA
- 132

133 **VII. THE GSR AND THE GSR ALTERNATE:**

134

135 The SVGNA ASC REQUESTS THAT GSRs KEEP THE FOLLOWING INFORMATION IN MIND:

136 *The final responsibility and authority for NA services rests with the NA groups. (2<sup>nd</sup> Concept for NA Service)*

137 *The groups have final responsibility for and authority over the service structure they have created. By fulfilling*

138 *their responsibility to provide their service structure with the conscience and ideas, people, and money it needs,*

139 *the groups also exercise their authority. Conversely, the service structure must always look to the groups for*

140 *support and direction.*

141

142 GSRs form the foundation of our service structure. GSRs provide constant and active influence over the

143 discussions being carried on within the service structure. They do this by participating in SVGNA ASC

144 meetings, attending Service Learning Days, forums, and assemblies, and CAR Workshops at both the

145 SVGNA ASC and the Regional levels, and sometimes joining in the work of an SVGNA ASC

146 subcommittee.

147

148 GSRs bear great responsibility. They are selected by their groups to serve by:

- 149
- 150 A. Being active members and participants at the ASC.
- 151 B. Gathering information as to decisions made and actions taken by the SVGNAASC.
- 152 C. Reviewing reports from the SVGNA ASC Administrative Body, Subcommittee Chairpersons,
- 153 and the current CAR.
- 154
- 155
- 156
- 157

158 **VIII. QUALIFICATIONS & DUTIES OF THE ADMINISTRATIVE BODY:**

159

160

*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants. (4<sup>th</sup> Concept for NA Service)*

161

162

163

1. **\*\*Note\*\*** It is suggested that all of the following trusted servants have:

164

a) The willingness and the desire to serve.

165

b) The minimum clean time required for the specific position.

166

c) A good working knowledge of the *12 Steps, 12 Traditions, & 12 Concepts for NA Service*.

167

d) An understanding of the service structure of NA and the responsibilities of their position.

168

e) The willingness to sign a *Memorandum of Financial Responsibility*, (Attachment A).

169

f) The willingness to be available as a resource to assist the newly elected trusted servants.

170

171

172

173

2. Duties / Responsibilities / Requirements Common to All Positions:

174

a) All Admin. Body and Subcommittee Chairpersons shall provide a monthly report to the SVGNA ASC Recording Secretary for inclusion in the report packet by the deadline established by the SVGNA ASC.

175

b) All positions are a one year term of service.

176

c) No Trusted Servant may serve more than two consecutive terms unless waived by SVGNA ASC.

177

d) Attend all SVGNA ASC meetings.

178

e) All Admin. Body trusted servants should be familiar with the SVGNA ASC Guidelines.

179

f) No trusted servant may represent more than one group at a time.

180

g) No trusted servant may hold more than one position at the SVGNA ASC.

181

*(Note: Coffee Maker is exempted from this limitation.)*

182

183

184

185

186

187 **A. Chairperson**

188

**1) Requirements:**

a) A minimum of three years continuous clean time.

b) Prior service experience at the ASC and/or RSC level.

189

190

191

**2) Duties:**

a) Prepares and ensures copies of the agenda for the monthly ASC meeting are available.

b) Facilitates the monthly SVGNA ASC meetings. Must be capable of conducting a business meeting with a firm yet understanding hand within the NA service structure and the Rules of Order.

c) Shall be a co-signer of the ASC bank account.

d) Responsible for SVGNA ASC correspondence, (includes PO Box, email and other forms of communication).

e) Maintains and coordinates distribution of SVGNA ASC PO Box and storage unit keys.

f) Reserves facility for all SVGNA ASC meetings and ensures rent is paid.

g) Ensures a GSR orientation is presented 30 minutes prior to the regular SVGNA ASC meeting.

h) Appoints the Chairperson for any ad-hoc committee necessary to fulfill the needs of the SVGNA ASC, or at the request of the SVGNA ASC.

192

193

194

195

196

197

198

199

200

201

202 **B. Vice Chairperson:**

**1) Requirements:**

a) A minimum of three years continuous clean time.

203

204

205

206

207

- 211 b) Prior service experience at the ASC and/or RSC level.
- 212 c) The willingness and ability to become Chairperson if elected *and/or necessary*.
- 213

214 **2) Duties:**

- 215 a) In the absence of the Chairperson, the Vice Chair shall assume their responsibilities.
- 216 b) Shall be a co-signer of the ASC bank account.
- 217 c) Stays informed of the sub-committees projects and functions and are available to
- 218 assist with any problems that may arise.
- 219 d) Serves as the Parliamentarian of all SVGNA ASC meetings according to the Rules of
- 220 Order in accordance with the *Twelve Traditions* and the *Twelve Concepts for NA*
- 221 *Service*.
- 222 e) Takes roll call and establishes quorum.
- 223 f) Maintains attendance log of valid and invalid groups.
- 224

225 **C. Regional Committee Member (RCM):**

226 **1) Requirements:**

- 227 a) A minimum of three years continuous clean time.
- 228 b) Prior service experience at the ASC and/or RSC level for at least the last six months
- 229 prior to election.
- 230 c) May not serve as a GSR or GSRA while serving as the RCM.
- 231 d) May serve on one or more SVGNA ASC/ CMSRSC subcommittees, however, not as
- 232 the Chairperson or Vice - Chair.
- 233

234 **2) Duties:**

- 235 a) The primary responsibility of the RCM shall be to work for the good of NA as a
- 236 whole by providing communication and serving as the link between the SVGNA ASC
- 237 and the CMSRSC.
- 238 b) In the event that the Vice-Chair is serving as the Chair; the RCM will act as
- 239 parliamentarian.
- 240 c) Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all SVGNA
- 241 ASC/CMSRSC workshops, learning days.
- 242 d) The RCM is a resource of information regarding the *Twelve Traditions*, the *Twelve*
- 243 *Concepts for NA Service* and the service structure of NA and may provide guidance in
- 244 matters concerning them.
- 245 e) The RCM shall attend the Regional Assembly, Conference Agenda Report (CAR)
- 246 workshops, Area learning days and provide the SVGNA ASC with a written report of all
- 247 pertinent information and business.
- 248 f) If the RCM is unable to represent the SVGNA ASC at the CMSRSC, they shall notify
- 249 the RCMA and the SVGNA ASC Chair as soon as possible so a member of this SVGNA
- 250 ASC body may fill in.
- 251 g) Provide a copy of each month's CMSRSC minutes, reports and other information
- 252 gathered, to the SVGNA ASC Recording Secretary for information and compilation into
- 253 the SVGNA ASC archives.
- 254

255 **D. Regional Committee Member Alternate (RCMA):**

256 **1) Requirements:**

- 257 a) A minimum of two years continuous clean time.
- 258 b) Prior service experience at the ASC/RSC level.
- 259 c) The willingness to become the RCM, if elected and/or necessary.
- 260 d) May not serve as a GSR or GSRA while serving as the RCM.
- 261 e) May serve on one or more SVGNA ASC/ CMSRSC subcommittees, however, not as
- 262 the Chairperson or Vice Chair.

