

SOUTH VALLEY AREA **OF NARCOTICS ANONYMOUS**

GUIDELINES

REVISED

June 13, 2023

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Purpose

The primary purpose of the South Valley Area of Narcotics Anonymous (SVANA) Area Service Committee (ASC) is to serve its member groups by providing a forum for them within the Area, to assist the groups with their unique needs and situations, and to encourage the growth of the fellowship.

The 12 Traditions and the 12 Concepts of Service of Narcotics Anonymous will provide the guiding principles of SVANA.

The 12 Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority -- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose: To carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations public policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The 12 Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Area Information

The South Valley Area of Narcotics Anonymous recognizes its main geographical boundaries currently as any area lying south of Tropicana Avenue, however we are open to meetings in any area of town if they want to be part of the South Valley Area.

The Area Service Committee meeting will be the third Wednesday of the month at 6:00 pm.

Area Seating Guidelines

Any groups wishing to be recognized as a member group by the SVANA ASC should remember that SVANA feels that groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's 12 Traditions and do not adversely affect other groups or the entire NA fellowship.

In order to continue being recognized as a participating member of ASC, groups need to have a representative at ASC, or a group report submitted to the secretary and/or a literature order/donation submitted to the body on an ongoing consistent basis. If for three consecutive months, the group does not have representation, does not submit a report or does not have a donation/literature order submitted, the group will be seen as inactive and will no longer be recognized as a group in SVANA. Prior to any group being permanently removed, a member of the admin body will contact a member of the group to see if they need any type of assistance from the admin body.

When a group attends their first ASC, they should state their desire to become an active member group. At that point, their group information should be taken by the Area secretary to be duly noted in the minute distribution list. The meeting information will be forwarded on to the Regional meeting list chairperson so it can be added to the printing of the next regional meeting schedule.

If a new group is started in SVANA, they may receive a group starter packet at no cost to them containing the following items: Various IPs, Little White Books, key tags, group readings, meeting lists, a copy of the Area Guidelines and information how to obtain a group registration form to submit to World Service Office. When an existing group joins SVANA they receive the same packet, if needed. When a group joins SVANA, it is the duty of the group to register that group as being a member of the Area with the WSO (World Service Office).

Area Service Committee

The participants of an Area Service Committee meeting is typically comprised of the Group Service Representatives (GSRs), Alternate GSR's, the Admin body (Chair, Vice Chair, Treasurer, Alternate Treasurer, Literature Chair, Alternate Literature Chair, Secretary and Alternate Secretary) the subcommittee chairs and the RCMs. The Area Service Committee is ultimately responsible to the groups they serve. The groups invest delegated authority in their GSRs, through them in the Area Service Committee, for the necessary work to get done.

Any subcommittee of the ASC is responsible for the function and structure of that committee. Separate guidelines shall be created by and for the subcommittee.

ASC Agenda

1. Open with the Serenity Prayer
2. Read the 12 Concepts
3. Secretary reads the roll call
4. Recognition of new groups/GSRs
5. Approval of last month's minutes
6. Group reports/any questions
7. Admin reports/any questions
8. Subcommittee reports/any questions
9. Ad hoc reports/any questions
10. Old business
11. Open forum
12. New business
13. Goals for next ASC
14. Points to be discussed at group level
15. Adjournment

Area Inventory, Acclimation, Nomination and Election of Area Officers

Inventory

- ❖ Inventory forms for the groups will be distributed at ASC in September so GSR's can take them back to the groups for completion.
- ❖ Inventories will be collected (or sent via email to the secretary) at ASC in November and any concerns gathered from the inventories will be discussed at ASC.

Acclimations

- ❖ Take place in December at ASC.
- ❖ Open the acclimation of Area officers by saying the Serenity Prayer and reading the Fourth Concept. The acclimation process will include all vice/alternate positions. The Area chair will ask the body if there are any objections. If there are none, the individual is welcomed into the position. If there is an objection, nominations for that position will be taken at the January ASC, and the normal election procedure will take place.

