

Sasquatch Area Service Committee Guidelines

Adopted December 7, 2014

Section I

The Sasquatch Area Service Committee of Narcotics Anonymous

A. Purpose and Function

1. The purpose of the Committee is to support the groups of the Sasquatch area.

B. Spiritual Guidelines, Order of Guiding Documents

1. The 12 Traditions of NA
2. The 12 Concepts of NA Service
3. A Guide to Local Service in NA
4. The SASC Guidelines
5. SASC shall not make any action which conflicts with Guiding Documents

C. The SASC consists of:

1. Summit and Wasatch Counties
2. Elected GSR's from the Member Group of SANA
3. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, 2 Alternate RCM's, and Sub-Committee Chairpersons).

- D. All Groups in the Sasquatch Area of Narcotics Anonymous must adhere to The 12 Traditions of Narcotics Anonymous.

Section II

Voting Procedures

A. Voting and Quorum

1. Voting members of the SASC are: GSR's or GSR Alternates in the absence of a GSR.
2. A quorum shall consist of half of voting members SASC.
3. All business not requiring change of policy will be simple majority vote.
4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3) majority of voting members present to pass.
5. An abstention does not count as a vote.
6. In case of a tie vote, the motion goes back to the groups.
7. All members of the SASC, except Chairperson, may make motions. Only GSR's, GSR Alternates may second motions.

Elections of SASC of Narcotics Anonymous

- A. Nominations for all Committee Trusted Servants shall be made in December. Voting of these Trusted Servants positions will be in January at a special SASC voting meeting with service beginning in February.
- B. Trusted Servants positions, with the following exceptions, are a one (1) year term:
 - 1. Ad-Hoc and temporary Sub-Committee chairs.
- C. A Trusted Servant of SASC may serve a second year in that position if elected.
- D. All nominees of a Trusted Servants position must be present at nomination and voting.
- E. Resignation and Removal of Trusted Servants.
 - 1. Trusted Servants may resign at any time during their term
 - 2. Area Trusted Servants may be removed from office for any of the following reasons:
 - (a) Relapse
 - (b) Excessive unexcused absence without prior notice
 - (c) Neglect of duties
 - (d) Disregard for Area Conscience
 - (e) Disrespect for the Guiding Documents
 - (f) Misuse of funds
 - (g) Falsification of financial reports
 - (h) Any act of theft or violence in the Committee or towards NA Members.
- G. Procedure for Removal from Office
 - 1. Resignation requests and notice of impending removal from office must be presented to the SASC in the form of a motion and be accompanied by an explanation.
 - 2. The Trusted Servant in question will be notified in writing by the SASC Administration Members 21 days prior to impending action.
 - 3. In the event of resignation or removal of Sub-Committee Chairpersons, The Vice-Chair shall assume the duties and responsibilities of the Chair until the next election.
 - 4. RCM Alternate and Vice-Chair may move into RCM and Chairperson position respectively in case of resignation or removal upon a vote of confidence of the SASC until the next election.
 - 5. Any one elected mid-term (with the exception of temporary Committee Chairs) will serve the remainder of the regular term of office.
- H. Two Hatting
 - 1. No members shall hold more than one Administrative and one Sub Committee position at any one time.
- I. Position Vacancies
 - 1. When vacancies for trusted servant positions occur, nominations for those positions may begin immediately.

Section IV

Format of the SASC:

- A. Chairperson calls the meeting to order.
- B. The meeting opens with a moment of silence followed by the Serenity Prayer.
- C. Read the 12 Traditions, and the 12 Concepts.
- D. Roll Call
 - 1. Group GSR
 - 2. Administration Committee.
 - 3. Sub-Committee Chairs
 - 4. Recognizing new Groups
- E. Reports
 - 1. Secretary report
 - 2. Chair person
 - 3. Vice chair
 - 4. USSC report
 - 5. RCM
 - 6. H&I chair
 - 7. PI chair
 - 8. Literature chair
 - 9. Activities chair
 - 10. Treasurers report
 - 11. Group reports
- F. Open Forum
- G. Old business
- H. Nominations/Elections as needed
- I. New business
- J. Open Forum
- K. Set time, date, and location of next SASC Meeting
- L. Motion to adjourn and close with Prayer of choice

Section V

Administrative Committee:

A. Chairperson

- 1. Two years clean time
- 2. One year active service in Narcotics Anonymous
- 3. To be one of the two co-signers on the SASC bank account
- 4. Call "Special" SASC Meetings as necessary
- 5. Appoint all AD-Hoc Committee Chairpersons as needed
- 6. Train the Vice-Chair in the performance of the Chairpersons duties
- 7. Call and chair Administrative Committee Meetings as needed