263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314

**2. Duties:**

- a) In the absence of the RCM, the RCMA shall assume the responsibilities of the RCM.
- b) The RCMA shall assist the RCM with the performance of their duties.
- c) Attend all regular SVGNA ASC meetings, all CMSRSC meetings, all SVGNA ASC/CMSRSC workshops, learning days.
- d) If the RCMA is unable to represent the SVGNA ASC at the CMSRSC they shall notify the SVGNA ASC Chair as soon as possible so a member of this SVGNA ASC body may fill in.

**E. Treasurer:**

**1. Requirements:**

- a) Three years continuous clean time.
- b) Prior service experience at the ASC and/or RSC level.
- c) Willingness to learn accounting program in use by SVGNA ASC.

**2. Duties:**

- a) Deposit and disburse all SVGNA ASC contributions.
- b) Make any financial disbursements over \$20.00 in written check form.
- c) Serve as custodian of and is a cosigner on the SVGNA ASC bank account.
- d) Keep and maintain the financial ledger along with all the receipts of the SVGNA ASC.
- e) Make a general report of the financial status of the SVGNA ASC and make the ledger available at every SVGNA ASC meeting.
- f) Give a written financial statement at the end of their term. The final report for the year should include but not be limited to the following:
  - 1) A breakdown clearly showing every month's income, expenses and ending total.
  - 2) A year – to – date balance.
- g) Holder of one of the SVGNA ASC Post Office Box keys.
- h) Performs monthly reconciliations.
- j) Provide electronic version of monthly report to the SVGNA ASC Secretary.

**F. Assistant Treasurer:**

**1. Requirements:**

- a) A minimum of two years continuous clean time.
- b) Prior service experience at the ASC and/or RSC level.
- c) The willingness and ability to become the treasurer if elected and/or necessary.
- d) Willingness to learn accounting program in use by SVGNA ASC.

**2. Duties:**

- a) In the absence of the Treasurer, shall assume responsibilities of Treasurer for SVGNA ASC meeting.
- b) Assist Treasurer at SVGNA ASC meeting with money and paperwork.
- c) Shall be a co-signer of the SVGNA ASC bank account.

**G. Secretary:**

**1. Requirements:**

- a) A minimum of two years continuous clean time.
- b) Must be computer literate and able to send and receive e-mail with attachments.
- c) Prior service experience at the ASC and/or RSC level.

315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365

## **2. Duties:**

- a) Keeps a detailed record of the minutes from all SVGNA ASC meetings.
- b) Copy and distribute report packets *at* the next regular SVGNA ASC meetings. (*Note: Report packet includes previous month's minutes, Admin Body reports and Treasurer spreadsheets. Also, any information received from the CMSRSC or NAWs.*)
- c) Responsible for documenting all changes to the minutes.
- d) Maintains a log of motions.
- e) Maintains SVGNA ASC archives of current and previous year on hand.
- f) Ensures past year's minutes, (older than 2 years), are placed in SVGNA ASC storage.
- g) Will maintain a monthly stock of no less than 2 (two) GSR PACKETS.
- h) Quantity of copies to be made for the monthly SVGNA ASC documents and forms will be: Number of groups (from attendance sheet) plus 10.
- i) Maintain a log of storage unit key holders that shows: name, address and phone number of trusted servant holding key, term of access to storage per motion at the ASC, when key was given to holder and when it was returned.

## **H. Assistant Secretary / Information Coordinator:**

### **1. Requirements:**

- a) A minimum of one year continuous clean time.
- b) Must be computer literate and able to send and receive e-mail with attachments.
- c) The willingness and ability to become the Secretary, if elected and/or necessary.

### **2. Duties:**

- a) Assist Secretary with duties.
- b) Assume Secretary responsibilities in the absence of Secretary.
- c) Ensures the upcoming monthly event calendar from SVGNA's Web Site is provided to the Secretary for the upcoming SVGNA ASC meeting.
- d) Maintains and provides to the SVGNA ASC a confidential phone list of all ASC participants.

## **I. Literature Chair Person:**

### **1. Requirements:**

- a) A minimum of three years continuous clean time.
- b) Prior service experience at the ASC and/or RSC level.
- c) Willingness to learn the current NAWs literature ordering process.

### **2. Duties:**

- a) Maintain a predetermined, by the SVGNA ASC, amount of literature inventory.
- b) Make literature available for sale at all regular SVGNA ASC meetings.
- c) Keep and maintain a financial record of all transactions, archived in [treasurer@svgna.org](mailto:treasurer@svgna.org), [secretary@svgna.org](mailto:secretary@svgna.org) and [literature@svgna.org](mailto:literature@svgna.org) . (Including but not limited to: Group order forms and receipts, completed NAWs Literature Order Forms & Invoices)
- d) Give a monthly report of financial transactions.
- e) Give a written financial statement at the end of their term. The literature person's report should include but not be limited to the following:
  - 1) A breakdown clearly showing each month's literature sales and income.
  - 2) A year -to - date literature balance.
  - 3) A written Inventory of all stock on hand.
  - 4) Any credit balance remaining on NAWs account.
- f) Maintain a monthly stock of no less than two (2) STARTER KITS and

366 LITERATURE PACKETS for new groups. Contents of these includes a number of  
367 IPs. The literature servants, when filling out the KIT and the PACKET, will take care to  
368 not duplicate literature items in the KIT and in the PACKET.  
369

370 **J. Literature Person 1<sup>st</sup> Alternate, 2<sup>nd</sup> Alternate and Helper:**

371 **1. Requirements:**

372 a)

Literature Person 1 <sup>st</sup> Alternate *	18 Months Clean Time
Literature Person 2 <sup>nd</sup> Alternate *	1 Year Clean Time
Literature Helper	6 Month Clean Time

373 b) \*Prior service experience at the ASC and/or RSC level.  
374

375 **2. Duties:**

- 376 a) All will assist the Literature person in duties as directed.  
377 b) 1<sup>st</sup> Alternate Literature Person - Be willing to become Literature person if elected  
378 and/or necessary.  
379 c) 1<sup>st</sup> Alternate shall assume the responsibilities in the absence of the Literature  
380 Person.  
381 d) The 2<sup>nd</sup> Alternate shall assume the responsibilities in the absence of the Literature  
382 Person and the 1<sup>st</sup> Alternate.  
383

384 **K. Subcommittees:**

385 *The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities*  
386 *assigned to it. (3<sup>rd</sup> Concept for NA Service)*  
387

388 *In day-to-day matters, the groups have given our service boards and committees the practical authority*  
389 *necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the*  
390 *groups still bear final authority.*  
391

