

Guidelines for the Verde Valley Area Service Committee of Narcotics Anonymous

Name

The name of this committee shall be the Verde Valley Area Service Committee of Narcotics Anonymous hereinafter called the V. V .A.S.C or the Committee.

Purpose

The VVASC is a service structure created by the groups to serve the common needs of the groups, and to act on their behalf. The VVASC develops, coordinates and maintains services; thereby leaving groups free to carry out their primary purpose. **The Groups have the final authority over the service structure.** For the purpose of maintaining order, this committee is generally conducted in accordance with **Robert's Rules of Order.**

Membership

General membership in the ASC shall be open to all members of Narcotics Anonymous. Any clean member has a voice on the floor. The VVASC chair will recognize a member by a raised hand. Any clean member can make a motion. Only a voting member can second a motion.

Elections

Nominations from the floor will also be taken at the November VVASC meeting. These elections are to take place at the December VVASC meeting and the newly elected officers will begin their positions at the January VVASC meeting.

All VVASC officers and subcommittee chairpersons shall be elected by a simple majority vote of voting members.

It is suggested that each VVASC officer or subcommittee chairperson shall hold no more than one area position and shall be eligible to serve only two terms in the same office consecutively. Elections to fill a vacant office shall occur within two regular area business meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided to all groups in the area, as soon as it is possible, after the vacancy occurs. At the discretion of the voting members, clean time may be waived.

Voting:

Each group as defined in the Guide to Local Services has one vote through either the GSR or Alternate GSR, if the GSR is not present. The voting members of the Executive Committee include the VVASC: Vice Chairperson, Secretary, Treasurer, and Vice Treasurer (in absence of Treasurer); if also a GSR, until the VVASC has sufficiently grown. All voting is open.

Quorum:

Quorum shall be a simple majority of active groups.

Active/Inactive Groups:

If a group is not represented by a GSR or Alternate GSR for two consecutive regularly scheduled VVANA meetings, it will be accorded "inactive" status for the sake of determining quorum at the second meeting. A group becomes active again by attending a VVANA meeting.

Budgets:

Area and subcommittee budgets are to be submitted every in June, including any changes, then sent to groups to be voted on for approval.

Fund Flow:

Taken from A Guide To Local Service in Narcotics Anonymous. " Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure." To maintain a prudent reserve and to practice fund flow VVASC may forward all money above prudent reserve to the Arizona Regional Service Committee every two months or when meets.

Committees

VVASC shall have the following standing committees:

Literature

Activities

Hospitals & Institutions (H&I)

Public Relations (PR)

T –shirt

Website

General Guidelines

The VVASC and all sub-committees and events and panels need to have an NA member carrying a clear message of recovery in NA.

- Committee Chairpersons qualifications: Recommended two years clean time.
- Committee Voting: A simple majority of 50% shall constitute a quorum of sub- committee meetings.
- All committee members must maintain clean time.
- All sub-committee Chairpersons attend and work in conjunction with VVASC.
- All committees shall adhere to WSO NA approved literature.
- **All committees shall rely on the VVASC for their financial and assets disbursements and are not autonomous.**

Literature Committee

Consists of a chairperson and/or other volunteers.

Duties:

- Keep a stock of and sell WSO approved literature to individuals and groups in the area.
- Contribute written material for the development of new literature for the fellowship of NA.
- Keep VVASC aware of any correspondence from WSO and any new items available. Reporting shall be done monthly at the VVASC both verbally and in writing.

Hospitals & Institutions Committee

Consists of a chairperson and other volunteers.

Duties:

- To unify the efforts of NA twelve step work within hospitals and institutions.
- To provide WSO literature to hospitals and institutions in the Verde Valley Area.

- To conduct meetings or panels for the new comer in hospitals and institutions in the Verde Valley Area, with a minimum of two members of the committee present. H & I works in conjunction with PR.
- Reporting shall be done monthly at the VVASC both verbally and in writing.

Public Relation PR Committee

Consists of a chairperson and/or other volunteers.

Duties:

- To provide meeting lists to appropriate public and private agencies.
- To provide WSO NA literature when requested to public and private agencies.
- Chairperson shall notify the area concerning public speaking engagements. All public speaking engagements shall be done with the committee's approval only, with a minimum of two speakers at any public event.
- PR works in conjunction with H & I.
- Printing and updating of meeting lists. *Maintain all aspects of the Area Phone Line.*
- Reporting shall be done monthly at the VVASC both verbally and in writing.

Activities Committee

Consists of a chairperson and/or other volunteers.