Nominations and Elections

- ❖ Nominations for any remaining positions and formal elections will be held at ASC in January.
- ❖ The order in which positions are considered will be RCM, Chair, Vice Chair, Treasurer, Literature, Secretary and then all alternate positions.
- ❖ In order to be considered for any position, the individual must be present at the January ASC.
- ❖ Read requirements and responsibilities of the position.
- ❖ Ask for nominations (either by self or other).
- ❖ Ask nominees to state willingness, clean time and experience.
- ❖ Ask if there are any questions from the service body.
- ❖ Ask the nominee to leave the room.
- ❖ The GSRs that are present will then consider the nominee.

Grounds for Removal of Officers

- ❖ Relapse and/or misappropriation of funds is considered an automatic resignation.
- ❖ Failure and/or unwillingness to fulfill commitment and/or duties and responsibilities of the position.

Special Circumstances

Any position(s) that remain vacant for two ASC cycles after the January election may be considered, at the discretion of the admin body, for occupancy by a GSR or Alt GSR that is willing to maintain dual roles at ASC. Otherwise, the vice chair will occupy any vacant position(s) until a nominee comes forward.

In the event there are GSRs or ALT GSRs who wish to be considered for an Area position, the ASC will consider that person. The following issues should be carefully considered:

- Whether the person would be occupying two voting positions.
- Whether the person has met the requirements of the second position.
- Whether the person can answer all questions from the body as to the requirements of the position.

If a GSR/Alt GSR is selected to fill an open position it will be on a temporary basis and the vacancy will still be announced. Every effort to fill the position for a full term commitment should be vigorously pursued.

Skeleton Admin Body

- ❖ In the event there are no other willing members to fill vacant positions on the admin body, leaving the Chair and two other positions to serve, a state of crisis shall be declared, especially if one of the vacant positions is Treasurer.
- ❖ When a state of crisis is declared, Area business will cease. There will be no formal Area Service Committee meetings.
- ❖ The Skeleton Admin Body will meet at the regular time of the month of ASC but in an informal setting at a location determined by the body. GSRs are welcome to attend.
- ❖ A member of the admin body will be designated to take notes and will keep a record of what business is conducted.
- ❖ There will be no group business and no committee reports
- ❖ Groups should mail their donations to the PO Box or as determined by the committee and literature should be ordered directly from the World Service Office.
- ❖ The Chair will collect the donations from the PO Box, receipts will be mailed/emailed to the GSRs, and the Chair will then make a deposit into the bank account.
- ❖ The skeleton group will continue to do basic business as stated above and attend RSC until the positions on the admin body are filled or the Area is dissolved. If there isn't anyone to serve the Area, the Area cannot function as intended.

Area Trusted Servants

Regional Committee Members (RCM)

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the Regional Committee, reports relevant to subcommittee affairs and important issues being discussed at various levels of service. RCM positions are two-year terms. It is suggested that the positions overlap so that both positions do not become vacant at the same time.

Requirements

- ❖ A minimum of 5 years clean.
- ❖ A 2 year commitment to the position.
- ❖ Resident of Region 51 for 2 years.
- ❖ Working the 12 Steps of NA with a sponsor.
- ❖ Working knowledge of the 12 Traditions and 12 Concepts of NA.
- ❖ Served as a previous chair of an area or a subcommittee.
- ❖ Will sign and adhere to a financial accountability agreement.
- ❖ Prospective RCMs should understand that the Regional Delegate comes from the pool of RCMs on the committee, and they may be asked to serve in that 4-year position.

Responsibilities

- ❖ Will attend all ASCs, Regional bi-monthly meetings and assemblies.
- ❖ Will report to the Area at ASC any and all business of the Regional Committee.
- ❖ Will pick up regional meeting schedules and either deliver them to the area literature chair or bring them to ASC.

Administrative Committee

This admin committee consists of the Chair, Vice Chair, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Literature Chair and Alternate Literature Chair. The admin committee at times may need to make decisions between ASCs, at which time they will make that decision with the best interests of the groups in mind.

Unless otherwise stated, each position requires a one year commitment. Members accepting a "Vice" or "Alternate" position should do so with the understanding that these commitments are intended for acclimation into the first seat "Chair" position for another one year commitment. This is why the length of a "Vice" or "Alternate" commitment is often referred to as two years.

