



Santa Cruz Area Service Committee, PO Box 5143, Santa Cruz, California, 95063

# Santa Cruz Area Service Committee (SCASC)

# GUIDELINES 2024-2025

Approved July 1st, 2024

Santa Cruz Narcotics Anonymous  
PO Box 5143 Santa Cruz, CA 95063

Email:

[scnaadm@gmail.com](mailto:scnaadm@gmail.com)



Santa Cruz Area Service Committee  
PO Box 5143  
Santa Cruz, CA, 95063

## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>I. Boundaries &amp; Purpose</b>	<b>5</b>
<b>II. Santa Cruz Area Service Committee (SCASC) Operations</b>	<b>5</b>
<b>A. Any NA Member Welcome</b>	<b>5</b>
1. Nonparticipant Observers	5
2. New Meetings	5
3. Violent & Disruptive Behavior	5
<b>B. Voting Participants</b>	<b>5</b>
1. Group Service Representative (GSR and Alternate GSR)	5
a) Definition of GSR & Alt GSR	5
b) Suggested Requirements, Duties, and Responsibilities	6
c) GSR Attendance at SCASC	6
2. Administrative Committee Officers	6
3. Santa Cruz Area Subcommittee Chairs of	6
<b>C. Quorum</b>	<b>7</b>
<b>D. Motions, Voting &amp; Definition of Terms</b>	<b>7</b>
1. Motions	7
2. Voting	8
3. Rules of Order, Motions & Voting Tables	8
a) Main & Secondary Motions	8
b) Incidental Motions	9
c) Motions That Bring a Question Again Before SCASC	10



Santa Cruz Area Service Committee  
PO Box 5143  
Santa Cruz, CA, 95063

4. Definition of Terms	10
E. SCASC Elections	14
F. SCASC Subcommittee Definition and Functioning	14
G. Flyer Guidelines	16
H. Fundraisers	16
I. Theft Policy	16
J. Bidding Process	17
<b>III. Administrative Committee</b>	<b>17</b>
A. Responsibilities of the Administrative Committee	17
B. Attendance, Performance & Resignations	18
C. Administrative Committee Members - Requirements & Responsibilities	19
1. Chairperson	19
2. Vice Chairperson	20
3. Secretary	21
4. Treasurer	21
5. Assistant Treasurer	22
6. Regional Committee Members - RCM 1 & RCM 2	22
7. Virtual coordinator	23
<b>IV. TREASURY &amp; FINANCIAL OPERATING GUIDELINES &amp; PROCEDURES</b>	<b>23</b>
A. SCASC Treasury Report Includes	23
B. Budgeting Process	24
C. Budgeting Timeline	24
D. Prudent Reserve & Operational Expenses	25
E. Cash Handling	25



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

<b>F. SCASC Meeting Operations</b>	<b>25</b>
<b>G. Priority of Excess Money</b>	<b>25</b>
<b>Addendum A - A Short List of NA Acronyms with Meanings and Descriptions</b>	<b>27</b>
<b>Addendum B - SCASC TIMELINE</b>	<b>28</b>



**Santa Cruz Area Service Committee**  
PO Box 5143  
Santa Cruz, CA, 95063

## **I. Boundaries & Purpose**

Further the unity of the Santa Cruz Area of Narcotics Anonymous (SCANA) fellowship by serving the specific needs of its members and groups. We, the Santa Cruz Area Service Committee (SCASC), maintain open channels of communication between the groups, NA as a whole, and the local community, and help coordinate functions of the Subcommittees in accordance with the Twelve Traditions and Twelve Concepts of Service. We do this to strengthen our fellowship in its primary purpose: “to carry the message to the addict who still suffers.”

## **II. Santa Cruz Area Service Committee (SCASC) Operations**

### **A. Any NA Member Welcome**

Any NA member is welcome to attend the monthly SCASC meeting. Individuals may be recognized at the discretion of the Chairperson.

#### **1. Nonparticipant Observers**

All members of NA are welcome to attend all regular SCASC meetings as non-participant observers, using their representatives as a channel by which to communicate. The Chairperson at their discretion may call on non-participants to speak.

#### **2. New Meetings**

New meetings must attend at least two (2) consecutive SCASC meetings before being placed on the SCASC Schedule. New meetings can receive a new meeting packet as per SCASC motion and approval.

#### **3. Violent & Disruptive Behavior**

In the event of disruptive or violent behavior, guidelines suggested in the “Disruptive & Violent Behavior” service pamphlet shall be implemented.

### **B. Voting Participants**

A voting member holds only one vote.

#### **1. Group Service Representative (GSR and Alternate GSR)**

One vote per meeting service group.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

**a) Definition of GSR & Alt GSR**

GSRs and Alternate GSRs are elected by their respective groups from the Santa Cruz area and represent that group at the monthly SCASC meeting. It is suggested that both the GSR and Alternate GSR attend the SCASC meeting to gain experience and ensure a continuity of service to the group.

**b) Suggested Requirements, Duties, and Responsibilities**

(1) Recommended clean time requirement of GSR and Alternate GSR: a minimum of one (1) year.

