

GUIDELNES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS ANONYMOUS  
Revised May 2018

The Twelve Concepts and Twelve Traditions of Narcotics Anonymous shall guide the Orange County Area Service Office.

NAME and AREA

The Orange County Area Service Office is also known as the OCASO or ASO. The ASO primarily serves the Orange County area. It is however, open to any NA member, group or the public.

OBJECTIVE AND PURPOSE

The objective of the ASO shall be to provide services to members of the Fellowship of Narcotics Anonymous (NA) and to the public. The purpose is to help make available the program of recovery that has been developed by the Fellowship of Narcotics Anonymous. This may be accomplished through the distribution or selling of literature and other merchandise through the ASO. The ASO in the spirit of unity will work with other area committees in accomplishing this objective.

GENERAL FUNCTIONS

- A. Maintain an office or location, centrally located that is available to act as a sales office or distribution point for NA literature and merchandise.
- B. The ASO will be open on the 2<sup>nd</sup> Sunday of the month. Set up to be from 2-3pm, and open from 4:30 pm to 6:00 pm to sell {literature and merchandise. 2<sup>nd</sup> Sunday orders will be through 6:30pm, so money can be collected and receipts given by that time in order to begin cash closing and balancing.. Occasionally, the actual day of sale may be changed due to holidays.
- C. The ASO will maintain an adequate supply of literature and merchandise to meet the overall needs of the members of Orange County NA
- D. The ASO may provide literature and merchandise at various NA functions throughout the year on behalf of the NA fellowship.
- E. The ASO is responsible for producing and selling Orange County Area and South Coast Area directories, which is currently done every other month to save the expense of printing cost.
- F. The ASO will be responsible for approving all artwork with any NA logo or trademarks used on shirts, flyers, etc, per ASO. RSO, WSO guidelines.

MEMBERS OF THE ASO

The Orange County Area Service Office is a legal non-profit corporation. The ASO has a Board of Directors consisting of (9) nine Directors. Six (6) of these Directors are elected from within the ASO. Three (3) of these Directors are elected through the Orange County Area Service Committee (ASC). All nine Directors have a vote on ASO matters with the exception of the Chair unless in the case of a tie.

• All Executive Board Members must have at least two (2) years clean.

• The ASO Executive Board is comprised of a Chairperson, Vice Chairperson, Treasurer, Vice Treasurer and Secretary.

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§ Pool members to the ASO must have two (2) years clean time.

§ Anyone is welcome to volunteer to work in the ASO at the discretion of the ASO Board.

§ DEFINITIONS

§ Officers: Chairperson, Vice Chairperson, Secretary and Treasurer (Bylaws, Section 7,01) §  
Executive Board members: Officers plus Vice Treasurer

§ Directors: Executive Board Members plus Literature and Merchandise Director

§ Direct-Elect members: three people elected by the Area Service Committee

§ Board of Directors (Directors): all nine Board members (Officers plus Literature and Merchandise Director plus Direct-Elect members)

§ Pool Members: volunteers willing to step up to Director

For additional information regarding Board of Directors seats see OCASO By-Laws (6.03)

TERMS OF OFFICE

The three (3) Directors that are elected by the Area Service Committee (ASC) shall serve one (1) year each.

No Director may serve for more than six consecutive years.

For additional information regarding Terms of Officers see OCASO By-Laws [6.04].

REMOVAL OF DIRECTORS

A Director may be removed from office due to relapse, misappropriation of funds, lack of participation, participation or attendance violations (absence in excess of two meetings per year), inability to perform position responsibilities, conviction of a felony while a Board member or by being declared of unsound mind by a court. No Director shall be removed without just cause. A quorum of five (5) Directors is necessary in order to remove a Director.

For additional information regarding Removal of Officers see OCASO By-Laws (6.06).

BOARD OF DIRECTOR MEETINGS

Business meetings for the ASO are held beginning at 3pm following set up of room for sales, and wrapping up by 4pm in order to staff each position, on the 2nd Sunday of the month at the location or office of the ASO. All Board members are required to attend. The Secretary is responsible for maintaining accurate attendance records. Business meetings are conducted in accordance with Roberts Rules of Order.