B. Vice-Chairperson

- 1. One year clean time
- 2. One year active service in Narcotics Anonymous

3. Assists the Chairperson in duties relating to ASC
4. Chairs the ASC Meeting in the absence of the Chairperson

C. Regional Committee Member

1. Requires a minimum of three years clean time
2. One year active service in Narcotics Anonymous
3. Carries Area Conscience and concerns to Region
4. Carries business and concerns from Region to Area for consideration
5. Submits a written report at each Area Meeting
6. Trains RCM Alternate in the performance of duties of RCM

D. Regional Committee Member Alternate

1. Requires a minimum of two years clean time
2. One year active service in Narcotics Anonymous
3. Assists RCM in duties
4. Carries out RCM duties in the absence of RCM on the Area or Regional level

E. Secretary

1. Two years clean time
2. One year service involvement in Narcotics Anonymous
3. Maintenance of the SASC files, archives, and property
4. Keep an accurate record of the proceedings at all SASC Meetings.
5. Maintain a file of all SASC and Sub-Committee Reports submitted
6. Email copies of all the minutes to each member of the SASC, Sub-Committee Chairs, and Administrative Committee no later than fourteen (14) days following each Area Meeting
7. Maintains an updated list of all Trusted Servants of the SASC, Administrative Committee, GSRs, Sub-Committee Chairs, including phone numbers and email addresses.
8. Train the Alternate Secretary as to the performance of his/her duties
9. Check the area PO Box at least once a month and distribute mail to the appropriate trusted servant and/or subcommittee

F. Alternate Secretary

1. A minimum of two years clean time
2. Assume the duties of the Secretary in his/her absence at the SASC Meeting
3. Assists the Secretary in the performance of his/her duties

G. Treasurer

1. Three years clean time and has a job or is financially stable
2. One year active service in Narcotics Anonymous
3. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other NA Sources
4. To be co-signer of the Committee's bank account and always one of the signers on any SASC check
5. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-Committees, or other NA sources
6. To make a full financial report at the end of his/her term

7. To disburse funds as necessary in accordance with Committee decisions when funds are available.
8. Maintain the SASC financial record book and have current information on hand at the SASC Meeting for verification and review when requested
9. Train the Alternate Treasurer as to the performance of the Treasurer's duties

H. Alternate Treasurer

1. Two years clean time and has a job or is financially stable
2. One year active service in Narcotics Anonymous
3. Be prepared to assume the duties of the Treasurer in his/her absence
4. Assist the Treasurer in the performance of his/her duties as requested

I. United States Service Conference Representative (USSCR)

1. Requires a minimum of three years clean time
2. One year active service in Narcotics Anonymous
3. Carries Area Conscience and concerns to the USSC
4. Carries business and concerns from the USSC to SANA for consideration
5. Submits a written report at each Area Meeting
6. Trains USSCR Alternate in the performance of duties of USSCR

J. United States Service Conference Representative Alternate (USSCRA)

1. Requires a minimum of two years clean time
2. One year active service in Narcotics Anonymous
3. Assists USSCR in duties
4. Carries out USSCR duties in the absence of USSCR

Section VI

Establishment of Sub-Committees:

- A. The SASC may establish Sub-Committees as necessary to perform certain duties. Sub-Committees will be formed upon approval of the members of SASC. Sub-Committees may include, but are not limited to: H&I, PI, Literature, Phone Line, Outreach, and Activities and any other Sub-Committees deemed necessary to carry on the work of the SASC.
- B. All Sub-Committees of SASC shall create, adopt, and keep current guidelines that are consistent with the SASC Guidelines and guiding documents.
- C. All expenditures for any SASC Sub-Committee must be approved by a majority vote of the SASC.
- D. All projects must be initiated and finalized by a majority vote of the SASC.

Section VII

Prudent Reserve:

- A. The Treasurer of the SASC shall maintain a prudent reserve of two hundred fifty (\$250).
- B. A two-third (2/3) vote of all voting members is needed to change the prudent reserve.

Section VIII**Auditing and Inventory:**

- A. The SASC shall have an auditing ADHOC committee set up by SASC chair at the end of treasurer term.

Section X**Automatic Payments:**

- A. The phone line, website and PO Box expenditures shall be an automatic payment upon receipt of bill. Also regional donation of \$50.00 and USSC donation of \$20 every area meeting.

Section XI**PI Fund:**

- A. A \$50 revolving fund payment will be made to the PI Sub Committee for each SASC meeting cycle of two (2) months.

H&I Fund:

- A. A \$50 revolving fund payment will be made to the H&I Sub Committee for each SASC meeting cycle of two (2) months.

Literature Fund:

- A. A \$200 fund will be kept in place to maintain a stock of literature for purchase.
- B. A \$25 revolving fund payment will be made to the Literature Sub Committee for each SASC meeting cycle of two (2) months.