(2) The willingness and desire to serve for one (1) year.

(3) Active participation in the group they are to serve.

(4) Knowledge of the Twelve Steps and the Twelve Traditions.

(5) An understanding of NA service structure, the Twelve Concepts and the responsibilities of a GSR.

(6) Attends the SCASC meeting in its entirety.

(7) Recommendation to attend one (1) GSR Training.

**c) GSR Attendance at SCASC**

A group shall be represented by its GSR or Alternate GSR at all regular SCASC meetings for their entirety. If a group is not represented at two (2) consecutive meetings, the SCASC Vice Chairperson (or another representative from SCASC) will be sent to ensure that the meeting still exists. If the meeting is no longer active, that meeting will be dropped from the meeting schedule. If the meeting is in fact active, and does not have a GSR to attend SCASC meetings, a service member will be required to contact admin monthly prior to area service to maintain their active status. If the area is not notified that meeting is active, they will be considered inactive and dropped from the meeting schedule.

**2. Administrative Committee Officers**

a) Chairperson (may only vote in the event of a tie)

b) Vice Chairperson

c) Secretary

d) Treasurer

e) Assistant Treasurer

f) Regional Committee Members (2)



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

**3. Santa Cruz Area Subcommittee Chairs of**

- a) Activities
- b) Hospitals & Institutions (H & I)
- c) Literature
- d) Monterey Bay Convention of Narcotics Anonymous (MBCNA)
- e) Public Relations
- f) Set 'em Free Campout
- g) Surf Camp
- h) Virtual Subcommittee of Santa Cruz Narcotics Anonymous (VSCNA)

**C. Quorum**

- 1. In order to conduct business at the SCASC a quorum of no less than two-thirds of the voting participants must be established.
- 2. When a Quorum is being established, any participant absent at the previous SCASC meeting and also absent at the current SCASC meeting will not be considered in the Quorum Count. The absent participant will be immediately reinstated in the Quorum Count at the meeting they are attending.
- 3. Open positions in the Administrative Committee and SCASC Subcommittees will not be considered in the Quorum Count.
- 4. A quorum, once established, shall be considered to be in effect until adjournment or until it is determined by a recount that a quorum no longer exists. The chairman or any voting participant may request a recount at any time during the meeting.

**D. Motions, Voting & Definition of Terms**

**1. Motions**

- a) Any Committee member (except the Chair) may make, second or speak to motions when recognized by the Chair.
- b) All motions must be submitted on an SCASC motion form.
- c) Once a motion is made, it must be seconded before any discussion will be allowed.
- d) Secondary motions to amend, substitute, refer, table, etc. may be made at any time prior to voting on a main motion, unless the question has been "called" (see Motion Table.)



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- e) Main Motions affecting Guidelines or Policy must be tabled until the next SCASC Committee Meeting.
- f) SCASC Procedure Rules of Order, Motions & Voting table and Definition of Terms will be followed when conducting business and voting.

**2. Voting**

- a) Only Members of SCASC are eligible to vote.
- b) All motions must pass with the majority of more than 50% of the participants or a two-thirds (2/3) majority, as stated in the motion table.
- c) Abstentions and/or blank ballots will be considered non-votes, neither in favor or opposed; however, no motion will pass unless 2/3 of the quorum in attendance is voting affirmative or negative for any motion.

**3. Rules of Order, Motions & Voting Tables**

Adapted and modified for SCASC from “A Guide to Local Services in Narcotics Anonymous”.

**a) Main & Secondary Motions**

These motions are listed in alphabetical order. A Main Motion or Main Motion Affecting Guidelines or Policy motion can be introduced only if there are no other pending motions.

<b>MOTION / ITEM</b>	<b>PURPOSE</b>	<b>INTERRU PT</b>	<b>2<sup>ND</sup></b>	<b>DEBA TE</b>	<b>VOTE</b>
Adjourn/Close	Stop all business and end the meeting	No	Yes	No	Majority
Amendment (3) Types	Modify wording of motion see Definition of Terms for 3 types of amendments	No	Yes	Yes	Majority
Call the Question - ask for the vote	End debate and vote	No	Yes	2 Pro 2 Con	2/3 Majority





**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

End, Limit or Extend Debate	Change specific time for debate	No	Yes	2 Pro 2 Con	2/3 Majority
Main Motion	Bring business before the SCASC Meeting	No	Yes	Yes	Majority
Main Motion Affecting SCASC Guidelines or Policy	Amend SCASC Guidelines or Policy	No	Yes	Yes	2/3 Majority
Personal Privilege	Register complaint	Yes	No	No	None
Recess	Recess - break for a specific period of time	No	No	No	Majority or Declaration by Chair
Refer to Committee or Another Body	Send motion to another group for recommendations or additional work	No	Yes	Yes	Majority
Refer to Groups via GSRs	Send motion considered to have major significance to the groups for a vote	No	Yes	Yes	2/3 Majority
Table	Lay aside temporarily	No	Yes	No	Majority
Withdraw	Rid the body of a pending motion	Yes	No	No	Unanimous

**b) Incidental Motions**

No order of precedence. These motions arise incidentally and are decided immediately.