A special meeting may be called by the Chairperson, Vice Chairperson, Secretary, or two (2) Board members when necessary. Each Board member must be contacted with correct information regarding time and location of meeting.

Action without a meeting may be taken if all Board members are contacted in writing by email or text, and are given the same specific information that needs to be addressed. This shall be done using a simple majority of the responder's within a 48 hour window. This will determine if consent will be given to the action needed.

Regarding check signature's, two (2) signatures will be required for the check in the amount of five hundred dollars or more.

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QUORUM

Any five (5) of the current Board members shall constitute a quorum for the transaction of business. If five Board members are not available (because various positions remain unfilled), then a simple majority of Executive Board members (including Chair and Secretary) will rule in matters that need to be voted on. A quorum should also be used in special meetings or in situations where action without a meeting is being used, if possible. A quorum of five is needed for removal of any Director.

BOARD OF DIRECTORS EXECUTIVE BOARD

Elections of the Executive Board are to be held annually, with nominations in October and elections in November, unless a replacement is needed to be voted in. All Outgoing and Incoming Board members are required to attend the December meeting for mandatory training.

CHAIRPERSON OF THE BOARD

The Chairperson must have at least three (3) years of clean time. The position is a two (2) year term. The Chairperson may be voted in for an additional one (1) year term but cannot be the Chairperson for longer than three consecutive years.

Duties of the Chairperson:

- A. provides meeting agenda
- B. presides over the business meeting in accordance with Robert's Rules of Order
- C. signs on the ASO bank account
- D. work with Bank and subcommittee chairs to set up new signature cards as needed for ASO, ASC, Dare to Care and Activities.
- E. provides ASC with a verbal report on ASO business
- F. cannot make motions at regular business meetings and only votes in case of a tie vote
- G. may nominate people to become Directors and may vote for Directors
- H. coordinates with other Board members for staffing for sales at various events
- I. remain until all monies have been counted at the close of business; the Chair needs to know the dollar amount to be deposited for verification purposes (or vice chair if chair not avail)
- J. is the single point of accountability for the Area Service Office
- K. orders directories (public) for H&i, Public Relations, and Phone Lines as well as directories (group)

for all groups

- L. orders printing of various reorder forms (meeting supply and special order)
- M. ensures mail pick up from the post office box within 72 hours of the Board meeting
- N. attends ad-hoc meetings regarding subcommittees as the ASO representative, and has a vote toward the outcome
- O. knows the location of assets and agreements, knows who to contact for information regarding all business and government entities, various filings, reporting and maintains all corporate officer forms (i.e. update as needed) (S.O.P. will be written with more detail)
- P. finds ways to run this business more successfully, in a way that is reflective of our traditions and concepts, by monitoring our efficacy

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- Q. is responsible for managing the ASO staff in an effective manner
- R. is expected to answer phone calls as a representative of NA/ASO, with a contact number on the directory cover, and maintain the ASO email communication through area web-master
- S. properly trains the Vice Chair to take over the position

VICE CHAIRPERSON

The Vice Chairperson must have at least three (3) years of clean time. The position is a one (1) year term. The Vice Chairperson may be voted in for up to two additional one (1) year terms but cannot be the Vice Chairperson for longer than three consecutive years.

Duties of the Vice Chairperson:

- A. assumes duties of the Chairperson if the Chairperson is absent. When acting as the Chairperson, is bound by the same guidelines as the Chair.
- B. must have a willingness to step up to fill the Chair position.
- C. signs on the ASO bank account. D. can vote on all matters.
- E. may be needed for staffing at sales at various events.
- F. handles the purchasing of literature from World or Regional Office if the Literature/ Merchandise Chair is unable to complete this task.
- G. coordinates semi-annual inventories of all literature and merchandise.
- H. chairs the annual Guideline Review meeting of the ASO- typically in April.
- I. works with chair on annual tax filings and understands and stays current on quarterly sales tax and other "calendared" legal and business tasks. J. monitors the legal and financial calendar.
- K. works with each Board member to create and maintain a book with Standard Operating Procedures for all business operations. L. is familiar with QuickBooks.