- 392 1) Subcommittees shall be established by a majority vote of the SVGNA ASC voting participants to  
393 serve a specific need. In the event that no Subcommittee is established, the SVGNA ASC shall either  
394 establish one or assume the responsibility.  
395 2) The common basic purpose of a Subcommittee shall be to carry out the jobs assigned to them by  
396 the SVGNA ASC via group conscience. The SVGNA ASC shall support each Subcommittee financially,  
397 and the members are encouraged to support physically.  
398 3) The SVGNA ASC shall elect all Subcommittee Chairpersons. (PR in June, Activities in November)  
399 4) Each Subcommittee shall operate under their own guidelines.  
400 5) Each Subcommittee shall need at least three (3) members to conduct business.  
401 6) In the absence of the Chairperson, the Subcommittee Vice-Chairperson shall assume the  
402 responsibilities.  
403 7) In the absence of the Subcommittee Vice-Chairperson, the SVGNA ASC Vice-Chairperson shall  
404 assume the responsibilities.  
405 8) Any revision of subcommittee guidelines are to be brought to the ASC for review and approval.  
406 9) Each Subcommittee shall provide a current electronic and hard copy of their guidelines to the  
407 SVGNA ASC.  
408 10) All standing Subcommittee meetings shall meet a minimum of once every month with the time and  
409 place to be scheduled by the respective Subcommittee Chairperson in cooperation with other group  
410 Subcommittee members.  
411 11) Subcommittee meeting day/time/location shall be published on the SVGNA web site and in the  
412 SVGNA Area Meeting Schedule.  
413 12) All Standing Subcommittee meetings shall take place in a public location, be open to all members  
414 of the public, and meet the accessibility requirements of Narcotics Anonymous and the Americans with

415 Disabilities Act (ADA).

416 **a) Subcommittee Chairperson:**

417

418 *For each responsibility assigned to the service structure, a single point of decision and accountability*  
419 *should be clearly defined. (5<sup>th</sup> Concept for NA Service)*

420

421 *In defining a single point of decision for each service assignment, we eliminate confusion about who*  
422 *has authority to do what. We also clarify accountability for our services: whoever is given the authority*  
423 *for a particular task will be held accountable for the fulfillment of that task.*

424

425 **1. Requirements:**

426

a) A minimum of two years continuous clean time.

427

b) Prior experience at the ASC and/or RSC level as well as on the Subcommittee itself.

428

429 **2. Duties:**

430

a) Schedule all Subcommittee meetings and prepare an agenda for those meetings.

431

b) Perform the Subcommittee meetings administrative duties in accordance with that  
432 Subcommittee’s guidelines.

433

c) Shall submit a written financial budget to the SVGNA ASC.

434

1)

PR Subcommittee ONLY - Budget Cycles Covered	
Submitted in August	September, October, November, December, January, February
Submitted in February	March, April, May, June, July, August

435

436

2) Activities Subcommittee will follow the SVGNA ASC Admin. Body Budget  
437 Cycle. (See **X. D. 1. a)**)

438

d) Submit a written financial and project summary at the end of their term of service  
439 to the SVGNA ASC.

440

e) Attend all ASC meetings and SVGNA Service Learning Days.

441

f) Shall ensure Subcommittee meeting day / time / location shall be published on the  
442 SVGNA web site and in the SVGNA Area Meeting Schedule.

443

444 **IX. OPERATIONAL GUIDELINES:**

445

**A. Elections:**

446

1) Nominees shall be present at the time of nomination, and shall qualify themselves  
447 for the position.

448

2) When a position becomes vacant at the SVGNA ASC level, it shall be announced at  
449 the SVGNA ASC meeting. Elections for that position will be held at the following  
450 SVGNA ASC meeting.

451

3) SVGNA ASC trusted servants may succeed themselves in their position, but no  
452 trusted servant may serve the same position for more than two consecutive terms.

453

4) A trusted servant may resign from office by providing written notice to the SVGNA  
454 ASC Chairman.

455

5) Administrative body elections shall take place in June with the exception of the  
456 Activities Subcommittee Chairperson which shall take place in November.

457

6) In the event that there is only one nominee, the process will still be followed and a  
458 vote shall still be taken. (Note: Actual vote tally **shall not be published** in Minutes, only  
459 election results.)

460

7) SVGNA ASC trusted servants shall be elected by a majority vote.

461

462

463

464

465  
466  
467  
468  
469  
470  
471  
472  
473  
474  
475  
476  
477  
478  
479  
480  
481  
482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501  
502  
503  
504  
505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515  
516

## **B. Questions for Admin Body Elections:**

*Concept 3: The NA Groups Delegate To The Service Structure The Authority Necessary To Fulfill The Responsibilities Assigned To It.*

*\*Delegating authority can be a risky business unless we do so responsibly. To make Concept Three work, other concepts must also be applied consistently. Most importantly, we must give careful attention to the selection of trustworthy trusted servants. We cannot responsibly delegate authority either to those who are fundamentally incapable of administering that authority or to those who are not willing to account fully for their actions. However, if we select our leaders carefully, choosing those who can be trusted to responsibly exercise delegated authority in fulfilling the tasks we've given them, we can feel much more comfortable with the concept of delegation.*

*\*Twelve Concepts of NA, pg 7 last paragraph*

*In The Twelve Concepts of NA in the Fourth Concept it says "Our leaders must have the integrity needed to hear others well, yet still be able to stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of their convictions, and to surrender"*

- *Do you feel that you are capable of doing this?*
- *Are you currently using a sponsor to work the steps?*
- *Have you done enough step work to know your assets, defects, and limitations?*
- *Do you have the willingness and ability to serve and fulfill this commitment for the full term?*
- *Please elaborate on your past service history and any skills you have that will aid you in this position.*
- *Has there ever been a time when you have not fulfilled or completed any service commitment?*
- *Would you like to elaborate?*
- *Can you ask for help, advice and direction on a regular basis?*

### **For Those Who Handle Assets Or Are On SVGNA Bank Accounts:**

- *Do you know and understand what total financial accountability to the Fellowship means?*
- *Have you ever misappropriated, stolen or misused NA funds or assets? If so, what have you done to correct the situation?*
- *Have you ever committed or been arrested for theft, fraud, forgery or embezzlement?*
- *Are you currently subject to criminal and/or civil judgments or liens? (eg: child support, civil liens, back taxes or civil restitution.) Could NA funds be compromised?*
- *Do you have your own source of income?*

## **C. Removal of a Trusted Servant:**

A trusted servant may be removed from their position for non-compliance after due verbal and written notification, (*Note: Snail Mail, Email or Text acceptable.*). A 2/3rds vote is required for removal. Non-compliance includes, but is not limited to, the following:

- 1) Loss of abstinence.
- 2) Non-fulfillment of the duties of their position.
- 3) Absent at two (2) SVGNA ASC meetings without prior notification to the SVGNA Chairperson.
- 4) Absent at three (3) SVGNA ASC meetings during term of service.
- 5) Theft of NA funds (also see Anti-Theft Policy and *Memorandum Of Financial Responsibility (MOFR)*).