<b>MOTION / ITEM</b>	<b>PURPOSE</b>	<b>INTERRUPT</b>	<b>2<sup>ND</sup></b>	<b>DEBATE</b>	<b>VOTE</b>
Appeal Ruling of the Chair	Overturn the ruling of the chair	Yes	Yes	1 Pro (Maker) 1	Majority



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

				Con (Chair)	
Order of the Day	To make a committee return to its agenda	Yes	No	No	Majority
Parliamentary Inquiry	Ask a question pertaining to a parliamentary rule or procedure	Yes	No	No	None
Point of Information	Request for information	Yes	No	No	None
Point of Order	Enforce rules	Yes	No	No	None
Suspend Rules	Change the rules for the way business is transacted for a single item	No	Ye s	No	2/3 Majority

**c) Motions That Bring a Question Again Before SCASC**

No order of precedence. Introduce only when nothing else is pending.

<b>MOTION / ITEM</b>	<b>PURPOSE</b>	<b>INTERRU PT</b>	<b>2<sup>ND</sup></b>	<b>DEBA TE</b>	<b>VOTE</b>
Remove from Table	To resume consideration of a motion previously tabled before the time set.	No	Ye s	No	Majority
Reconsider	Reconsider a motion (maker of motion must be from the prevailing side)	No	Ye s	Yes	Majority

**4. Definition of Terms**

- **ADJOURN:** To end the committee meeting.
- **AMENDMENT:** The amendment must in some way still involve the same question that is raised by the motion to which it is applied. When a motion is made and seconded it belongs to the committee as a whole. Discussion should be



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- limited to the amendment, not the motion being amended.
- **AMEND BY SUBSTITUTION:** To alter a main motion by completely rewriting it while preserving its intent.
  - **AMENDMENT - FRIENDLY:** Friendly Amendment made by original writer of a motion before it is seconded. If the chair senses there is no objection from the committee, the chair may accept the amendment by 'unanimous consent'. If any member objects, the friendly amendment will not be permitted, and a motion will be required.
  - **APPEAL THE DECISION (of the chair):** To challenge a decision the Chair has made about the rules or order. There will be one (1) pro and one (1) con to the motion. The maker of the motion will speak in favor of the motion and the chair will speak if he/she wishes to oppose the motion.
  - **CALL THE QUESTION (VOTE):** To instigate a vote. Allows for only two (2) pros and two (2) cons during discussion. This vote must pass with a two-thirds majority in favor of stopping further discussion. This motion is not made to suppress information but rather expedite the proceedings.
  - **END, LIMIT, OR EXTEND DEBATE:** If a Member feels that a motion is being rehashed repeatedly with the same information or if time restrictions may cause other important business to not be addressed, he/she may request a time limit for debate or the number of pros and cons for a motion to be limited.
  - **MAIN MOTION:** A main motion is an idea a committee member wants the committee to put into practice. It is a motion whose introduction brings business before the SCASC. Such a motion can only be made when no other motion is pending. A main motion must be on an SCASC motion form and is to be submitted to the SCASC chairperson.
  - **MAIN MOTION AFFECTING GUIDELINES & POLICY:** These motions include, but are not limited to, changes in the SCASC Guidelines, Subcommittee Guidelines, establishing



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

new Subcommittees, and offering suggestions as to how Subcommittees conduct their meetings.

- **ORDER OF THE DAY:** To make a committee return to its agenda if it gets onto another track.
- **PARLIAMENTARY INQUIRY:** Some Members may be new to Parliamentary Rules & Procedures and can easily be confused. A Parliamentary Inquiry can be made by any member at any time if there is a need to ask a question pertaining to a parliamentary rule or procedure. This motion is not intended to ask questions pertaining to the content of a Main Motion or Main Motion affecting Guidelines or Policy.
- **POINT OF INFORMATION:** To allow a question about a motion being discussed, not to offer information.
- **POINT OF ORDER:** To request clarification of the rules of order when it appears they are being broken.
- **RECESS:** To request a break for a specific amount of time. It permits any member may ask the chair to declare a recess. The chair may grant the request, put the matter up for vote, or decline the request.
- **RECONSIDER:** To reopen for debate a motion that has been previously passed. This is to take into account a motion that was passed hastily. It permits the correction of a motion accounting for new information. It is not to be used for rehashing motions on which outcomes displeased an individual. This motion can only be made by an SCASC member who voted on the prevailing side or a member who spoke on the prevailing side of the original motion. After the closing of the SCASC meeting a motion can no longer be reconsidered; however, a new motion may be made at a following SCASC Meeting. A motion may not be reconsidered more than once.
- **REFER TO GROUPS:** Send motion considered to have major significance to the groups for a vote. The motion should include a time when GSRs will return to SCASC prepared to vote. If passed, there will be 2 pros and 2 cons



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

on the original motion so as to give information to the GSRs and/or assistant GSRs to bring back to their groups for a vote.