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SECRETARY

The Secretary must have at least two (2) years of clean time. The position is a two (2) year term. The Secretary may be voted in for an additional one (1) year term but cannot be the Secretary for longer than three consecutive years- The Secretary must have access to a computer and printer.

Duties of the Secretary:

- A. takes minutes at ASO business meetings and special meetings.
  - B. provides copies of minutes at each business meeting and to the ASC meeting.
  - C. shall keep a copy of the Articles of Incorporation and By-Laws as amended to date.
  - D. is responsible for all correspondence from the ASO to Board members, the WSO, the RSO and outside enterprises (excluding literature orders-which the records are to reside with Lit chair. The Secretary will maintain copies of all correspondence in Secretary Notebook.
  - E. is responsible for keeping copies of business license, State Board of Equalization license, insurance and certificate of occupancy if applicable.
  - F. is responsible for maintaining the Secretary Notebook. The Secretary Notebook is to contain each months minutes, including the Secretary's original notes and typed minutes. It should also have copies of all licenses as referenced in "E" above.
  - G. is responsible for maintaining attendance records of the Board of Directors.
  - H. is to maintain an accurate contact list of all Board of Directors and have copies available for the Board of Directors.
  - I. is familiar with Robert's Rules of Order.
- Ensures the follow are available at every meeting: the Secretary Notebook, Articles of Incorporation and By-Laws.
- K. assists chair in the updating of State of Calif Dept of Corporations officer registration (online) which is done if chair or secretary changes. **THIS WILL NEED DONE BEFORE ANY BANK ACCOUNT CAN BE UPDATED- BANK MUST HAVE CURRENT COPY.**
  - L. Signs Declaration sheets attached to any new bank signature card (per F&M rules).
  - M. may work with chair or treasurer on updating any of our four accounts (usually done starting Jan)

TREASURER

The Treasurer must have at least three (3) years of clean time. The position is a two (2) year term. The Treasurer may be voted in for an additional one (1) year term but cannot be the Treasurer for longer than three consecutive years. The Treasurer must have a verifiable source of income and disclose any garnishment or levies against them.

Duties of the Treasurer:

- A. is responsible for all monies that the ASO generates; makes bank deposits and deposits all monies within 72 hours of receipt.
- B. must maintain accurate financial records at all times. Must have working knowledge of QuickBooks and general accounting
- C. manages the ASO checkbook and maintains accurate records on check receipts for accounting.
- D. pays bills on time.
- E. maintains accurate signature cards at the bank.

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- F. signs on ASO bank account.
- G. maintains an accurate count of the cash box.
- H. reconciles bank statements and provides reconciliation report to ASC and ASO when requested.
- I. creates invoices for groups and subcommittees according to pricing guidelines J. provides all necessary information for accountant to file annual tax returns and documents completely and on time
- K. provides ASO with budget and balance sheet as needed.
- L. provides all data needed if an outside service is hired.
- M. maintains backup disks of ASO information on computer and stores backups off-site.
- N. provides up-to-date order forms to the chair for printing as needed
- O. trains Vice Treasurer.
- P. oversees set up of computer and opens QuickBooks to begin with bank account work.
- Q. enters invoices from supplier, including ASO, H&I and PR orders.
- R. communicates with Bank regarding the account to include fees and stock of checks and deposit slips.
- S. alternates with Vice Treasurer to complete all business on Second Sunday, including the responsibility to stay until all money has been counted and recorded for deposit.
- T. works with merchandise chair to set minimum order quantities for Literature/Merchandise orders and generates monthly report for lit/merch chair as needed.
- U. maintains a PRUDENT RESERVE of \$1500.00

VICE TREASURER

The Vice Treasurer must have at least two (2) years of clean time. The position is a one (1\_) year term. The Vice Treasurer may be voted in for up to two additional one (1) year terms but cannot be the Treasurer for longer than three consecutive years. The Vice Treasurer must have a verifiable source of income and disclose any garnishment or levies against them.