Term Limits for Positions

The term limit for any one position at the Area level will be two full consecutive years. The exception would be if someone started their position midyear. In that case, the first year term would begin in January of the following year at the regular elections. (e.g. Secretary elected in October 2050 would only be able to renew their commitment one time and serve through December 2052)

Chairperson

REQUIREMENTS:

- ❖ A minimum of 5 years clean.
- ❖ Resident of Region 51 for 2 years.
- ❖ Working the 12 Steps of NA with a sponsor.
- ❖ Working knowledge of the 12 Traditions and 12 Concepts of NA.
- ❖ Served as a previous vice chair of area or as chair of a subcommittee.
- ❖ Will sign and adhere to a financial accountability agreement.

RESPONSIBILITIES:

- ❖ One-year commitment
- ❖ Facilitates the Area Service Committee meetings.
- ❖ Prepares the agenda for upcoming ASC.
- ❖ Signer on the area bank account.
- ❖ Gives an oral report at ASC and establishes goals for the next ASC agenda.

Vice Chair

REQUIREMENTS:

- ❖ A minimum of 5 years clean.
- ❖ Resident of Region 51 for 2 years.
- ❖ Working the 12 Steps of NA with a sponsor.
- ❖ Working knowledge of the 12 Traditions and 12 Concepts of NA.
- ❖ Served as a previous chair of a subcommittee or has two years experience at the area level.

- ❖ Will sign and adhere to a financial accountability agreement.

RESPONSIBILITIES:

- ❖ Two year commitment (1 year as Vice, 1 year after acclimation to Chair).
- ❖ Signer on the Area bank account.
- ❖ Assumes the chair responsibilities when needed or if the chair is unavailable.
- ❖ Coordinates with the Area secretary to keep guidelines current with a running inventory of changes to be made at the end of the year if needed.
- ❖ Assume the duties of vacant positions.
- ❖ Assists the chair with keeping an orderly list of speakers during the ASC meeting to determine who speaks next and who has already spoken.

Secretary/Alternate Secretary

REQUIREMENTS:

- ❖ A minimum of 2 years clean.
- ❖ Working the 12 Steps of NA with a sponsor.
- ❖ Working knowledge of the 12 Traditions and 12 Concepts of NA.
- ❖ Access to a computer.
- ❖ One year experience at the Area level.
- ❖ Will sign and adhere to a financial accountability agreement.

RESPONSIBILITIES:

- ❖ Takes minutes of the ASC meeting.
- ❖ Take roll-call at ASC.
- ❖ Distributes minutes to all participants within 14 days after ASC.
- ❖ Brings a few additional hard copies of the minutes to ASC.
- ❖ Keeps an updated list of ASC participants' physical and/or e-mail addresses.
- ❖ The secretary should keep and regularly update a log of Area policy actions during the year. The policy log lists motions the committee has passed regarding the activities of administrative officers and subcommittees.
- ❖ Once a year, the secretary and vice chair will review the policy log for changes and insert them into the section of the guidelines where they apply.
- ❖ Maintains archives and records.
- ❖ Fulfills Admin's production needs such as letter-writing and communication distribution.
- ❖ Delegates duties as necessary to the Alternate Secretary.
- ❖ Keeps track of new meeting information and relays that to all GSRs and to the Region PR committee member responsible for the meeting lists.
- ❖ Generates and distributes Area announcements and flyers to all GSRs.

Treasurer/Alternate Treasurer

REQUIREMENTS:

- ❖ A minimum of 5 years clean.
- ❖ Resident of Region 51 for 2 years.
- ❖ One year experience at the Area level.
- ❖ Working the 12 Steps of NA with a sponsor.
- ❖ Working knowledge of the 12 Traditions and 12 Concepts of NA.
- ❖ General knowledge of bookkeeping skills.
- ❖ General knowledge of computer accounting programs.
- ❖ Will sign and adhere to a financial accountability agreement.
- ❖ Must be able to be added as a signer to the bank account and pass the bank background check.

