

# Orange County Area Service Committee Guidelines

(Revised: Dec 2022 - APPROVED)

## Article I

### NAME

The name of this committee shall be The Orange County Area Service Committee: (OCASC)

## Article II

### STATEMENT OF PURPOSE

The primary purpose of the OCASC shall be to serve the groups and subcommittees common to the welfare of Narcotics Anonymous, by communicating the needs, problems, and organizing ourselves so that we may better carry the message to the addict who still suffers. Narcotics Anonymous groups shall be defined as stated in the *Guide to Local Services*. (page 25)

As quoted from *It Works How and Why*:

*“.. these group representatives who meet periodically. These representatives share information with one another about how their individual groups are doing and help one another find solutions to problems one group or another may be having. “ page 191*

## Article III

### DEFINITION

The OCASC is a committee formed by and is responsible to all of its members in the Orange County Area of Narcotics Anonymous. It is through this committee that the groups are free to concentrate their service on new members of their meetings and to better support other subcommittees and NA as a whole, maintaining flexibility to carry the message to the still suffering addict and the community in a more efficient manner. This committee shall be supported and funded through participation and direct support from groups in the Orange County Area.

**Section 1.** For the purpose of maintaining order, this committee is generally conducted in accordance with *Robert's Rules of Order*. We shall prioritize reaching a consensus and focusing on the group conscience on all matters brought to the committee. If a group conscience is reached no vote is needed in accordance with the guidelines.

### **Section 2. MOTIONS & VOTING**

1. Members: Each group as defined in *The Guide to Local Services* (page 25) has one vote through either the Group Service Representative (GSR) OR Alternate Group Service Representative (Alt-GSR), if the GSR is not present. Groups choosing to host more than one recovery meeting have only one vote through either the Group Service Representative (GSR) OR Alternate Group Service Representative (Alt GSR), if the GSR is not present.

2. Motions may be introduced verbally or in writing by any voting member of the OCASC, and a voting member must second all motions.
3. Any member of Narcotics Anonymous may present input on the meeting floor and may address the OCASC when recognized by the Area Chairperson. Any member of Narcotics Anonymous may submit in writing a motion under new business in order to address the OCASC. A voting member must 2nd the motion.
4. A quorum will be the voting members present. All decisions will require a 2/3 majority vote of all eligible voting members present, at the time of the vote, for a motion to pass.
5. All motions brought to the floor, and seconded will be followed first by a full discussion and may be extended or limited at the discretion of the Chair; then 2 pros and 2 cons.
6. Any motion may be referred to the Group Service Representatives (GSRs) to take back to their group meeting for a wider group conscience by a majority ASC Committee vote. This may be a motion that cannot be clearly decided in the Area Service Committee Meeting and the Executive Committee will make every effort to communicate the motion clearly, to ensure that all pertinent information has been presented to the members, and to answer all questions which may assist the members in their decision making prior to entertaining the motion to refer the matter back to the groups.

Responsible service boards and committees consult the groups in matters directly affecting them and seek direction from the groups in matters not already covered by existing policy. (Tradition 9 “It Works How and Why” page 192)

7. **Motions to reconsider or rescind may be brought to the OCASC prior to the end of the second OCASC meeting after the motion has passed or failed.** The Area Guidelines may be amended at any regular meeting of this committee provided that the amendment has been submitted in writing prior to the meeting.
8. Approved guideline changes shall be added into the guidelines as a numbered addendum by the next OCASC meeting and then inserted by the end of the year. This is the Duty of the Secretary -see Sec 7 #6 B.
9. Any motions to area guideline changes and regional motions seeking an OCASC vote shall be sent back to the groups for a group conscience for a minimum of one ASC cycle when time permits.
10. The OCASC biennial Guideline Review shall be done in the month of January 2025.

### **Section 3. OFFICERS**

Terms of all officers of the OCASC are for one year, with the exception of the RCM's who would serve for two years . Officers may serve more than one year if voted in by the Committee. No officer shall serve more than two consecutive terms in the same position. A member may hold more than one elected position only when there are no qualified or willing members available.