Duties:

- To plan and oversee activities in order to enhance the area's primary purpose
- To provide a sense of unity among NA members.
- Such clean activities may include but not limited to dances, camp outs, special meetings, etc. Reporting shall be done monthly at the VVASC both verbally and in writing.

T- Shirt Committee

Consists of a chairperson and other volunteers.

Duties:

- To provide designs, print and sell T -shirts approved by the VVASC.
- Reporting shall be done monthly at the VVASC both verbally and in writing.

Web Site Committee

Consists of a Chairperson and/or other volunteers

Duties:

- Create, organize and maintain VVASC web site
- Postings may include meeting lists, VVASC approved activities and WSO approved literature.
- Some editorial literary license to be granted, but it must always be based in NA recovery.

Requirements and Duties of Officers

Chair

Qualifications

- Three years clean time
- Two years service, preferably one year at the area level.
- Working knowledge of the 12-Steps, 12-Traditions, and 12-Concepts.
- Cannot hold any other area committee position.

Duties:

- Conducts VVASC meeting per Roberts Rules of Order.
- Co-signs on VVASC checking account.
- May only vote in the event of a tie.
- Receives and responds or assigns VVASC correspondence.
- Appoints and dissolves Ad Hoc committees.
- Sets a written agenda pertaining to new business.
- States clearly for vote on all motions and announces the results (logs in motion book for retention in archives).
- May exercise the option to readdress an issue from a previous meeting if it has not been satisfactorily resolved at voting or discussion.
- Prepares yearly calendar of VVASC meetings.
- Attend VVASC Guideline review.
- To expedite business in every way compatible with the rights and needs of the members.
- In the absence of the Vice-Chair, the Chairperson is responsible for fulfilling the vice chairs duties and may appoint others to assist.
- Is responsible for maintaining VVASC archives and possession of the PO Box key.
- Produces yearly calendar including dates of VVASC monthly meetings and tentative dates of NA functions.
- Distributes calendar with assistance of the Area Secretary.

Vice-Chair

Qualifications

- Two years clean time Suggested service experience as GSR, Subcommittee chair or other area position
- Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- Basic knowledge of Roberts Rules of Order.

Duties:

- Acts as the Chair, in the interim, until Area Elections are held. An election will be held by the Area Committee to confirm the Vice-Chair as the Chair until the Area Elections are held.
- Signs on the VVASC bank account.
- Oversees all standing sub-committees.
- Contacts groups who's GSR are not attending meetings.
- Co-ordinates and Chairs any Ad Hoc Committees.

- Attend ASC Guideline meeting.
- Co-ordinates VVASC meeting roster sheet.
- Oversees all standing sub-committees.
- Temporarily serves as chair or assists Chair with duties mutually agreed upon.
- Holds an annual VVASC inventory with the Secretary to better serve our groups.

Secretary

Qualifications

- One year clean time
- Working knowledge of 12-Steps, 12-Traditions, and 12-Concepts.
- Ability to prepare written or typed documents for distribution.
- Previous service in NA structure.
- Must be available by phone.

Duties:

- Produces minutes of VVASC meetings.
- Distributes said minutes by mail or electronically in a timely manner to Officers, GSRs, Sub-committee chairs and members.
- Keeps file of all original committee and officer reports and places in VVASC archives yearly.
- Maintains and makes available all forms and motions.
- Does any mailing to the groups.
- Attends VVASC Guidelines meeting.
- Keeps a log of motions and keeps the original motions kept in archives.
- Works with the Vice-Chair to hold an annual inventory of VVASC.
- Receives and responds or signs VVASC correspondence.
- Records roll call and keeps track of active and inactive groups.

Treasurer

Qualifications

- Three years clean time.
- Working knowledge of the 12-Steps, 12-Traditions and 12-Concepts of Narcotics Anonymous.
- Service experience should be one year in the area structure and one year at the VVASC.
- Is employed or has a source of income.
- Experienced in business, accounting or personal finance.
- Willingness to give three to five hours per month in service.
- Is responsible for VVASC Treasury.

Duties:

- Pay bills.
- Receives and deposits contributions from the groups and subcommittees and is an authorized agent on the VVASC bank account.
- VVASC Treasurer participates in a yearly audit with two area officers and incoming treasurer.