- **REFER TO COMMITTEE:** To halt debate and send the motion (or information) to Admin, an Ad-hoc committee or a Subcommittee for discussion and or additional information. If a motion to refer is made, the purpose of the motion must be clearly stated.
- **REMOVE FROM THE TABLE:** To halt consideration of a motion previously tabled before the time set.
- **SUSPEND THE RULES:** To waive a certain SCASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.
- **TABLE:** To put off a motion for further consideration at a later date and time.
- **UNANIMOUS CONSENT OR ACCLIMATION:** This is a method which allows the SCASC to move quickly through routine business or questions that have little or no importance. 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, they may state that the motion passes by unanimous consent or by acclamation. If there is no objection, permission is then granted from the body and business moves on. If a member objects, the matter will go to a vote as prescribed for the motion.
- **WITHDRAW:** After a motion is made and seconded it belongs to the SCASC Committee as a whole and the maker must request the SCASC's permission to withdraw. A request to withdraw may only be made by the maker of the motion. The 'withdrawal' may be treated by the chairperson as a 'unanimous consent' matter, that is, if there is no objection, permission is granted. If there is an objection, the chairperson automatically puts the request to vote, which is not debatable.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

#### **E. SCASC Elections**

1. The Chairperson provides blank service resumes and notice of annual elections at the regular SCASC meeting in the month of April, two (2) months prior to the election.
2. Nominations for officers must be made at the May SCASC meeting prior to the election and nominees must be present at the time of their nomination to accept the nomination, have their service resume and qualifications for the position.
3. The SCASC will conduct elections for its Administrative officers annually at the June SCASC meeting.
4. In no event will elections take place in the same month as nominations.
5. Nominations for Administrative officers may only be made and seconded by SCASC voting participants.
6. Nominated members must be in attendance to be elected. If a nominee is not present at time of election, their nomination shall be voided.
7. All Administrative officers must be elected by a majority vote per secret ballot. Votes are to be tallied by two (2) SCASC members not on the current ballot.
8. In the event there are multiple nominees for an office and none receives a majority vote, an immediate runoff election will be held for the two (2) nominees receiving the largest number of votes.
9. In the event a majority vote cannot be achieved, the election will be postponed until the following SCASC meeting (in July). If an election has been scheduled for the following month, nominations may be reopened for that particular office
10. Literature Subcommittee will run their subcommittees' elections concurrently with SCASC elections (nominations in May and elections June).

#### **F. SCASC Subcommittee Definition and Functioning**

1. Established to serve any specific need which may arise within the Santa Cruz Area.
2. Shall be established by a TWO-THIRDS VOTE.
3. Shall hold regularly scheduled meetings open to all NA members.
4. Shall elect their own officers, Regional Subcommittee Representatives (if needed) and SCASC Representatives. However, the first Subcommittee Chairperson shall be elected at



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- the SCASC by a majority vote at the same time the Subcommittee is established.
- 5.** Shall submit financial reports on a monthly basis to the SCASC Treasurer and will be denied funding by the SCASC for the month if they fail to submit.
  - 6.** Are directly responsible to the SCASC.
  - 7.** May make donations only to the SCASC; not to other Subcommittees, service offices or service committees including NorCal NA or NAWS, unless stated in their SCASC approved Subcommittee Guidelines.
  - 8.** Are restricted from spending funds on non-budgeted items unless those items are approved at SCASC.
  - 9.** Guidelines shall be reviewed, updated, and submitted to the SCASC Administrative Committee for approval in February of each year.
  - 10.** Shall submit an itemized budget to the SCASC every year for the proposed committee expenses. A Subcommittee cannot request funds from the SCASC until a budget has been submitted and approved. All Subcommittee budgets are approved as a part of the full SCASC budget in May.
  - 11.** Shall conform to all Treasury & Financial Operating Guidelines & Procedures
  - 12.** Subcommittees shall be represented by their elected representative at all regular SCASC meetings. If a Subcommittee is not represented at two (2) consecutive SCASC meetings, the SCASC liaison will notify the Subcommittee that it is considered inactive. If the Subcommittee is not represented at the subsequent SCASC meeting, the SCASC liaison will attend the next scheduled Subcommittee meeting for the purpose of conducting an election of a new Subcommittee representative. If a representative cannot be elected and the subcommittee is in fact active, a subcommittee member will be required to contact admin monthly prior to area service to maintain their active status. If SCASC is not notified that the subcommittee is active, they will be considered inactive and dropped from the meeting schedule.
  - 13.** If a Subcommittee does not hand in a revised budget for the next year, it will be assumed that the Subcommittee does not need SCASC funds the following year and will not be allowed to request funds from the SCASC until a budget is submitted and approved by the SCASC.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

### **G. Flyer Guidelines**

All SCANA flyers should contain the following when applicable:

1. The hosting Area's or Subcommittee's name, including "Santa Cruz Narcotics Anonymous"
2. The date and time of the event.
3. The address of the event (a detailed map with directions is recommended).
4. The amount of the suggested donation.
5. A contact name and telephone number, including the area code. The SCASC website is suggested.
6. The nature of the function.
7. The word "meeting" should appear the same size or larger than the event name when applicable. The NA Logo, 'Narcotics Anonymous' or the Service Symbol (with the copyright symbol) must be included.
8. Neat, simple, and appropriate artwork.
9. No other logos (i.e., businesses, venues, etc.).
10. No affiliation with outside enterprises.
11. The flyer is to be emailed or given in person to the Vice Chairperson of the SCASC for approval prior to distribution. It is recommended this is done before multiple copies are made. These flyer guidelines apply to all members of the Santa Cruz County Area of Narcotics Anonymous.