The Chair, Vice Chair, Secretary, Treasurer, and Vice Treasurer of OCASC may not concurrently serve as a chair or vice chair, secretary and treasurer at any OCASC subcommittee, members currently serving more than one position and are not affected until the end of their executive body term.

1. Elections for the OCASC Chair, Vice Chair and Secretary are held at the regular OCASC meeting in December.
2. Elections for the OCASC Treasurer, Vice Treasurer, and Audit Committee members are held at the regular OCASC in January.
3. Elections for the RCM are held at the regular OCASC meeting in June during the even years. Elections for RCM Alternate are held at the regular OCASC meeting in June during the odd years.
4. OCASC supports the idea of internship and so whenever possible the “Alternate” or “Vice” of any position should succeed to that position with a vote of confidence from the OCASC. Officers are elected by a 2/3 majority of the eligible voting members present.
5. Nominees, who have accepted the nomination for a position as an OCASC officer will be asked to qualify, answer questions from the OCASC body and then leave the room for voting by the OCASC body.

#### **Section 4. REMOVAL OF OFFICERS**

1. Relapse constitutes automatic removal
2. Resignation.
3. Three absences, no call/no show, in a twelve month period except members of the Audit Committee.
4. Failure to fulfill duties and responsibilities of the elected position.
5. Misappropriation/misuse of OCASC funds and misconduct.

##### **A. Misappropriation/Misuse of OCASC Funds**

The 11<sup>th</sup> Concept of N.A. Service establishes the sole priority for the use of N.A. funds are to carry the message to the addict who still suffers and call for total fiscal accountability. Our 9<sup>th</sup> Tradition which states we may create service boards or committees directly to those servers With this in mind any misappropriation or misuse of funds by any current or past Area Trusted Servant(s) or N.A. member(s) shall not be tolerated. The definition of “misappropriation of funds” includes but is not limited to theft, embezzlement, NSF fees or use of N.A. funds for purposes not expressly authorized by the OCASC, subcommittees or ad-hocs. This includes the theft of cash, check or any financial instrument (i.e. refunds, royalties or rebates from vendors to the N.A. Fellowship) or asset (i.e. equipment, supplies or physical inventory).

##### **B. Audit**

The Audit committee, committed to the OCASC, will conduct an audit of the bank accounts of the OCASC, Area Service Office, Dare to Care, Area Activities and Learning Day. Auditors will use a standard bank balance form to review deposits and withdrawals. An audit will cover a consecutive 12 month period for the subcommittee being audited.

##### **C. Misconduct**

Misconduct is defined as any action contrary to the 12 Traditions of N.A., the 12 Concepts of N.A. Service, the Guidelines of the OCASC and the Guidelines of an

OCASC subcommittee or ad-hoc. This includes, if applicable, any violation of California State or U.S. Federal law to the extent that such misconduct is detrimental to the N.A. Fellowship. This also includes conduct that creates a benefit to a member or outside enterprise to the detriment of the N.A. Fellowship.

**D. Interim Action - Suspension**

Should any OCASC Executive Committee member, subcommittee member or any non-elected N.A. Members suspected to have misappropriated or misused OCASC funds or have been involved in misconduct, the OCASC Executive Committee duly elected officers will vote in person or by phone to immediately “suspend” the member(s) involved from further Area Service. Suspension in this instance is not disciplinary action; it is a pause in active service to allow time for investigation of an incident.