517 **Note: A GSR may only be removed by the group they represent.**  
518

519 **D. Voting Procedures: also see Attachment C Rules of Order**

- 520 1) The voting participants at the ASC shall be valid GSRs or an alternate representative.  
521 2) A new group will obtain the right to vote upon their first ASC meeting.  
522 3) A group which is unrepresented at two (2) consecutive ASC meetings shall lose their voting  
523 rights.  
524 4) A group that has lost it's voting right shall regain voting rights at the second consecutive  
525 SVGNA ASC meeting attended by a group representative.  
526 5) The quorum shall be 2/3rds of all valid GSRs or their alternate.  
527 6) A motion can be made by any member of NA, however it must be seconded by a valid GSR  
528 and submitted in writing. The author of the motion must be given to time to state their intent  
529 before any discussion takes place.  
530 7) A simple majority vote is one half, (50%), plus one of all valid GSRs present.  
531 8) A 2/3<sup>rd</sup> vote, (aka "Super Majority"), is 2/3rds of all valid GSRs present.  
532 9) Debate on any motion shall be limited to two pros and two cons. Discussion may be  
533 broadened if deemed necessary either by the Chairperson or the SVGNA ASC. If the discussion  
534 is broadened, a motion to table may be in order. The motion may not be tabled more than  
535 once unless special circumstances deem it necessary.  
536 10) The Chairperson may table any motion until the following month, provided there is a valid  
537 reason for doing so.  
538 11) If an issue arises that falls under the duty of an existing Subcommittee, the Subcommittee  
539 Chairperson should be allowed to speak on that issue. If a motion arises out of that discussion  
540 which affects the Subcommittee a request may be made to table that motion until the  
541 Subcommittee has had a chance to discuss the matter and provide Subcommittee input on the  
542 motion.  
543 12) Money matters may be tabled back to the groups at the SVGNA ASC's discretion.  
544 13) Unbudgeted money matters require a 2/3<sup>rd</sup>s majority vote for approval.  
545 14) If a motion receives substantial abstentions it may be tabled or allowed further discussion,  
546 at the SVGNA ASC or the Chairperson's discretion.  
547 15) Any member may ask the Chair to poll the abstentions after a vote.  
548 16) When a tie occurs, the SVGNA ASC Chairperson will cast a vote to break the tie.  
549 17) Motions must be submitted before roll call is taken.  
550

551 **E. Guideline Amendments:**

- 552 1) SVGNA ASC and Subcommittee guidelines shall be presented to the GSRs for approval  
553 showing the original guidelines with ~~strikethrough~~ and proposed guidelines in **bold italics**.  
554 2) The SVGNA ASC may, at any time, change any section of these guidelines, and or any  
555 Subcommittee's guidelines by a 2/3rds vote after first being tabled back to the groups for at  
556 least one month, or by a 2/3rds majority vote at the time the motion is presented (at the  
557 SVGNA ASC's discretion).  
558 3) It is the SVGNA ASC Chairperson's responsibility to make sure that any motions adopted  
559 that would affect these guidelines are incorporated into the hard copy of these guidelines  
560 before the next SVGNA ASC Admin. Body elections (this can be done personally or through the  
561 Recording Secretary).  
562

563 **F. Attendance:**

- 564 1) All members of NA are welcomed and encouraged to attend the SVGNA ASC meeting,  
565 however it is asked that they use their GSR as a voice to the SVGNA ASC. The Chairperson may  
566 at his/her discretion recognize any one who wishes to have the floor of the SVGNA ASC.  
567 2) New groups shall receive SVGNA ASC Guidelines, a GSR handbook, starter kit, and literature

- 568 packet.
- 569 3) Any group which is unrepresented at the SVGNA ASC for two consecutive meetings shall be
- 570 considered an inactive participant.
- 571 4) When a group becomes inactive they shall be contacted by the PR Subcommittee Outreach.
- 572 The PR Subcommittee will report back to the SVGNA ASC as to status of the group.
- 573 5) Any group that is not represented in the second half of regular SVGNA ASC meeting shall be
- 574 considered absent for the entire SVGNA ASC meeting.
- 575 6) All subcommittees shall be represented by their chairperson, or designated representative,
- 576 at all regular SVGNA ASC meetings.
- 577 7) Quorum formula is the total # of valid participants divide by 3 (X 2), valid participants
- 578 present must be greater or equal to the quorum number. Simple Majority is  $\frac{1}{2}$  (50%) plus 1,
- 579  $\frac{2}{3}$  vote of valid present = valid present (x) 0.667
- 580

### 581 **G. Area Inventory: (Also see Attachment B Area Inventory)**

- 582 1) Questionnaires will be distributed at the October SVGNA ASC and returned no later than the
- 583 December SVGNA ASC.
- 584 2) An Ad Hoc committee will be formed in December. The purpose will be to collect and
- 585 compile the information in the questionnaires and make a report containing all of the
- 586 information to be presented at the January SVGNA ASC. This report will be the basis of the
- 587 Area Inventory topics to be discussed.
- 588 3) The actual inventory is the responsibility of the SVGNA ASC and should be recorded
- 589 accurately.
- 590 4) The follow up will be to make sure that the actions and decisions are applied.
- 591

### 592 **H. Learning Day Guidelines:**

#### 593 **1. Scheduling:**

- 594
- 595 a) Care should be taken to avoid scheduling a learning day when any nearby area in
- 596 the region or a neighboring region has a unity day or convention scheduled that our
- 597 members attend.
- 598 b) Learning days will not be scheduled during the California Mid-State Regional
- 599 Convention, SVGNA ASC meeting, CMSRSC meeting, or World Convention of NA.
- 600 c) The timeline for frequency of learning days will be determined by the SVGNA ASC.
- 601

#### 602 **2. Planning and Implementation:**

- 603 a) There will NOT be any registration fee for any learning day. The area is encouraged,
- 604 but not required, to hold supporting events to help pay for the learning day.
- 605 b) All learning days shall be a cooperative effort between all subcommittees and the
- 606 ASC with a balance of workshops divided between the committees.
- 607 c) The learning day is intended to be a single day event.
- 608 d) Only one workshop should be scheduled at a time, preferably alternating topics
- 609 between the ASC, all subcommittees, as well as topics suggested by GSRs or the Area
- 610 inventory.
- 611 e) All aspects of planning and implementing the event are the responsibility of the ASC
- 612 admin body (or those selected by the ASC chair). All subcommittee chairs will be
- 613 available to advise and assist in the event planning and presentation.
- 614 f) Selection of topics and speakers are the decision of the planners. Care should be
- 615 taken to select speakers that are knowledgeable and have current or previous
- 616 experience on the topic of their workshop. Planners should remember there is a
- 617 wealth of experience at the regional level and in surrounding areas.
- 618 g) Planners may want to refer to the PR Handbook or the H&I Handbook for some
- 619 additional ideas about planning the learning day.

620 h) Flyers should be distributed as soon as possible so groups and other areas know of  
621 the event.  
622

### 623 3. Finances

- 624 a) The SVGNA ASC learning day is not a fund raiser.
- 625 b) Every effort should be made to not exceed the budgeted amount.
- 626 c) The approved expenditures are;
  - 627 1. Rent for the facility
  - 628 2. Insurance for the event (see RCM for current requirements)
  - 629 3. Copies for flyers, programs, and handouts for material covered at the
  - 630 workshops
  - 631 4. Food and beverages (at the planner's discretion).