### **H. Fundraisers**

1. The SCASC or its Subcommittees may present a motion for a proposed fundraiser (including an itemized description of requested funds) to the SCASC for approval.
2. All proceeds of fundraisers over prudent reserve and budget of the Subcommittee will be turned over to the SCASC treasury.

### **I. Theft Policy**

1. If an Administrative Committee member, Subcommittee Chair/Vice Chair, or Subcommittee member is found to have misappropriated or misused SCASC funds, the presiding officer of the SCASC, immediately upon calling the SCASC meeting to order, shall fully disclose the alleged misuse of funds and the individual(s) involved.
2. SCASC action: The SCASC, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a





**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

TWO-THIRDS VOTE. If the SCASC removes any member(s), said individual(s) participation within the SCASC is immediately terminated. Additionally, any member(s) removed by the SCASC for misappropriation of funds may not hold an elected seat on the SCASC or its Subcommittees for a period of five (5) years.

3. Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all SCASC funds. Should a member be removed for misuses of funds fail to make full restitution, said member shall be subject to criminal and/or civil prosecution by the SCASC.

#### **J. Bidding Process**

1. If the SCASC or any of its Subcommittees needs to purchase any unbudgeted item (i.e., computer, printer, etc.) with a cost of over \$250, the member requesting the item must bring a minimum of three (3) different bids to the SCASC for review. The body must be provided with all available information to make an informed decision, and the decision must be passed with a two-thirds vote.

### **III. Administrative Committee**

This committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer and two (2) RCMs. Each administrative officer will attend at least one (1) Subcommittee as a liaison between the Subcommittee and the SCASC and will hold a voting position on the Subcommittee they are assigned to. Rotation will be decided among the officers.

The Admin Committee may act on behalf of the SCASC for important matters which may develop between regularly scheduled SCASC Meetings. These actions exclude changes in guidelines, and expenses over \$1000.00." All actions by the Admin Committee shall be by unanimous vote of all filled administrative positions.

#### **A. Responsibilities of the Administrative Committee**

1. Hold regular meetings monthly or as needed.
  - a) ASC meeting place adequacy for ongoing hybrid presence:
    - (1) Room capacity for ASC roster + 15 (literature subcommittee and guests);
    - (2) Tables and chairs for all attendees + literature subcommittee space; and



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- (3) High speed Wi-Fi capable of supporting virtual attendance.
2. Record and distribute the minutes of the regular SCASC meetings no later than one week after the SCASC meeting to the SCASC officers; Subcommittee chairpersons and/or their representatives; the General Service Representatives (GSRs) and their alternates; the Regional Committee Members (RCMs); and any member requesting a copy.
3. Maintain a post office box.
4. Maintain financial records based on the fiscal year of July 1st through June 30<sup>th</sup>.
5. Maintain a general checking account with Chairperson, Vice Chairperson, Treasurer and Assistant Treasurer on the account with two (2) signatures required to transact business:
6. Review and update the SCASC Guidelines in April of each year.
7. Conduct Policy Committee meetings comprised of SCASC Admin Committee Members and other interested participants on an as-needed basis. The policy committee will investigate all matters and motions referred to the committee and discuss those matters and motions, adjusting wording for clarification if necessary. The policy committee is responsible for bringing recommendations to the SCASC regarding the specific motions referred and/or offer an amendment to the motion for the SCASC to consider.
8. Create ad hoc committees as needed for specific purposes. When they have finished their jobs, they are disbanded. When creating an ad hoc committee, the specific purpose, authority, resources given to the committee, and how long it should take to complete the job should be made clear. The Chairperson may create, or the ASC may direct the chairperson to create, the ad hoc committee, appoint either the entire committee or just a chairperson who will put the ad hoc committee together.