RESPONSIBILITIES:

- ❖ Administers and checks the Area P.O. box. If there are donations, communications from others or literature order forms, the treasurer will forward to appropriate people.
- ❖ The treasurer tracks, records and deposits group donations.
- ❖ Administers the Area's checking account.
- ❖ Pays the rent for the committee's meeting place.
- ❖ Reimburses officers and subcommittee chairs for their budgeted expenses.
- ❖ Keeps careful records of all transactions (group donations, monthly reconciliations, budget disbursements, bank statements, etc.) and turns in a report on the financial condition of the Area at ASC.
- ❖ Maintains the Area budget and allocation distributions.
- ❖ The prudent reserve of \$1500.00 will be maintained as part of the checking account balance (as a backup of three months of area business expenses).
- ❖ Is a signer on the Area bank account and pays all the bills for the Area.
- ❖ The treasurer turns over the financial records for the previous year to ASC so taxes can be filed and then to archive, in case they are needed later by the IRS, Region, etc.
- ❖ The treasurer fiscal year – January through December

Literature Chair/Alternate Lit Chair

REQUIREMENTS:

- ❖ A minimum of two years clean.
- ❖ Alternate Literature shall have a minimum of one year clean.
- ❖ Resident of Region 51 for 2 years.
- ❖ Working the 12 Steps of NA with a sponsor
- ❖ Has an understanding of the 12 Traditions and 12 Concepts
- ❖ Some experience at the Area level.

- ❖ Ability to keep accurate records as far as distribution and inventory.
- ❖ Will sign and adhere to a financial accountability agreement.
- ❖ Ability to transport and store literature inventory.

RESPONSIBILITIES:

- ❖ Ensures that there is a sufficient supply of literature on hand to meet the Area's needs, taking into account the fluctuating needs of groups and committees.
- ❖ Presents to the Area any and all new items available from the WSO.
- ❖ Documents orders received via email from groups, individual orders and subcommittee allocations.
- ❖ Documents literature expenditures and miscellaneous expenses.
- ❖ Brings completed literature orders to ASC, as well as, regional meeting schedules and medallions to distribute at ASC.
- ❖ Prices for all literature items will be determined by ASC. Any excess funds from literature sales is intended for the resupply of literature for the groups in the Area, recouping the costs of shipping and administrative costs associated with literature sales.
- ❖ If the Literature Chair is unable to attend ASC or otherwise unable to sort and bring the group orders to distribute at ASC and there is no Alternate Literature Chair, they will delegate a trusted servant to bring the orders to ASC for distribution.

Subcommittee Chairs

Activities Chair and Vice Chair

Requirements:

- Two years clean with one year as a member of South Valley.
- One year previous experience at the area level of service.
- Have an NA sponsor.
- Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.

Activities Chair Responsibilities:

- Attends all activities subcommittee meetings, ASC, and functions put on by the committee.
- Is the communication link between ASC and the sub-committee.
- Will be responsible for all money collected at activities functions.
- Is responsible for creating & maintaining a copy of each activities flier for the archives.
- Is responsible for the key to the storage area, keeping an inventory of activity supplies in storage and keeping the activity area neat and clean in the storage area.
- Gives written and oral reports at ASC.
- Will sign and adhere to the financial accountability/theft policy.
- Will ensure that 50/50 raffles or gambling types of fundraiser events will not be part of SVANA activities or functions (as per the request of the World Service Office).
- Will ensure that there will be no co-mingling of NA funds. Checks from the area should not be deposited into personal checking accounts. Checks should be cashed and held separately. During and after the activity, receipts should be gathered, and then given to the area treasurer, along with the change for reconciliation.
- Annual Activities: The Activity Sub Committee will be responsible to hold an anniversary function in the 1st quarter of the calendar year to celebrate the beginning of the South Valley Area AND a Gratitude Meeting to be held on Thanksgiving Day annually.

Activities Vice Chair Responsibilities:

- Assist the Chair in any way possible.
- Assumes the duties in the event that the Chair cannot complete their term, or until a new Chair is elected.
- Attends all activities sub-committee meetings, ASC, and all functions put on by the activities sub-committee.
- Works with the Chair to maintain a smooth activities sub-committee meeting.
- Will be responsible for money collected at activities functions.
- Will assist with flyers.
- Will sign and adhere to the financial accountability/theft policy.