### 632 4. Planning (step by step)

- 633 a) Decision is made to hold a Learning Day, and "Planners" are assigned. Budgeted
- 634 funds are then held in treasury.
- 635 b) At the following month SVGNA ASC meeting, the SVGNA ASC is presented with
- 636 proposed budget for the Learning Day being planned.
- 637 c) Dispensing of funds for this event should not carry over into the next budget cycle.
- 638 d) Selection of learning day location should be made as soon as possible to ensure
- 639 facility is secured.
- 640 e) Request SVGNA ASC Participant input regarding topic(s) to be presented, date,
- 641 location, to ensure maximum attendance.
- 642
- 643

### 644 I. ASC Admin., Subcommittees and Groups:

- 645 1. Provide Insurance Information to CMSRSC (Meeting Information & Calendar of Events):
  - 646 a) Provide current meeting schedule and number of groups to RCM by January SVGNA
  - 647 ASC.
  - 648 b) Provide calendar of events to RCM by January SVGNA ASC.
  - 649 c) Information required:
    - 650 1) Date or projected date of event
    - 651 2) Complete address
    - 652 3) Contact Person Information (Facility & NA Member)
    - 653 4) How many people are expected to attend?
    - 654 5) Type of event: If it includes some kind of sporting activity, please
    - 655 specify, so the CMSRSC insurance liaison can forward to the insurance
    - 656 company to help determine if a "rider" will be necessary (there may
    - 657 be additional costs).

## 658 X. Financial Guidelines

### 659 Section 1

660 The property of this organization is irrevocably dedicated to charitable purposes and no part of the net  
661 income or assets of this organization shall ever inure to the benefit of any director, officer, or private  
662 person.  
663

### 664 Section 2

665 Upon the dissolution or winding up of the organization, its assets remaining after payment, or  
666 provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit  
667 fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes  
668 and which has established its tax-exempt status under IRC Section 501(c) (3).  
669

670  
671

672  
673  
674  
675  
676  
677  
678  
679  
680  
681  
682  
683  
684  
685  
686  
687  
688  
689  
690  
691  
692  
693  
694  
695  
696  
697  
698  
699  
700  
701  
702  
703  
704  
705  
706  
707  
708  
709  
710  
711  
712  
713  
714  
715  
716  
717  
718  
719  
720  
721  
722  
723

### **Section 3**

Any member handling monies of SVGNA ASC shall sign a Memorandum of Financial Responsibility (MOFR)

#### **A. Expenses**

1. The Priority List for SVGNA ASC expenditures is as follows:
  - a) Payment of SVGNA ASC debts or expenses outside the fellowship of NA.
  - b) Secretarial and Administrative expenses, including bank fees.
  - c) Payment of SVGNA ASC debts or expenses within the fellowship of NA.
  - d) Approved budgets of SVGNA ASC Subcommittees and officers.
  - e) Expenses approved by the SVGNA ASC for Regional Committee members.
  - f) All other expenses approved by the SVGNA ASC.
2. Funds of the SVGNA ASC shall not be used for any personal reasons.
3. Funds are not to be extended for any reason other than those items that are, or have been, approved by the SVGNA ASC.
4. Emergency expenditures by the SVGNA ASC may only be made with the notification of GSRs and a 2/3rds majority approval of the GSRs.
5. Requests for reimbursements of unbudgeted expenditures shall be brought before the SVGNA ASC for its approval and require a 2/3rds majority approval of the GSRs.
6. All expenditures must be verified with a receipt or proof of purchase by the next SVGNA ASC meeting.
7. A three (3) bid process will be used for all purchases of equipment or materials needed to support the services of the SVGNA ASC and Subcommittees. Exceptions are incidental purchases of stationary required for trusted servants to carry out their monthly duties.
8. Annual bids for printing of meeting schedules and quotes from copy vendors will be submitted in February or July during the budget approval process.
9. The SVGNA ASC will provide financial assistance to the RCM and the RCM ALT. for mileage, not to exceed (44) cents per mile for both the RCM and RCM Alt.
10. The SVGNA ASC shall be made aware in the event a signer on the account must sign a check with themselves as the payee.

#### **B. Prudent Reserve**

1. The prudent reserve shall only be used if the SVGNA ASC general fund is depleted.
2. The SVGNA ASC prudent reserve is considered emergency funds and is to be used for budgeted items only.
3. A prudent reserve of \$2,500.00 shall be kept. All amounts above this will be sent to the CMSRSC every other month.
4. At the end of the fiscal year, the Activities Subcommittee may hold a \$1,350.00 (or other amounts as directed by the SVGNA ASC), prudent reserve. The remainder will be sent to the SVGNA ASC.

#### **C. Receipts**

1. Proper Receipts: In order to be reimbursed, a receipt must be presented and be signed, dated, and an explanation of what the receipt is for put on the back. No expenditure is paid without a receipt. A written piece of paper simply listing the expenditures is not acceptable.
2. Reimbursement of auto travel must be supported by Mapquest, Google, Yahoo, etc. showing point of departure and point of destination, along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at \$0.44 per mile. Mileage reimbursement is for pre-approved Admin. Body budgeted travel.
3. Subcommittee Chairpersons or Trusted Servants receiving money for any purpose from the Area Service Committee must present a receipt to the SVGNA ASC Treasurer within two (2) months or they become responsible for returning the money.

- 724 4. The SVGNA ASC Treasurer shall issue a receipt to all groups for contributions made to the  
 725 SVGNA ASC, as well as moneys received from Subcommittees.  
 726 5. Receipts shall be sequentially numbered and dated with a duplicate retained by the  
 727 Treasurer.  
 728 6. The Treasurer should be careful to get a proof of payment whenever they make a payment.  
 729 These proofs of payment should be preserved in regular order, as they are the vouchers for  
 730 the payments which must be examined during the audit.  
 731

732 **D. Budgeting**

733 1. Budgets submitted shall be due at the SVGNA ASC following the elections of the respective  
 734 Admin Body, with the exception of the PR Chair, (See **VIII K. a) 2. c) 1.**) . They will cover  
 735 operating cost for the next six months. Prior to the end of the six months, a new budget shall  
 736 be proposed for the remaining six months.  
 737

a)

Budget Cycles Covered	
Submitted in July	August, September, October, November, December, January
Submitted in January	February, March, April, May, June, July

738 2. The content of a proposed budget shall include but not be limited to:  
 739

a) copies / office supplies	d) mileage (if it applies )
b) literature	e) operating expenses with detailed explanation
c) rent	f) meeting space rent (if it applies)

740 3. Approved budgeted expenditures may be disbursed in advance from the Treasury at the  
 741 SVGNA ASC's discretion.  
 742

743 4. Budgets shall be submitted by:

a) Literature	e) SVGNA ASC Vice Chair	i) SVGNA RCMA
b) Activities	f) SVGNA ASC Recording Secretary	j) SVGNA Treasurer
c) Ad Hoc committees	g) SVGNA ASC Asst. Secretary	k) SVGNA Asst. Treasurer
d) SVGNA ASC Chair	h) SVGNA RCM	

