

naNAPA/SOLANO AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES AS OF JULY 29, 2024

I. BOUNDARIES

This body shall be known as the Napa/Solano Area Service Committee of Narcotics Anonymous (NSASC). This Committee shall serve that portion of California known as Napa/Solano.

II. PURPOSE

The purpose of this body shall be the coordination of Narcotics Anonymous (NA) functions common to the various Groups comprising its membership in accordance with the Twelve Traditions of NA. Our aim is to further the Unity of the fellowship within the Area and on the Inter-Area level by existing as a channel for communication between the groups represented and Northern California Regional Service Committee (NSRSC), World Service Conference (WSC) and the rest of NA as a whole; to communicate with each other on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message of NA to the addict who still suffers) with the spirit of coming together. We are here to serve our Fellowship and respond to the needs of our Area, as they arise, and to maintain the Twelve Traditions of Narcotics Anonymous and the 12 Concepts for NA Service in all of our functions.

III. FUNCTIONS

- A.** To hold regular monthly service meetings, or as needed.
- B.** To record and distribute Minutes of the regular NSASC meetings to the Group Service Representatives or their Alternates (GSR or Alt. GSR) and the Joint Administrative Committee (JAC).
- C.** To maintain a secured storage area to warehouse event residuals and the Area Archives. Access to storage will be through the NSASC Secretary or Activities Chair.
- D.** To maintain a Post Office Box.
- E.** To maintain one or more bank accounts.
- F.** To maintain a two-month operating reserve of Literature Inventory (see Section V, D., 7. f. and g.).
- G.** To encourage and support, spiritually and financially, a Hospitals & Institutions Sub-Committee to coordinate the effort to carry the message of NA to addicts who cannot attend regular meetings in strict accordance with the Twelve Traditions of Narcotics Anonymous, and the Guidelines of that Sub-Committee as approved by the Fellowship. H & I will also be accountable to the ASC for the Literature that they have and distribute.
- H.** To encourage and support spiritually and financially, a Public Relations Sub-Committee to coordinate the effort to carry the message of NA to the addict

who still suffers in strict accordance with the Twelve Traditions of Narcotics Anonymous and the Guidelines of that Sub-Committee as approved by the Fellowship.

- I. To encourage and support, spiritually and financially, an Area Activities Sub-Committee to coordinate the effort to carry the message of NA to the addict who still suffers, in strict accordance with the Twelve Traditions of NA and the Guidelines of that Sub-Committee as approved by the Fellowship.
 - 1. To host an annual Unity Day between February and May.
 - 2. To host a Halloween Dance and New Years Dance annually.
 - 3. To propose that any vendor, group, and/or entity wishing to have a fund raiser or outside sales venue at an Activities event, must first come to the Activities Sub-Committee to present said idea.
- J. To encourage and support, spiritually and financially, an Area Newsletter Sub-Committee to coordinate the effort to carry the message of NA to the addict who still suffers, in strict accordance with the Twelve Traditions of NA and Guidelines of that Sub-Committee as approved by the Fellowship.
- K. To contribute to the growth of NA, as a whole, by supporting the NCRSC and WSC and to serve as a link between the Groups and the NCRSC, the WSC and the Fellowship of NA as a whole.
- L. To create GSR Working Groups to respond to needs as they arise.
 - 1. A GSR Working Group is chosen from the GSR volunteers to meet a short time goal and is dissolved upon completion of the task.
 - 2. Initial meeting of the GSR Working Group is to be organized by ASC Vice Chair. The Chairperson of Working Group be elected from members of that group.
- M. To hold and support an annual or as-needed Area Service Workshop.

IV. OPERATIONAL PROCEDURES

- A. The NSASC has full and total financial responsibility to the Fellowship of Napa/Solano through the GSR's. No Fellowship funds may be spent by any member, GSR, Administrative Officer, or Sub-Committee without the written permission of the NSASC as a whole. Written permission will be in the form of an Annual Budget, or motion placed before the entire NSASC.
 - 1. Financial matters over \$300.00: Motions must be submitted to the Fellowship for 30 days for their input and approval. Such expenditures must be voted on by the GSR's and the motions must receive a 2/3 majority vote of all GSR's present. The event start-up figure in the Activities budget shall not be considered approval for expenses. A separate motion must be made at the ASC for deposits on facilities, including the full amount the ASC would be accountable for if the contract with the facility is not met.
 - 2. GSR's will have a vote of confidence from their Groups to vote on financial matters at the ASC up to \$300.00, per ASC meeting, over approved budgets. A 2/3 majority vote of all GSR's present will be required to pass.
 - 3. A check will be issued only when approved motion form signed by the Chair is presented to the Treasurer.
 - 4. All bank deposits for NSASC funds shall be made by at least two persons,

Treasurer or Assistant Treasurer and one member with a minimum of two years clean.