Public Relations (PR) Liaison Guidelines

Requirements:

- ❖ One year clean.
- ❖ Able to attend both SVANA's ASC and Regional PR Subcommittee.
- ❖ Must be working the 12 Steps of Narcotics Anonymous with a sponsor.
- ❖ Have a basic knowledge and understanding of the 12 Traditions and the 12 Concepts of service.
- ❖ Must have some service experience.

Duties:

- ❖ Attend Regional PR meetings and acts as a liaison between Regional PR and SVANA ASC.
- ❖ Provides area representation at the Regional PR meeting.
- ❖ Reports back to ASC any announcements and pertinent information gathered at the Regional PR meeting.
- ❖ Single point of accountability to our Area.

Hospitals and Institutions (H&I) Liaison Guidelines

Requirements:

- ❖ One year clean.
- ❖ Able to attend both SVANA's ASC and Regional H&I Subcommittee.
- ❖ Must be working the 12 Steps of Narcotics Anonymous with a sponsor.
- ❖ Have a basic knowledge and understanding of the 12 Traditions and the 12 Concepts of service.
- ❖ Must have some service experience.

Duties:

- ❖ Attends Regional H&I meetings and acts as a liaison between Regional H&I and SVANA ASC.
- ❖ Provides area representation at the Regional H&I meeting.
- ❖ Reports back to ASC any announcements and pertinent information gathered at the Regional H&I meeting.
- ❖ Single point of accountability to our Area.

Revisions and Addendums to the Guidelines

An addendum will be considered an addition to the existing document and will be brought by the GSRs to their groups to be approved.

A revision is a change to the existing Guidelines. A change will only be implemented by a 2/3 majority vote of the GSRs in attendance.

The secretary will keep a chronological log of any and all proposed addendums and agreed-to revisions, and those items will be reviewed at the end of each calendar year. The secretary and the vice chair will meet and update the guidelines as necessary, the revised guideline will be available at February ASC.

Original Guideline Draft completed by the committee April 20, 2008.

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Revision January 1, 2010

Revision January 1, 2013.

Revision March 16, 2016.

Revision July 20, 2017

Revision January 2, 2020

Revision June 13, 2023

ADDENDUM 'A'

Sample Subcommittee Guidelines

The purpose of the "Subcommittee" is to serve the groups of the South Valley Area by strengthening the unity and sense of community by providing opportunities for recovering addicts to gather and engage in social activities, to carry the message to the addict who still suffers, and to celebrate the gifts of fun in recovery.

Chair Qualifications:

- Two years clean as one year a member of South Valley.
- One year previous experience at the area level of service.
- One year commitment.
- Have an NA sponsor.
- Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.

Chair Responsibilities

- Attends all subcommittee meetings, ASC, and functions put on by the committee.
- Is the communication link between ASC and the sub-committee.
- Will be responsible for all money collected.
- Gives written and oral report at ASC.
- Will sign and adhere to the financial accountability/theft policy.

Vice Chair Qualifications

- Two years clean as one year a member of South Valley
- One year previous experience at area level of service.
- One year commitment, with the expectation that the vice chair will acclimate to chair.
- Have an NA sponsor.
- Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts of Narcotics Anonymous.

Vice Chair Responsibilities

- Assist the Chair in any way possible.
- Assumes the duties in the event that the Chair cannot complete their term, or until a new Chair is elected.
- Attends all subcommittee meetings and ASC.
- Will sign and adhere to the financial accountability/theft policy.
- Will be responsible for money collected.

Secretary Qualifications

- One year clean.
- Have an NA sponsor.

Secretary Responsibilities

- Attends all subcommittee meetings.

- Is responsible for keeping an accurate set of minutes that is available at each subcommittee meeting.
- Keeps a list of all subcommittee members' phone numbers, email addresses, etc.
- Maintains an archive of the minutes.

Treasurer Qualifications

- Experience as a treasurer at a group level.
- Two years clean as one year a member of South Valley
- Has an NA sponsor and works NA steps.
- Is willing to sign a theft policy.

Treasurer Responsibilities

- Attends all subcommittee meetings.
- Is able to assist the chair in keeping accurate records for reconciliation of receipts.
- Collects money at events.