744 **E. CHECKING ACCOUNTS**

- 745 1) SVGNA ASC checking account shall be a four authorized signers account, requiring two  
 746 signatures for a valid check. Signers on the SVGNA ASC account shall be the SVGNA ASC Chair,  
 747 Vice-Chair, Treasurer, and Assistant Treasurer.  
 748 2) All SVGNA sub-committee checking accounts shall also be four authorized signers accounts  
 749 requiring two signatures for a valid check. Signers on the sub-committee account shall be the  
 750 Sub-committee Chair, Vice-Chair, Treasurer, and the SVGNA ASC Treasurer.  
 751 3) No SVGNA ASC checks will be issued in amounts exceeding the account balance.  
 752 4) The SVGNA ASC shall be made aware in the event a signer on the account must sign a check  
 753 with themselves as the payee.  
 754 5) Under no circumstances are checks to be signed by any signer with the date, payee, or  
 755 amount left blank.  
 756 6) The statements of all SVGNA ASC accounts are to be mailed to the SVGNA ASC P.O. Box.  
 757 These statements will be delivered to the Treasurer of the ASC within 48 hours prior to the  
 758 next ASC meeting.  
 759 7) SVGNA ASC Funds are to be deposited within three (3) days of receipt.  
 760 8) SVGNA ASC shall not accept personal checks; checks made by groups are ok.  
 761  
 762

763 **F. SUBCOMMITTEES**

- 764 1) Any subcommittee member co-signing on the bank account for that committee must be  
 765 ratified at the SVGNA ASC before they are allowed to be on the respective bank account.  
 766 2) All subcommittees requesting funds from SVGNA ASC must submit a written budget or

- 767 estimate of proposed expenses for such period of time.  
768 3) It shall be the responsibility of the Subcommittee Chairperson to create and maintain an  
769 itemized account of all SVGNA ASC property and assets for that subcommittee.  
770 4) It shall be the responsibility of the Subcommittee Chairperson to ensure all Subcommittee  
771 Officers sign the Memorandum of Financial Responsibility (Attachment A), having been  
772 witnessed by the approved Admin. Body officers and turned in to the SVGNA ASC Secretary.  
773

### 774 **G. Audit Task Group**

775 An Audit Task Group consisting of the outgoing and newly elected signers on the SVGNA ASC bank  
776 account and the outgoing Secretary as well as interested GSRs and members is to be created at the  
777 time of election for the purposes of:

- 778 1) An audit of the SVGNA ASC's finances.
- 779 2) Updating the list of signers on the SVGNA ASC bank account.
- 780 3) A report showing all financial transactions for the previous 12 months shall be  
781 submitted to the SVGNA ASC.  
782

### 783 **H. REPORTS**

784 1) The SVGNA ASC Treasurer shall make written financial reports on contributions and expenditures at  
785 each regularly scheduled meeting of the ASC.

786 **2) Within 7 calendar days of the SVGNA ASC, the Treasurer and/or Asst. Treasurer will submit the**  
787 **Treasurers' report to the Secretary.**

788 3) Every officer who receives money is to account for it in a report to the SVGNA ASC.

789 4) The SVGNA ASC Treasurer, AT THE END OF HIS/HER TERM, must submit to the  
790 SVGNA ASC a complete and accurate financial report of all transactions occurring during his or her  
791 term in office including the entire Register for the Fiscal Year and Budget reports showing Budgets vs.  
792 Actual Expenditures. (Other reports may be submitted at the discretion of the Treasurer)

793 5) A copy of the bank statement will be required to be turned in to the Secretary at the next regular  
794 SVGNA ASC meeting.  
795

### 796 **I. SVGNA Treasury Procedures**

797 These are step by step procedures that need to be completed each month at the area service  
798 committee:

- 799 1) Reconcile the bank account by retrieving the bank statement and verifying the check  
800 numbers and the amounts associated with check numbers, if both are correct then mark off  
801 the check numbers in the checkbook register. Verify the starting and ending check numbers to  
802 check for sequencing.
  - 803 a) If any checks are outstanding, minus that amount from the bank balance to verify  
804 your book balance is correct. If it is correct then move on.
  - 805 b) If it is not correct then check bank statement for additional charges to find the  
806 discrepancy, if you cannot find the discrepancy let the SVGNA ASC Chair know.
- 807 2) Start counting the group and other contributions:
  - 808 a) We only collect SVGNA ASC contributions, if a group has a contribution that is to go  
809 to Region (CMSRSC) or NAWS it is the groups' responsibility to send those directly.
  - 810 b) Each contribution should be in a bag and the group name and amount of the  
811 contribution should be written either in the bag or on the bag.
  - 812 c) If the name of the group or the amount is not in or on the bag then take the bag to  
813 the SVGNA ASC Chair.
  - 814 d) If the name of the group and the amount is in or on the bag then count the money  
815 and confirm the amount written in or on the bag is correct.
  - 816 e) If the amount is not correct, return it to the group to recount.
  - 817 f) If it is the correct amount then write a receipt and combine the money by

- 818 denomination.
- 819 3) Record the group contribution receipts into the spreadsheet for calculation and, using the
- 820 calculator, add the receipts to verify the amount matches the amount listed on the
- 821 spreadsheet for that month.
- 822 a) If the amounts of the spreadsheet and receipts do not match then check for data
- 823 entry errors.
- 824 4) Count the total group donation and write the amounts of all the denominations into the
- 825 tally sheet called "Group Contribution Report". Compare the total on the Group Contribution
- 826 Report with the total on the spread sheet.
- 827 a) If the totals match then move on.
- 828 b) If the totals do not match, then go back to the receipts and double check the
- 829 amounts.
- 830 c) If a large contribution comes in the Treasurer should let the SVGNA ASC chair know.
- 831 5) Collect expense disbursements (all disbursements need a receipt/invoice):
- 832 a) Reimbursement receipts need to have only SVGNA ASC items on them, without any
- 833 personal items included.
- 834 b) Calculations for mileage disbursements need to be supported by Mapquest, Google,
- 835 Yahoo, etc. But they need to have both a TO and a FROM on them. Whoever turns
- 836 them in needs to do the math of the trip along with mileage reimbursement amount
- 837 (as determined by the SVGNA ASC). The person's complete name (first and last) and
- 838 position needs to be on the mileage reimbursement so we know who the check gets
- 839 written to and can be recorded properly. Check current mileage payouts before
- 840 writing the check.
- 841 c) For any reimbursement or disbursement the Treasurer needs to have a complete
- 842 name (first and last) and position for writing the check.
- 843 6) Write checks to pay bills, and disbursements/reimbursements. Write check number, name,
- 844 description and amount in the checkbook register. ALL CHECKS NEED TO HAVE TWO
- 845 SIGNATURES.
- 846 a) Any disbursements under \$20.00 is paid out with cash and recorded in the
- 847 appropriate spot on spreadsheet along with a name and note.
- 848 b) Every bill/receipt has to have a name, date, check #, and position or descriptive
- 849 note.
- 850 7) Record amounts and check numbers in the appropriate spot in the spreadsheet.
- 851 8) Count and verify money received from literature against tally sheet from literature.
- 852 a) If money is not correct, return it to literature to recount.
- 853 b) If it is correct then enter data into spreadsheet: combine money with group
- 854 monthly contributions.
- 855

## 856 J. ANTI-THEFT POLICY

857 ***"NA funds are to be used to further our primary purpose, and must be managed responsibly."***

### 858 ***11<sup>th</sup> Concept for NA Service***

859

860 The Eleventh Concept establishes the sole absolute priority for use of NA funds, which is to carry the message.

861 The Twelve Concepts for NA Service give the SVGNA ASC a mandate from the NA Groups that calls for total

862 financial accountability. With this in mind, any misuse of funds by SVGNA ASC Trusted Servants cannot be

863 tolerated. Should any SVGNA ASC member or subcommittee member have evidence presented showing

864 misappropriated, theft or misuse of SVGNA ASC funds and/or other asset, the Chairperson of the SVGNA ASC

865 shall follow the procedure below;

866

- 867 1) Immediately upon calling the SVGNA ASC meeting to order, fully disclose the alleged misuse of
- 868 funds and/or other assets and the individual(s) involved. (For the purpose of this document, the 'term
- 869 misuse of funds' will be defined as "using funds and or property in a manner clearly different than the

870 inherent purpose or function outlined in the budgeted expense or motion passed to appropriate  
871 them”.