- B. All Budgets for Sub-Committees and the Administrative Committee must be submitted to the Joint Administrative Committee (JAC) annually by April 1 for review, input and inclusion in appropriate form. The Budgets will be submitted to the full Fellowship for their review and input for a 30-day period. At that time each sub-committee budget will be voted on individually. Then the full NSASC will vote on these matters. The vote will be held in June of each year.
- C. All books, bank accounts, and financial records of the NSASC, its Sub-Committees and Administrative Committee will be made available to any member of the Napa/Solano Fellowship upon request.
- D. The NSASC shall establish two separate bank accounts, each having a corresponding prudent Reserve. A separate QuickBooks file is maintained for each bank account. The Treasurer and Assistant Treasurer are responsible for managing both bank accounts and their QuickBooks files.
Written financial reports and statements for NSASC must include both bank accounts.
 - 1. A bank account is established for the operating expenses of the individual Sub-Committees and Administrative Committee operating expenses, and income received by NSASC. The prudent reserve for this account is the sum of two months current budgeted expenses of the individual Sub-Committees and the Administrative Committee. This account is used to determine and make donations to NCRSC.
 - 2. A bank account is established for the event startup funds used by the Activities Sub-Committee. Unused event funds, returned deposits, and event income are deposited to this account. The prudent reserve for this account is the amount of start-up funds needed for Unity Day (established as part of the ASC budget) plus \$100. Balances that exceed the prudent reserve for this account for this account are to be transferred (as income) to the bank account for NSASC operating expenses within 45 days. A minimum balance of \$100 must be maintained in the account at all times.
- E. The NSASC shall reimburse representatives of the NSASC for NSASC related expenses based on the following criteria:
 - 1. Reimbursement requires a statement of the nature and purpose of expenditure and is accompanied by a receipt.
 - 2. Telephone to cover NSASC related business only. Submit a copy of the telephone bill with charges highlighted.
 - 3. Mileage: Indicate departure point, destination and mileage to and from. Mileage is reimbursed at the rate of 25 cents per mile.
 - 4. That only the RCM, Alt RCM, H&I Rep, and PR Rep receive mileage to and from Regional Service meeting.
 - 5. All above expenses must be included in the Sub-Committee/Administrative Committee Budgets.
- F. The only reports that will be heard at the NSASC will be Administrative Officers, Sub-Committee and GSR Working Group and concerned members as recognized by the NSASC chair.
- G. The NSASC shall purchase a starter kit for any new or established group that requests a meeting starter kit. Requests must be done in the form of a motion.
- H. At the end of the ASC meeting, NSASC donate 15% of income received for the

current month above prudent reserve to NCRSC. In the event that ASC is operating below prudent reserve, donate 7.5% of income received at the ASC meeting to NCRSC. Such income shall exclude funds received for Group Literature purchases.

- I. That any meeting requesting donation of books for sale at their meeting may do so in the form of a motion.
- J. All Area and Sub-Committee Chairs must submit a voucher form to the Treasurer, accounting for all funds. The Chairs are solely responsible for all funds dispersed, receipts and monies spent, and accountable to the NSASC for the same.
- K. Bringing forward any motions to change the Guidelines:
 - 1. It must come from:
 - a. A Group through the GSR, signed by the secretary of that group,
 - b. An Administrative member, signed by the Chair and Vice-Chair, or
 - c. A Sub-Committee, signed by the Chair and Vice-Chair of that Sub-Committee.
 - 2. Motion to include the Section, and Line Number, the change to the existing Guideline, the intent of the change, and the wording to be deleted or inserted. One (1) copy of the Motion must be made available for each GSR and JAC member at the ASC.
 - 3. The time period for motions to change the NSASC guidelines is 3 months (3 consecutive meetings of the ASC). In the first month, a motion is brought before the ASC for discussion and then sent out to groups for a one month discussion period. In the second month, the motion is discussed again at the ASC and then sent out to the groups for a one month approval period. In the third month, the vote on the motion is taken at the ASC.
- L. April of each odd year is designated as Inventory Month. During the April ASC, an Inventory will be conducted by the NSASC GSRs and Administrative Officers. The NSASC will only concern itself with the Inventory. As such, Administrative Officers will submit written reports to GSRs. No oral reports will be made to the GSRs. No Open Forum will take place. Open forum topics will be written for discussion at May NSASC. Literature sales will commence as normal. In March of each year, the NSASC Chairperson will invite a moderator to conduct the Inventory from qualified NA members who reside outside the Napa/Solano Area. During the April NSASC, the NSASC Chairperson will have the discretion to conduct business outside the Inventory only in matters of immediate need and/or extraordinary circumstance.