#### **B. Attendance, Performance & Resignations**

1. Attendance: Administrative officers shall attend all SCASC and Administrative Committee meetings. In the event that an officer cannot attend, the Chairperson shall be notified. If two (2) consecutive meetings are missed, the Chairperson shall bring the matter up before the SCASC for review and possible action by the SCASC.
2. Performance: If an Administrative officer is not fulfilling their



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

responsibilities, the Chairperson is required to bring the matter to the next SCASC meeting. In the event that the Chairperson is not fulfilling their responsibilities, it becomes the obligation of the Vice Chairperson to bring it to the SCASC. If a motion to remove an officer from office is made and seconded, it must pass with a two-thirds before it is acted upon. Any officer removed from office will have the right to petition the SCASC for a redress of a personal grievance without fear of reprisal. If a motion to reinstate an officer to their office is made and seconded, it must pass with a two-thirds before it is acted on. Officers who have been removed from office may not be nominated to fill any vacant office until the next annual elections at the SCASC, at which time they will be considered the same as any other member of Narcotics Anonymous. Upon the opening of any Administrative position mid-term, the Administrative Committee can appoint a temporary replacement by majority vote to complete the term. (See 'Resignations'.)

3. Resignations: If an SCASC member delivers a resignation, verbally or in writing, to the presiding officer of the SCASC, the resignation will be considered effective immediately and non-retractable. If the member wishes to be re-elected to the Committee, they can do so as required by the SCASC Guidelines. Upon resignation, the Administrative Committee can appoint a temporary replacement by majority vote to complete the term.

### **C. Administrative Committee Members - Requirements & Responsibilities**

#### **1. Chairperson**

- a) A minimum of four (4) years clean time.
- b) Service experience at an area level.
- c) Arranges SCASC and Admin committee meeting agendas with Administrative Committee.
- d) Presides over regular SCASC meetings.
- e) Presides over SCASC Administrative Committee Meetings
- f) Is responsible for correspondence and maintaining archives.
- g) Is co-signer on SCASC bank accounts.
- h) Votes only in cases of a tie.
- i) Submits a report to both the SCASC and the Administrative meeting.
- j) Acts as a liaison for at least one SCASC Subcommittee.
- k) Audits the SCASC bank account twice annually.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- l) Has access to online banking.
- m) Completes and electronically files corporate paperwork with the California Secretary of State updating names and addresses of the nonprofit Corporations' officers (Chair/President, Treasurer, Secretary.) Ensures that other corporate information is up to date. See SCANA Corporate Information document for more information on how to complete this and other corporate filings.

## **2. Vice Chairperson**

- a) A minimum of four (4) years clean time.
- b) The willingness to become SCASC Chairperson.
- c) In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair.
- d) Is a co-signer on the SCASC bank account.
- e) Does NOT have access to online banking.
- f) Responds to the needs of any groups upon request.
- g) Contacts groups when the group has missed two (2) consecutive SCASC meetings (with the exception of the NA Spanish Area Meetings).
- h) Approves flyers prior to distribution by the SCASC.
- i) Attends SCASC Administrative Committee Meetings.
- j) Welcomes all new GSRs and alternate GSRs.
- k) Leads GSR orientation prior to SCASC meeting.
- l) Provides all new GSRs and alternate GSRs with a copy of the SCASC Guidelines, GSR Orientation Handbook and other related materials.
- m) Gives all new GSRs and alternate GSRs an overview of the SCASC monthly business meetings.
- n) Reconciles cash count with Assistant Treasurer's tally at the conclusion of the monthly SCASC meeting.
- o) Submits a report to both the SCASC and the Administrative meeting.
- p) Acts as a liaison for at least one SCASC Subcommittee.
- q) Coordinates the process of annual Subcommittee guideline reviews.
- r) Provides copies to the Administrative Committee for discussion.
- s) Works with the Subcommittee Administrative liaison to take suggested changes back to the Subcommittee when



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

applicable.

- t) Facilitates the process of having the final approved guidelines added to the website.

### **3. Secretary**

- a) A minimum of one (1) years clean time.
- b) Prepares and distributes minutes to all voting members of the SCASC no later than one (1) week after the SCASC meeting.
- c) Keeps records of current year's minutes. At the end of their term, passes these minutes to the Chairperson for the archives.
- d) Updates and keeps a record of the SCASC contact list to include name, phone and email of the SCASC participants. Updates this list and distributes the list to SCASC Administrative members only.
- e) Attends SCASC Administrative Committee Meetings.
- f) Maintains copies of all Subcommittee Guidelines.
- g) Submits a report both to the SCASC and the Administrative meeting.
- h) Acts as a liaison for at least one SCASC Subcommittee.

### **4. Treasurer**

- a) A minimum of five (5) years clean time.
- b) Service experience at the Area level, ideally a previous Assistant Treasurer.
- c) Maintains the SCASC PO Box.
- d) Custodian of the Certificate of Liability Insurance.
- e) Has online banking access.
- f) Proficiency with all software in use by SCASC
- g) Custodian of SCASC bank account.
- h) Maintains and is the primary signatory on the SCASC checking account, which is to serve as the principal repository for all funds of the SCASC as well as for Subcommittees who are not authorized to maintain separate bank accounts.
- i) Ensures that there are four (4) authorized co-signers from the Administrative committee whose signatures are on file with the bank.
- j) Maintains a check register of deposits and payments and online banking, which reflects the status of SCASC funds at



**Santa Cruz Area Service Committee**  
PO Box 5143  
Santa Cruz, CA, 95063

all times. The check register shall be available for inspection by any member of the SCASC at all times.