- May make dispersals of less than \$20 in cash. Allotments of more than \$20 are made by check. Checks require two signatures of either the Treasurer, Vice-Treasurer, Secretary, Chair or Vice-Chair.
- Treasurer can only reimburse a member upon presentation of a receipt.
- Receipts are issued to GSRs for group donations and to sub-committee chairs for funds received.
- Makes written financial reports to the VVASC on a monthly basis, including an account of group donations.
- Is responsible for keeping an accurate balance and records of the VVASC checking account and all monies.
- Makes available, upon request, financial records and receipts to any member of the VVASC .
- Sees that the account signature cards are kept current and up to date.
- Is responsible for the distribution of approved funds to the VVASC subcommittees.
- Attends Guidelines Review meeting.
- Shares any and all proprietary information relating the VVASC bank account with the Executive committee.

Vice Treasurer

Qualifications

- Two years clean time Working knowledge of the 12-Steps, 12-Traditions, and 12-Concepts.
- Service experience should be one year in the area structure and or at the VVASC.
- Is employed or has a source of income.
- Experienced in business, accounting or personal finance.
- Willingness to give three to five hours per month in service.
- Is responsible for VVASC Treasury.

Duties:

- Assists the treasurer in their duties.
- Assumes the position of the treasurer at the end of the elected treasurer's term.
- Attends Guidelines Review meeting.

RCM (I)

Qualifications

- Two years clean time.
- Working knowledge of the 12-Steps, 12-Traditions, and 12-Concepts.
- Able to travel to Regional Meeting.

Duties:

- Is the primary link of communication between the VVASC and the Arizona Region Service Committee. Represents the VVASC
- Is responsible for seeing that the VVASC's Group Conscience is represented at the Regional level.

- Gives an accurate oral and written account of ARC meeting in an unbiased manner, covering motions made and how he/she voted.
- Delivers VVASC donations to the Region and returns a receipt for this donation to the Area Treasurer .
- Chairs ad-hoc committee on C.A.R.
- Picks and delivers to the Area all current flyers, meeting lists and other World approved literature coming from the Region to the Area.
- Attends VVASC Guidelines Review meeting
- Is responsible for providing meeting information to the Region and or web site coordinator.

RCM- Alternate (2)

Qualifications

- One year clean time Working knowledge of the 12-Twelve Steps, 12-Traditions, and 12-Concepts
- Able to travel to Regional Meeting.

Duties:

- Works closely with the RCM and shares the responsibilities of the position.
- In the absence of the RCM, the Alternate will assume the position of RCM.
- Attends the Regional Meeting, regularly, with the RCM.
- Assists the RCM with C.A.R ad-hoc committee meeting.
- Attends the VVASC Guidelines Review meetings.

Resignation of Officers and Subcommittee Chairs

Voluntary

If resigning before the end of your term, the VVASC should be notified as soon as possible in writing or verbally to the Area Chair or a member of the executive committee of VVASC.

Involuntary- Automatic Resignation

- Any theft of money, property or services.
- Relapse during term of office.
- The above is not debatable.

Recall:

- If the area participants are not confident in the leadership of any area or sub-committee officer, they have the right to call for a special vote and change any past election, a simple majority vote of voting members on the motion and a quorum of area meetings must be present and only GSR's have a vote.
- If said officer has a GSR vote, it cannot be used.
- This process can be initiated at any time during an area meeting.
- This is to be a written vote, only GSR's vote.

The following has to be initiated at a VVASC meeting by motion, discussion and an area resolution and it

needs to be carried out in a constructive manner and needs to be focused on the solution. Never is it to be an inquisition.

- Breach of Traditions, malicious misuse of terms and conditions or unethical conduct inconsistent with the role of a trusted servant.
- Failure to perform duties and responsibilities.
- **Absences:** Any area officer or subcommittee chair missing two (2) consecutive VVASC meetings without submitting a written report or upon missing three meetings total (with or without report).

B: Handling loss of funds or assets:

- If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft.
- Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.
- First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
- Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.
- If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.
- If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.
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The above appendix B is from #30 Theft of Na Funds

Prudent Reserve and subcommittees budgets.

Area: \$1,100.00 – \$1,600.00 (at \$1,100.00 no excess spending, at \$1,600.00 and above we should seek ways to help build the fellowship in our Area)

Literature: Up to a \$3,000.00 inventory.

Activities: \$750.00 if the events lose money, if they make money the budget is unchanged, all excess funds go to Area.

All Area sponsored activities, GSR learning days and such should not count against activities budget.

T-shirts: \$600.00

H&I: \$600.00

PR & PI: \$600.00

 Phone: \$130.00

 Meeting List: \$380.00

Outreach: \$600.00

RCM: \$300.00

Web: \$200.00

Revised: September 19, 2008

Revised: November 29, 2009

Revised and edited final version March 8, 2010

Revised: February 8, 2015

Budget revision October 8.2017