V. PARTICIPANTS

This shall be comprised of:

A. Voting Participants:

- 1. The GSR or Alt. GSR from the established Groups.
- 2. In the event that a meeting does not have an elected GSR or Alt. GSR, any trusted servant of a meeting shall be allowed to vote at the ASC meeting. This is to allow the meeting to be represented at the Area level. A Group shall be deemed Inactive if not represented at two consecutive ASC meetings by a trusted servant. After six (6) months, the meeting will be removed from the Roster, updated Meeting Guides and Helpline.
- 3. No GSR may vote for more than one meeting.
- 4. A GSR may not hold any other elected position at the Area Service level except for the

GSR Workshop Coordinator and Coffee Maker.

5. A GSR may move to table a motion at any time in order to return it to their meeting for a Group Conscience.
6. A GSR will not pick up Literature or Meeting Guides until the end of the meeting.

B. Non-Voting Participants

1. The following positions will be elected from members who reside in the boundaries set forth.
 - a. The Administrative Committee
 - b. The Sub-Committees' Chairperson or Representative
 - c. No member may hold more than one JAC commitment at a time.

C. Group Service Representative (GSR)

A GSR (Voting Participant) is elected by Group conscience at the Group level. The GSR is the first in the line of communication between the Groups and NA as a whole. They are the links that bind the Groups together in the performance of our primary purpose. It is their responsibility to keep a Group informed and to express the Groups' Conscience in all

matters. In other words, they are in fact, the voice of the Group. GSR's will take an active part in the business of NA, which is probably the most important thing we can do to improve the unity of our Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare. The GSR's speak for their Groups at Area Service Committee meetings. They take part in the planning and implementation of any functions which affect the members of their Group. As a result of their participation, they can keep their Groups informed about what is happening in NA. Members of a Group should always be able to look to their Representative and find out about activities, other Groups, how our NA Service Structure works, the Twelve Traditions and the Twelve Concepts of NA Service of Narcotics Anonymous, and how they can become more involved. The GSR normally serves for a period of two (2) years. The first year is spent as an Alt. GSR, working closely with the existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot, for any reason, continue to serve. Also, if the GSR cannot attend one of the monthly ASC meetings, the Alt. GSR has the responsibility to vote in the GSR's absence. It is also suggested that a GSR share some of his/her responsibilities with the Alternate. The second year the alternate becomes the Group's GSR, by reconfirmation of the Group conscience at the Group level, taking over the full responsibilities and functions of the office, and in turn are helped by a newly elected Alternate. This system serves two purposes: it helps to provide a continuity of service which never leaves a Group unrepresented, and the year spent as an Alternate provides the training necessary for an effective GSR. As you can see, the role of GSR is not a simple one, and not to be taken lightly. When Groups are in the process of electing trusted servants through Group Conscience, it is important to keep in mind the availability of trusted servants within the Group. It is understandable that not all Groups will meet the time requirements set forth herein.

We suggest a GSR should have:

1. The willingness and desire to serve,
2. A minimum of six (6) months of continuous abstinence (clean time),
3. An active participation in the Group they are to serve,
4. Knowledge of the Twelve Traditions and Twelve Steps of Narcotics Anonymous.

5. An understanding of our NA service structure and the responsibilities of a GSR. The requirements for the office of GSR Alternate are the same as those for the GSR, except that there is a minimum of three (3) months of continual abstinence (clean time) from all drugs. These Qualifications are only suggestions (See C above).