- k) Pays all approved expenses and invoices.
- l) Submits a monthly financial report to the SCASC.
- m) Acts as a liaison for at least one SCASC Subcommittee.

**5. Assistant Treasurer**

- a) A minimum of four (4) years clean time.
- b) Service experience at the Area level.
- c) Is a co-signer on the SCASC bank account.
- d) Does NOT have access to online banking.
- e) Accepts group donations and issues receipts at the SCASC meeting.
- f) Performs the duties of Treasurer in their absence.
- g) Submits a report to the SCASC
- h) Acts as a liaison for at least one SCASC Subcommittee.
  
- i) Makes the SCASC deposit in the bank within two (2) business days.

**6. Regional Committee Members - RCM 1 & RCM 2**

- a) A minimum of three (3) years clean time.
- b) Attends all SCASC meetings and all NCRSC meetings.
  - (1) Obtains reimbursement from the treasurer for travel to the Regional Service Committee Meeting (at the current California mileage rate at the time of budget setting) for each of the following: both RCMs and a representative from PR and H&I
- c) Works closely with the SCASC Admin and Subcommittee representatives as a source of information and guidance in matters concerning the Twelve Traditions and the Twelve Concepts of Service.
- d) Participates at the NCRSC as the voice of the SCASC. The RCMs shall have a vote of confidence from the SCASC to vote at the NCRSC on behalf of the SCASC, with both RCMs having a counted vote there and at the SCASC.
- e) Annually, in June, delivers the upcoming fiscal year Certificate of Liability Insurance from the NCRSC to the SCASC Treasurer.
- f) Distributes minutes of the NCRSC meeting as directed by the SCASC.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- g) In the absence of the Chairperson and the Vice Chairperson, the RCM 1 performs the duties of the Chairperson at the SCASC.
- h) Attends SCASC Administrative Committee Meetings.
- i) Submits a report to the SCASC and the Administrative Committee.
- j) Act as a liaison for at least one SCASC Subcommittee.

#### **7. Virtual coordinator**

- a) A minimum of one (1) year clean time.
- b) Attending one (1) Area meeting prior to accepting the commitment.
- c) Has experience working with computers and has knowledge of Zoom or willingness to learn and train to become proficient.
- d) Sets up virtual component of ASC, monthly.
- e) Maintains possession of hybrid ASC equipment (ASC laptop, screen projector, projection screen, bluetooth speaker, bluetooth microphone, and wired microphone) and monitors equipment check out to Activities Subcommittee for their hybrid events
- f) Keeps an updated file with account information, passwords, a set up flow chart, and troubleshooting document.
- g) Act as a liaison for at least one SCASC Subcommittee.

#### **D. Resignations**

- 1. If an SCASC member delivers a resignation, verbally or in writing, to the presiding officer of the SCASC, the resignation will be considered effective immediately and non-retractable. If the member wishes to be re-elected to the Committee, they can do so as required by the SCASC Guidelines. Upon resignation, the Administrative Committee can appoint a temporary replacement by majority vote to complete the term.

### **IV. TREASURY & FINANCIAL OPERATING GUIDELINES & PROCEDURES**

#### **A. SCASC Treasury Report Includes**

- 1. Summary
  - a) Quick overview of Financial Statements.



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

- b) Subcommittees' financial reports to date. turned in
- c) Other matters regarding the SCASC Treasury.
- 2. Check Register.
- 3. Bank Reconciliation.
- 4. Financial statements, which include: budget vs. actuals for the month and YTD, income, expenses, and operational expense balance.
- 5. Provides reducing operational expense balance.

#### **B. Budgeting Process**

- 1. Fiscal year: July 1 to June 30.
- 2. The budget is a one (1) year plan, which is completed no later than April 15<sup>th</sup>.
- 3. The budget should include all the donation income and Area's expenses flowing through the SCASC bank account.
- 4. There will be an operational expense balance through the months as income and expenses flow through the budget.
- 5. All expenses are considered approved up to the budgeted amount within the month, and do not need motions or additional SCASC approval.
- 6. The SCASC Treasurer will have access to online banking.
- 7. Each Subcommittee shall submit an itemized budget to the SCASC every year for the proposed Subcommittee expenses. A Subcommittee cannot request funds from the SCASC until a budget has been submitted and approved.
- 8. All Subcommittee budgets shall be approved as a part of the full SCASC budget in May.

#### **C. Budgeting Timeline**

- 1. February SCASC – Make announcement that we need next year's budgets from the subcommittees. Hand out the budget template for the next year of revisions to the Subcommittees.
- 2. Subcommittees will need to make notes of additions or deletions to the budgeted line items.
- 3. March SCASC – Subcommittees Revisions are due back to the SCASC to put together in a master budget to make sure the income and expenses are in balance.
- 4. If a Subcommittee does not hand in a revised budget by March SCASC, it is assumed they are approving the current budget numbers.





**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

5. April SCASC – Submit Administrative proposed budget to SCASC for final approval.
6. May SCASC – Vote on final budget.
7. July 1st – Budget takes effect for the new fiscal year.