Duties of the Vice Treasurer:

- A. assumes all Treasurer duties in the absence of the Treasurer
- B. signer on ASO bank account
- C. must have a willingness to step up to fill the Treasurer position.
- D. sets up the computer and other room needs for business on Area Sunday
- E. verifies cash counts
- F. assists the Treasurer as needed
- G. alternates duties with the Treasurer to ensure proper training
- H. knowledge of QuickBooks and basic accounting
- I. assists treasurer in maintaining current order forms and updating as tax, price or availability of items change.

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LITERATURE/MERCHANDISE DIRECTOR

The Literature/ Merchandise Chairperson must have at least two (2) years of clean time. The position is a one (1) year term. The Literature/Merchandise Chairperson may be voted in for up to two additional one (1) year terms but cannot be the Literature/Merchandise Chairperson for longer than three consecutive years. Access to computer, printer and email are required for this position.

Duties of the Literature/Merchandise Director:

Literature

- A, orders literature and merchandise (with CC to ASO Chair and Treasurer as needed) from appropriate supplier based on sales and inventory in ASO.
- B. determines what supplies are needed by referencing sales detail provided by treasurer.
- C. is responsible for pick up and receipt of order.
- D. provides Treasurer with reconciled packing slip for computer inventory input.
- E. bundles all IPS with rubber bands, and clips all newcomer key tags in bundles of 5 before 2<sup>nd</sup> Sunday business day.
- F. places special orders as needed
- G. gets final corrected invoice or makes adjustments needed. with RSO so that order balances with invoice submit to treasurer
- H. js the single point of accountability with rep from current supplier:
- I. collects copies of all ASO invoices (including H&I, PR, etc), from RSO office on monthly basis

Merchandise

- A. helps get quotes from vendors on NA-related merchandise i.e., t-shirts, mugs, pens, etc. A minimum of two quotes is required.
- B. informs ASO Board members of quotes, specifications, etc. and gets approval to place an order.
- C. places orders with outside vendors to produce merchandise as needed. D.arranges transfer of merchandise to member for sale at event.
- E. keeps accurate records of merchandise bought and sold at events for future reference for purchasing and provides receipts to Treasurer.
- F. maintains a vendor log of contact information, phone numbers etc.

DIRECT ELECT MEMBER

Any Direct Elect member must have at least two (2) years of clean time. The position is a one (1) year term. Direct Elect members may be voted in for up to two additional one (1) year terms but cannot be the Direct Elect members for longer than three consecutive years.

Duties of the Direct Elect member:

- A. assist with table set-up for business Sundays
- B. assist with filling and checking orders

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- C. assist with closing duties and returning inventory and tables to storage D. helps with finding other direct elects
- E. learns other board positions with intention of eventually replacing them.



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PRICING GUIDELINES \*

The ASO pricing structure js Vendor cost+ 10% + SALES TAX = Final Price  
For literature, chips and other merchandise purchased from the WSO or RSO.

The ASO's responsibility for T-shirts for the Orange County Area is as follows (if providing shirts)

- A. Subcommittee submits artwork to ASO (or RSO, WSO) for approval
- B. Subcommittee submits (S) quote to ASC for approval
- C. Approved invoice is submitted to ASO for payment
- D. ASO pays invoice to vendor
- E. ASO creates invoice for subcommittee, \*including markup and sales tax
- F. Subcommittee handles their own pick up of printed tee shirts
- G. Subcommittee determines their own price and are responsible for their own sales at event
- H. Within 3 days of event, subcommittee shall pay ASO invoice in full
- I. In the event not all shirts are sold at the event, the responsible subcommittee is still liable for the full cost of the order (as noted above), and will come to an agreement as to when they can pay all money due. If the subcommittee event is insolvent, or if monies due are not paid within 30 days of the event, the ASC will then cover any unpaid monies due to the ASO (and will continue to collect from the responsible subcommittee).

\*This allows the ASO to generate revenue to cover overhead costs and fulfill our purpose.