D. Administrative Committee (JAC)

This Committee (Non-Voting Participants) shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Literature Person, Assistant Literature Person, Regional Committee Member (RCM), and Alt. RCM And shall be elected by a simple majority vote. These Committee members are elected from active participants of the NSASC or former members with previous participation in the NSASC. They are to be residing within the boundaries set forth, have a commitment to service, previous service experience, willingness and the resources to do the job, and a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous. Further requirements and considerations are stipulated under each category.

1. Chairperson

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, and a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

- a. Service experience at JAC level.
- b. A minimum of two (2) years clean time.

Duties:

- a. Arranges agenda with Administrative Committee and Sub-Committees.
- b. Presides over regular ASC Meetings (must be capable of conducting a business meeting with a firm, yet understanding hand).
- c. Responsible for correspondence and maintaining Archives.
- d. Co-signer on NSASC bank accounts.
- e. Attend all ASC and JAC Meetings

2. Vice-Chairperson

Requirements:

That he/she be elected from active participants or former members with previous active participation of the NSASC have a commitment to service, willingness and resources to do the job, and a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

- a. A minimum of one (1) year clean time.
- b. The willingness to become Chairperson, upon approval, the following year.

Duties:

- a. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- b. Co-signer on the NSASC bank accounts.
- c. Coordinates all GSR Working Group functions.
- d. To assist Literature Person and Literature Asst. in the administration of the Literature fund and inventory .
- e. Attend all ASC and JAC Meetings.

3. Treasurer

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, and a minimum of three (3) years clean time.

Duties:

- a. Custodian and co-signer of the NSASC bank accounts.
- b. Be responsible for keys to the Bank Drop Box.
- c. Keep an accurate financial ledger dividing literature and Group donations.
- d. Make sure the rent is paid.
- e. Give a written report of financial status at each regular ASC Meeting.
- f. Submit written annual statement at the end of his/her term.
- g. Treasurer will not pay any expense that is not a budgetary item or that has not been approved by the full NSASC.
- h. Submit a written report for all funds received (i.e. literature, meeting donations).
- i. That the ASC Treasurer be authorized to adjust any bookkeeping errors made by meetings on literature orders.
- j. Provide purchase orders for all purchases over \$300.00 from one vendor.
- k. Issue checks for approved budget items by the end of the ASC Meeting.
- l. Not to accept change (coins) in donation bags in the excess of one dollar or anything less than the largest bill denominations.
- m. All money will be counted at the ASC. A deposit slip will be made out and the night deposit bag sealed.
- n. Treasurer shall not disperse Fellowship funds without a purchase or an itemized reimbursement voucher.
- o. Treasurer shall not write a check if there isn't any money in the bank.
- p. Treasurer shall not accept personal checks from GSRs or individuals as payment for literature or donation.
- q. Attend all ASC and JAC Meetings.
- r. Treasurer shall have a working knowledge of accounting and or spreadsheets.
- s. Attend all Activities events and be responsible for bank deposits or give the Activities Sub-Committee Comptroller and another Activities Sub-Committee member the authority to do so.
- t. Must input all transactions, reports, and Quick-books entries into designated Treasurer Laptop as well as keep laptop in their safe possession for use exclusively for Treasurers duties. Monthly back up on CDRM.

4. Assistant Treasurer**Requirements:**

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, and a minimum of three (3) years clean time.

Duties:

- a. Attend all ASC and JAC meetings.

- b. Perform duties of Treasurer in his/her absence.
- c. Have the willingness to assume the Treasurer's position upon approval the following year.
- d. Assist Treasurer in collecting money and paying bills at the ASC.
- e. Mail all bills not more than 5 days after the ASC Meeting.
- f. Keep adequate supply of reimbursement vouchers, Area donation, and Literature purchase forms on hand.
- g. Assist with counting all funds and preparing deposit for the ASC, all Sub-Committees, and Area events.
- h. Work with Sub-Committee Chairs on preparation and budget of events when needed.
- i. Assistant Treasurer shall have a working knowledge of accounting and/or spreadsheets.
- j. Attend all Activities events and be responsible for bank deposits or give the Activities Sub-Committee Comptroller and another Activities Sub-Committee member the authority to do so.
- k. Co-signer on NSASC bank accounts

5. Secretary

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, and a minimum of one (1) year clean time.