**D. Prudent Reserve & Operational Expenses**

1. 6 months rent for SCASC, SCASC Administrative Meeting, PR, H&I and other Subcommittees
2. 6 months rent for SCASC & H&I PO Box.
3. 6 months Freedom Voice (NA Hotline).
4. 6 months PR schedules and H&I literature.
5. 6 months Literature storage fees.
6. Balances above the General Operating Fund must have SCASC approval prior to any donations.

**E. Cash Handling**

1. All payments over \$1000 will be approved by two (2) of the check signers.
2. The SCASC Assistant Treasurer shall double check income, and reconcile with the Treasurer's tally.
3. All reimbursements, vendor payments, or outgoing funds shall be made by check.

**F. SCASC Meeting Operations**

1. All expense request motions shall go to the Treasurer to determine which expenses are budgeted, and which expenses are not budgeted and will therefore need approval by the SCASC.

**G. Priority of Excess Money**

1. Moneys can be donated out of our Area if all requirements are met:
  - a) Operational expenses are at balance.
  - b) Prudent Reserve is at balance.
  - c) SCASC approves the amount donated with a two-thirds.

**V. Suggestions for Santa Cruz Area NA Groups**

(From IP No. 2. THE GROUP)

Our Second Tradition tells us, “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.” Our trusted servants, therefore, are the backbone of the group and their regular



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

attendance at all meetings is extremely important.

One of the pitfalls which has caused many NA groups to suffer or even fold has been the election of officers who were unqualified to serve or did not have a history of recovery in our fellowship. Often NA elections have seemed to be popularity contests rather than the selection of trusted servants. The officers of a group must be chosen with great care because of the responsibilities that their offices carry, and the potential negative effect officers can have on the group. Fulfilling the commitment to serve is important.

As a general guide, we have found that trusted servants are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve
2. A history of recovery in NA (we suggest a minimum of one (1) year clean time)
3. Suggested clean time requirements for group officers are defined as: Secretary, Treasurer, GSR and Alternate GSR.
4. Other service responsibilities such as coffee maker, setup person, greeter, literature person etc. are also highly valued positions and offer newcomers a chance to participate in service without specific clean time requirements.
5. An understanding and working knowledge of the Twelve Steps and Twelve Traditions of NA
6. Active participation in the group

**This concludes the Santa Cruz Area Service Committee Guidelines.**



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

## **Addendum A - A Short List of NA Acronyms with Meanings and Descriptions**

### **GSR**

Group Service Representative; an elected representative from a meeting or group to the SCASC.

### **H&I HOSPITALS AND INSTITUTIONS**

A Subcommittee of the SCASC, which takes panels and meetings into places where addicts do not have access to regular NA meetings in order to carry the message of recovery in NA.

### **NAWS**

Narcotics Anonymous World Services, Inc.; refers to the legal name for world services.

### **RCM**

Regional Committee Member; elected by the SCASC to represent their area's conscience at the RSC.

### **RD**

Regional Delegate; elected by the RSC to represent their region at the WSC.

### **RSC**

Regional Service Committee; service body that serves the NA areas that comprise it. Members are RCMs, RDs, and RSC Admin/Officers.

### **RSO**

Regional Service Office; location of the RSC and Regional Literature



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

**SCASC**

Santa Cruz Area Service Committee: a committee created to provide common services for NA groups in Santa Cruz County, being composed of GSRs, Admin/Officers, and Subcommittees. Usually is an acting part of Region to which it sends RCMs.

**Addendum B - SCASC TIMELINE**

The SCASC Timeline Calendar is a tool for the ASC Admin and Subcommittees to use. It can be adjusted with additions, deletions, and time resets as needed. It is not part of the ASC Guidelines.

<b>MONTH &gt;</b>	<b>Ja n</b>	<b>Fe b</b>	<b>Ma r</b>	<b>Ap r</b>	<b>Ma y</b>	<b>Ju n</b>	<b>Jul y</b>	<b>Au g</b>	<b>Se pt</b>	<b>Oc t</b>	<b>No v</b>	<b>De c</b>
<b>Handout Budget Template to Subcommittees</b>												
<b>Subcommittees Submit Budget to SCASC</b>												
<b>Submit Administrative Proposed Budget to SCASC</b>												
<b>Review and Update SCASC Guidelines</b>												
<b>Provide Notice of Election and Blank Service Resumes to SCASC</b>												
<b>SCASC to Vote on Final Budget</b>												



**Santa Cruz Area Service Committee**  
**PO Box 5143**  
**Santa Cruz, CA, 95063**

<b>Nominations for SCASC Officers &amp; RCM 1 &amp; 2</b>												
<b>RCM Deliver Certificate of Liability Insurance to Treasurer</b>												
<b>Subcommittee Guidelines Submitted to SCASC</b>												
<b>Election of ASC Officers</b>												
<b>Budget Takes Affect</b>												
<b>New SCASC Officers &amp; RCMs Assume Leadership Positions</b>												