872

873

**A. SVGNA ASC ACTION:**

874

1) The SVGNA ASC, once informed of the alleged misuse of funds and/or other assets, may  
875 suspend the participation of individual(s) involved “with cause” by a two-thirds (2/3) vote,  
876 pending investigation and resolution.

877

2) If found to have misappropriated or misused funds and/or other assets, said individual(s)’  
878 participation is immediately terminated, with cause, by a two-thirds (2/3) vote.

879

3) Additionally, any member removed by the SVGNA ASC for misappropriation or misuse of  
880 funds and/or other assets may not hold an elected seat on the SVGNA ASC or its  
881 subcommittees for a period of two (2) years, or until restitution and/or other amends are  
882 completed.  
883

884

**B. RESTITUTION:**

885

1) Individuals removed for misappropriation or misuse of funds and/or other assets, are  
886 expected to make full restitution of all SVGNA ASC funds. Should a member removed for  
887 misuse of funds fail to make full restitution, said member may be subject to criminal and/or  
888 civil prosecution by the SVGNA ASC.

889

**2) Procedure for Resolution:**

890

a) A thorough review of all books and financial records shall be performed by the  
891 Treasurer, Chairperson, and one voting member of the SVGNA ASC to determine the  
892 magnitude of any misappropriation of funds. If the Treasurer is the member  
893 responsible for the issue, the Assistant Treasurer will perform the duties of the  
894 Treasurer.

895

b) Then a meeting will be scheduled, assuring that the individual(s) who allegedly  
896 misappropriated or misused funds and/or other assets, is/are informed of the meeting  
897 and given the opportunity to present his or her point of view. After all sides have been  
898 heard, a break in the meeting format shall take place to allow all present time to get in  
899 touch with their own Higher Power and focus on spiritual principles, before coming  
900 back to decide the best course of action.

901

c) If the individual admits to the theft and agrees to pay back the funds and/or other  
902 assets, a restitution agreement can be developed that will outline the repayment  
903 amount and timeframe (i.e. \$xx per month for xx months). The individual shall be  
904 notified in said agreement that if the restitution agreement is not adhered to, the  
905 intent is to take legal action based on the signed and witnessed restitution agreement.

906

d) A report about the situation shall be published in the SVGNA ASC minutes, and  
907 regular reports on the status of the restitution agreement shall be published until the  
908 agreement is satisfied. Protecting the identity of the person involved is secondary to  
909 being accountable to the fellowship for its funds and the primary intent is ensuring  
910 that the person is not put in a position where he or she may do further harm.

911

e) If the individual refuses to repay the money, or agrees to a plan but does not follow  
912 through with the agreement, or if the person has disappeared, it may be appropriate  
913 to take legal action. The decision to take legal action is an option that does not  
914 compromise Traditions or spiritual principles, but it should be our last resort, opted for  
915 only when everything else has been tried. We strongly suggest that the decision to  
916 prosecute be thoroughly explored before going ahead, using the SVGNA ASC open  
917 forum session, and the California Mid State Regional Service Committee, as resources.

918

3) If legal action is pursued one or all of the following may occur:

919

a) A civil action may be filed against the individual(s) and a judgment for full restitution  
920 may be obtained.

921

b) The SVGNA ASC may pursue a criminal prosecution of the individual(s) through the

922 proper authorities.  
 923 c) The SVGNA ASC Chairperson will preside over an ad Hoc Committee formed  
 924 specifically to deal with issues related to the litigation. That ad Hoc Committee will  
 925 have discretion to enlist the assistance of professionals if it is deemed necessary and  
 926 funds are available.  
 927

928 **XI. Abbreviations:**  
 929

Spelt Out	Acronym / Abbreviation
Administrative Body	Admin. Body
Alternate	ALT
Area Service Committee	ASC
Behind the Walls Sponsorship Program	BTW
California Mid-State Regional Service Committee	CMSRSC
California Mid-State Regional Convention	CMSRC
California Mid-State Regional Convention Committee	CMSRCC
Conference Agenda Report	CAR
Group Service Representative	GSR
Group Service Representative Alternate	GSRA
Hospitals and Institutions	H&I
Narcotics Anonymous World Services	NAWS
Public Information	PI
Public Relations	PR
Regional Committee Member	RCM
Regional Committee Member Alternate	RCMA
Regional Service Committee	RSC
Stanislaus Valley Groups of NA Area Service Committee	SVGNA ASC
World Service Office	WSO

930  
 931 **XII. ATTACHMENTS:**  
 932

- 933 A. M.O.F.R. Memorandum of Financial Responsibility, adopted June, 2005
- 934 B. Area Inventory, adopted June 2005
- 935 C. Rules of Order and Motion Table, approved September, 2005
- 936 D. Flyer Submission Process

937



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**www.svgna.org**



**ATTACHMENT A**  
**MEMORANDUM OF FINANCIAL RESPONSIBILITY**  
**Adopted June 2005**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the SVGNA ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA. I agree to avoid mixing Fellowship money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement. I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the SVGNA ASC Anti-Theft Policy.

Signed, \_\_\_\_\_  
*(trusted servant)*

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**First Witness:**

Date: \_\_\_\_\_

\_\_\_\_\_  
 (Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Second Witness:**

Date: \_\_\_\_\_

\_\_\_\_\_  
 (Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Note; witnesses may only be: SVGNA ASC Chair, Vice-Chair, and or the Treasurer.**

This document was created to implement the SVGNA ASC Anti-Theft Policy and shall be signed by all SVGNA ASC trusted servants (as defined in SVGNA ASC guidelines) as well as all Subcommittee Treasurers and any members handling NA funds on behalf of the Stanislaus Valley Groups Area Service Committee. Members who are standing for election to any position that would place them in a position to handle SVGNA ASC funds shall be required to sign this document as a condition of their service. The Stanislaus Valley Groups Area Service Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**[www.svgna.org](http://www.svgna.org)**



**ATTACHMENT B**  
**AREA INVENTORY - ADOPTED FEBRUARY 2015**

#1 What is the ASC doing well? \_\_\_\_\_

---

---

---

---

---

---

---

---

#2 Where does the ASC need improvement? \_\_\_\_\_

---

---

---

---

---

---

---

---

#3 What is the plan of action? \_\_\_\_\_

---

---

---

---

---

---

---

---



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**[www.svgna.org](http://www.svgna.org)**



## **ATTACHMENT C**

### **RULES OF ORDER - APPROVED SEPT. 2005**

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These rules differ in some details from Robert's Rules. They are the SVGNA ASC adopted Rules of Order.