Duties:

- a. Attend all ASC and JAC Meetings.
- b. Establish Quorum and keep accurate Minutes of each regular ASC Meeting.
- c. Distribute Minutes via e-mail Prior to ASC Meeting as specified by III B. Print 15 copies for trusted servants that do not use computers.
- d. Keep records of the previous year's Minutes on hand at each meeting, handing them on to the Chairperson at the end of his/her term for the archives.
- e. Keep on hand at each regular NSASC Meeting copies of the NSASC Guidelines.
- f. Co-signer on the bank accounts.
- g. Be responsible for the keys to Post Office Box and storage locker.

6. Assistant Secretary

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, and a minimum of six months clean time.

Duties:

- a. Attend all ASC and JAC meetings.
- b. Perform duties of Secretary in his/her absence.
- c. Produce Guideline amendment sheet as needed and incorporate into Guidelines biannually.
- d. Assist Secretary in preparing and mailing minutes to GSRs after each ASC Meeting.
- e. Work with Secretary to establish a quorum at ASC Meetings.

7. Literature Person

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, previous experience at the Area level, and a minimum of two (2) years clean time.

Duties:

- a. Attend all ASC and JAC Meetings.
- b. Keep an accurate record of literature purchased and distributed.
- c. Submit a monthly report regarding literature purchased.
- d. Distribute literature at each NSASC Meeting.
- e. Maintain on hand, pre-packaged Starter Kits to include:
 1. One (1) Basic Text,
 2. Five (5) White Books,
 3. One (1) Group Readings,
 4. Five (5) each IP,
 5. Various IPs,
 6. One set of Guidelines, and a
 7. Group Treasurers Workbook.
- f. Responsible for acquisition of NSASC Literature Inventory.
Literature shall be purchased through the NSASC Bank Account.
- g. In conjunction with the JAC, the Literature Person will, on a semi-annual basis, establish inventory control levels to be approved by the NSASC. That the NSASC Literature Person must submit a written motion to the NSASC with intent in order to raise the authorized inventory level.
- h. The literature person, in cooperation with the literature assistant and ASC Vice-Chair, will hand count authorized inventory and submit a written report annually at the end of his/her term.
- i. Assure that no literature is given out on credit to anyone or any meetings.
- j. Shall provide a written acknowledgement to the GSR's if any part of the Group's order is unfulfilled (i.e. back ordered).

8. Literature Assistant & Co Assistant

Requirements:

As potential entry-level service to the Area Service Committee, that he/she be elected as members of Narcotics Anonymous who meet the other requirements stated here. It is preferable that he/she be active participants of the NSASC or former members with previous active participation as part of the NSASC, but it is not required, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, and one (1) year clean time.

Duties:

- a. Attend all ASC and JAC Meetings.
- b. Assist Literature Person with counting the literature.
- c. Counts literature at the ASC Meetings.

9. Regional Committee Member

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, a minimum of three (3) years clean time, and previous service experience at Area level (i.e.) Alt. RCM.

Duties:

- a. Attend all ASC and JAC Meetings and as many NA Group Meetings as possible.
- b. Works closely with the Area Officers and Sub-Committee Representatives and is a source of information and guidance in matters concerning the Twelve Traditions.
- c. Participate at the NCRSC as the voice of the Area. Prior to the WSC, the RCM shall have a vote of confidence from the NSASC to vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the Fellowship he/she represents.
- d. To copy and distribute upon request any World Fellowship Reports to any Administrative Officer or GSR.
- e. Prior to the WSC, the RCM shall make available to each group a copy of the WSC Agenda abbreviated motions list for input and approval.
- f. To attend all NCRSC Meetings.
- g. RCM to submit monthly written report to NSASC.
- h. Attend Regional WSC Agenda Workshops and/or Assemblies.

10. Alternate RCM

Requirements:

That he/she be elected from active participants of the NSASC or former members with a previous active participation of the NSASC, have a commitment to service, willingness and resources to do the job, a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous, a minimum of two (2) years clean time, previous experience at the Area level, and the willingness to become RCM, upon approval, the following year.

Duties:

- a. Attend all ASC and JAC Meetings.
- b. To assist the RCM in the performance of his/her duties as needed.
- c. Attend the NCRSC monthly Meetings with the RCM.
- d. Attend as many Area Group Meetings as possible.
- e. Maintain an updated Calendar of Area and Regional events.
- f. Submit monthly written report to NSASC.
- g. Attend Regional WSC Agenda Workshop.

11. Coffee Maker

Six-Month Term

Duties:

- a. Arrive by 6:30 pm at each ASC Meeting to make coffee.
- b. Maintain coffee supplies, purchasing them as needed.
- c. Clean up coffee after meeting and take supplies with them.

E. Sub-Committees

A Committee established to service any specific needs which arise within the Area. These Committees shall be established by the 2/3 majority vote of the voting participants. The basic purpose of the sub-committees is to collect, clarify, define, and state the areas of

concern, and to initiate and coordinate actions based on these decisions. Sub-committees shall elect their own officers and representatives to the ASC. All sub-committees are required to submit written monthly and annual financial reports to the NSASC and submit a proposed budget to the JAC by April 1.

Individual Subcommittee Guidelines

1. Hospitals & Institutions Sub-Committee Guidelines attached – see Attachment 1.
2. Public Relations Sub-Committee Guidelines attached - see Attachment 2.
3. Activities Sub-Committee Guidelines attached - see Attachment 3

F. GSR Working Group

A group created from GSR volunteers who wish to participate in addressing problems or situations that may arise concerning the Fellowship. It is responsible to clarify and define recommendations to be submitted to the Fellowship as a whole for approval at the group level.

Anyone may participate, but only GSR's will vote. It is disbanded upon completion of the task.

G. GSR Workshop Coordinator

Requirements:

That he/she be chosen from active or former GSR's, have a minimum of eighteen months clean time and has completed one full GSR term.

Duties:

1. To hold workshop one hour before the ASC Meeting each month and maintain GSR Folders.
2. To be accountable to the ASC and not a JAC participant.
3. To maintain GSR folders containing:
 - a. A complete set of Guidelines with Attachments,
 - b. A legend explaining frequently used abbreviations,
 - c. A GSR outline form,
 - d. A Literature Order form.
 - e. A GSR Meeting Report form.
 - f. A Public Relations Contingency Plan.

VI. JOINT ADMINISTRATIVE COMMITTEE

The Joint Administrative Committee (JAC) will consist of the Administrative Committee and Chairs of all the Sub-Committees. This Committee will meet a minimum of once every three (3) months.

The JAC will hold a Budgetary Review Meeting open to the Fellowship in April.

1. Financial Budgets will be based on prior and anticipated income and expense statements.
2. Sub-Committee Chairs including the JAC to be present at the Budgetary Review meeting.
3. Budgetary adjustments will be made at the Budgetary Review prior to the proposed budgets being submitted to the Napa/Solano ASC for approval in May of each calendar year.
4. Budgetary adjustments will be made by 2/3 vote of all members in attendance.

VII. VOTING PROCEDURES

- A. A quorum of this body shall be 2/3 of its "voting participants."
- B. Refer to voting table to find where 2/3 majority vote is required in votes. In all votes, Abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast.
- C. Motions can only be made by "participants" of this body other than the Chair.
- D. A non-voting participant can be removed from office by a 2/3-majority vote or if he/she misses two (2) consecutive meetings.
- E. Any motion can be tabled by a voting participant in order to return it to the meetings for a group conscience or in the event they do not understand the motion and need more clarification, however a motion to table requires only a simple majority vote.

VIII. ATTENDANCE

- A. JAC members shall attend all ASC and JAC Meetings. In the event that an he/she cannot attend, the Chairperson shall be notified. If two consecutive meetings are missed, the Chairperson shall bring the matter before NSASC for review.
- B. Groups shall be represented by their GSR or Alt. GSR at all NSASC Meetings. If the Group is unrepresented at four consecutive meetings, a letter will be hand delivered by the RCM or Alt. RCM of the Administrative Committee to the Group that they are deemed inactive in regards to the voting quorum of the NSASC.
- C. A Sub-Committee shall be represented by its selected representative at all NSASC and JAC meetings. If a Sub-Committee is unrepresented at two consecutive meetings, the NSASC Vice-Chair will attend the next Sub-Committee meeting to give notice that the Sub-Committee is considered inactive and offer assistance if necessary.
- D. All members of NA are welcome to attend all regular NSASC and JAC Meetings as non-participating observers, using their representatives as a channel by which to communicate. The Chairperson, at his/her discretion may call on a non-participant to speak.

IX. ELECTIONS

- A. Elections of the Administrative Officers shall be held in July with the exception of Treasurer and Assistant Treasurer.
- B. Election of the Treasurer and Assistant Treasurer shall be held in December of each year.
- C. Election of the GSR Workshop Coordinator shall be held in December of each year.
- D. Election of the coffee maker will be held in June and December of each year.