#### **DEBATE, LIMITS**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two pros and two cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

#### **MOTIONS**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are **main motions** and **parliamentary motions**.

##### **1) MAIN MOTIONS**

A motion is a statement of an idea a member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. **Every motion requires a second by a GSR** —the backing of a GSR who either wants the idea put into practice or simply wants to see further discussion of the idea take place. Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

#### **PARLIAMENTARY MOTIONS**

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way.

##### **2) MOTION TO AMEND.**

**SIMPLE** majority required. Is **DEBATABLE**. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. **Making a Friendly amendment;** If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended.

##### **3) MOTION TO CALL THE QUESTION.**

**TWO-THIRDS** majority required. Is **NOT DEBATABLE**.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "call for the question," or "move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

#### **4) MOTION TO TABLE.**

**SIMPLE majority required. Is NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting." This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

#### **5) MOTION TO REMOVE FROM THE TABLE.**

**SIMPLE majority required. Is NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

#### **6) MOTION TO REFER TO COMMITTEE.**

**SIMPLE majority required. Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the ASC committee.

#### **7) MOTIONS TO RECONSIDER OR RESCIND.**

**MAJORITY required varies. Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

#### **8) REQUEST TO WITHDRAW A MOTION. UNANIMOUS CONSENT REQUIRED.**

**Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

**9) AMEND BY A SUBSTITUTE MOTION.**

SIMPLE majority required. Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**10) SUSPEND THE RULES.**

TWO-THIRDS majority required. Is NOT DEBATABLE.

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

**OTHER PROCEDURES**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

**11) ORDER OF THE DAY.**

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

**12) POINT OF INFORMATION**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," Not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

**13) POINT OF ORDER**

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

**14) APPEAL RULING OF CHAIR**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority or tie to overrule the original decision of the chairperson.

**15) PARLIAMENTARY INQUIRY**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

**VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

**UNANIMOUS CONSENT**

This is a method that allows the ASC to move quickly through routine business or questions. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, then he/she may proclaim that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for that motion.

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**[www.svgna.org](http://www.svgna.org)**



**Attachment C – SVGNA Rules of Order Motion Table**  
 Approved in September 2005

<b>Type of Motion</b>	<b>Purpose</b>	<b>Interrupt?</b>	<b>2<sup>nd</sup>?</b>	<b>Debatable?</b>	<b>Vote?</b>
1) Main Motion	An idea a member wants the committee to put into practice.	NO	<b>YES</b>	YES, See Note	Varies
2) Amend	To change part of the language in a main motion.	NO	<b>YES</b>	YES, 2 Pro / 2 Con	Simple
3) Call the Question	To stop debate and vote right now on whatever motion is at hand.	NO	<b>YES</b>	<b>NO</b>	<b>2/3<sup>rds</sup></b>
4) Table	To put off further consideration of a motion until a later date and time.	NO	<b>YES</b>	<b>NO</b>	Simple
5) Remove from the Table	To resume consideration of a motion previously tabled before the time set.	NO	<b>YES</b>	<b>NO</b>	Simple
6) Refer to Committee	To halt debate, send motion to a subcommittee or ad Hoc Committee before vote.	NO	<b>YES</b>	YES, 2 Pro / 2 Con	Simple
7) Reconsider	To reopen for debate a motion previously passed.	NO	<b>YES</b>	YES, 2 Pro / 2 Con	Simple
8) Rescind, Repeal	To void the effect of a motion previously passed.	NO	<b>YES</b>	YES, 2 Pro / 2 Con	Simple
9) Withdraw a Motion	To allow a motion's maker to take back that motion after debate has begun.	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>Unanimous</b>
10) Amend by a Substitute Motion	To alter a main motion by completely rewriting it, while preserving it's intent.	NO	<b>YES</b>	YES, 2 Pro / 2 Con	Simple
11) Suspend the Rules	To waive a certain ASC procedure.	<b>YES</b>	NO	<b>NO</b>	<b>2/3<sup>rds</sup></b>
12) Order of the Day	To make the committee return to it's agenda if it gets off on another track.	<b>YES</b>	NO	<b>NO</b>	<b>2/3<sup>rds</sup></b>
13) Point of Information	To be allowed to ask a question about a motion being discussed, not to offer information.	<b>YES</b>	NO	<b>NO</b>	<b>NONE</b>
14) Point of Order	To request clarification of rules of order when it appears they are being broken.	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NONE</b>
15) Appeal Ruling of the Chair	To challenge a decision the chair has made about the rules of order.	<b>YES</b>	NO	Yes, Chair is Con	Simple or Tie
16) Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order.	<b>YES</b>	NO	<b>NO</b>	<b>NONE</b>

**Note: Discussion May Be Broadened If Deemed Necessary**



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578551**  
**Modesto, CA 95357**

**[svgna.org](http://svgna.org)**



## **Flyer *Submission Process*** **(Attachment D)**

We have found this information to be helpful to our members when creating SVGNA flyers:

1. NA Logo with Trademark
2. Proper spelling and grammar
3. Event description
4. Location Address
5. Event date and time
6. Contact information
7. SVGNA website –[svgna.org](http://svgna.org)
8. Flyer submission date
9. Graphics should not include use or paraphernalia



Below are two methods of submitting your flyer for review posting on SVGA Website:

### 1. Submit to Webservant

**Submit flyers to webservant.**

*Button Located on [svgna.org](http://svgna.org) Landing Page*

- a. Utilize flyer submission button on [svgna.org](http://svgna.org) website to upload electronic version
- b. Acceptable file formats in order of preference (ease of use):
  - .pdf
  - .jpg
  - .png
- c. Review, input and receipt confirmation will be provided within 48 hours.
- d. If confirmation is not received, email [webservant@svgna.org](mailto:webservant@svgna.org)

### 2. Submit to ASC

- a. Deliver flyer to SVGNA ASC Chairperson
- b. Flyer will be circulated to ASC participants for review and input
- c. After review refer to item 1 for uploading instructions

# What Is the Narcotics Anonymous Program?

NA is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean. This is a program of complete abstinence from all drugs. There is only one requirement for membership, the desire to stop using. We suggest that you keep an open mind and give yourself a break. Our program is a set of principles written so simply that we can follow them in our daily lives. The most important thing about them is that they work.

There are no strings attached to NA. We are not affiliated with any other organizations. We have no initiation fees or dues, no pledges to sign, no promises to make to anyone. We are not connected with any political, religious, or law enforcement groups, and are under no surveillance at any time. Anyone may join us regardless of age, race, sexual identity, creed, religion, or lack of religion.

We are not interested in what or how much you used or who your connections were, what you have done in the past, how much or how little you have, but only in what you want to do about your problem and how we can help. The newcomer is the most important person at any meeting, because we can only keep what we have by giving it away. We have learned from our group experience that those who keep coming to our meetings regularly stay clean.

Reprinted from the Little White Booklet, *Narcotics Anonymous*.

© 1986 by Narcotics Anonymous World Services, Inc., PO Box 9999, Van Nuys, CA 91409

ISBN 0-912075-65-1 10/00