1. A suspended officer or member may no longer represent him or herself to the fellowship or Service Board / Committee as an officer or member of the OCASC, its subcommittees or its Ad-hocs. Additionally, a member upon notification of being suspended, by phone or letter from the Chair, may not be reimbursed for any service related expenses incurred during the course of their suspension.
2. Upon suspension of any member(s), the OCASC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next OCASC meeting.
3. Any member who participates in or who has knowledge of the suspected misappropriations or misuse of funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the next OCASC.
4. The presiding officer of the OCASC, immediately upon calling the following OCASC to order must report all interim actions/ decisions made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of OCASC funds or misconduct and the individual(s) involved. Any member(s) suspected of misappropriation or misuse of OCASC funds or misconduct may exercise the 10<sup>th</sup> Concept of N.A. Service to redress the issue at this time.

**E. OCASC Action: Removal and Reinstatement**

Once the OCASC Executive Committee’s duly elected officers investigate and report to the OCASC its finding of the suspected violation of the section, the OCASC must immediately vote on a motion to remove the individual(s) from the office and/or the committee “with cause”, to reinstate, or to extend the investigation. The Chair and one other member of the executive body will notify said member by phone with a follow up email.

1. Should the OCASC remove an Officer(s) or member(s) with cause, the said individuals’ participation within the OCASC is immediately terminated.
  - a. Any member removed from office and /or committee by the OCASC for misappropriation of funds may not hold an area elected office or handle any N.A. funds of the OCASC, its subcommittees and /or its Ad hocs for a period of one (1) to five (5) years determined by and in accordance with the ASC 2/3rd majority vote. Recommendation for the length of time will be made by the sub-committee and if unable to, a member of the ASC committee will recommend a time period for removal.

- b. Any member removed from office and /or committee by the OCASC for misconduct may not hold an area elected office or handle any N.A. funds of the OCASC, its subcommittees and /or its Ad hocs for a period of one (1) to five (5) years determined by and in accordance with the ASC 2/3rd majority vote. Recommendation for the length of time will be made by the sub-committee and if unable to, a member of the ASC committee will recommend a time period for removal.
- c. If a trusted servant resigns from office or a committee prior to the OCASC having taken the aforementioned action and reaching a final resolution, the OCASC shall proceed to suspend the trusted servant. The OCASC shall investigate the matter and follow the aforementioned process to its normal conclusion.
- d. Upon reinstatement, said member's suspension will be lifted and the member may resume a role as full participant in the OCASC, its subcommittee or Ad hoc, as applicable.

**F. Restitution**

- 1. A member removed from office for the misappropriation or misuse of OCASC funds will be subject to criminal and/or civil prosecution by the OCASC, its subcommittees or its Ad-hocs, as applicable.
- 2. Members removed from office for the misappropriation or misuse of OCASC funds will be at the discretion of the OCASC or ASO Board of Directors, will be asked to sign a promissory note and make restitution in full of all misappropriated OCASC funds in lieu of prosecution.

**Section 5. MONEY MATTERS**

- 1. All money matters will require a 2/3 majority vote of the-eligible voting members present at the time of vote.
- 2. The area bank account signature card consists of the Treasurer, Vice Treasurer, Area Chairperson and the Vice Chairperson. Two (2) of these four (4) signatures are required on every check. One (1) being the primary signer (Treasurer or Vice Treasurer) and one (1) being a secondary signer (Chairperson or Vice Chairperson). No two (2) signers on the same account may reside in the same household. Any and all proprietary information relating to bank accounts is to be shared with the Chair.
- 3. All bank account signature cards must be updated according to the bank protocol. The ASO Chair must report on the status of-when applicable at the monthly meeting.
- 4. The Chair of OCASC shall review the OCASC's checkbook and bank statement and verify that the ending balances of each statement coincide on a monthly basis. The Chair will initial the checkbook and statement as proof this has been completed.
- 5. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Treasurer or Vice Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the treasurer with counting, totaling, and verifying and signed off the funds
- 6. Any allocations for subcommittees or subcommittee members in regards to travel and other related expenses will require a 2/3 majority of eligible voting members present at the time of the vote and must be submitted two months prior to the event attendance.
- 7. All OCASC subcommittee bank transactions (i.e. direct deposit slips and receipts submitted for reimbursements) shall be maintained according to OCASC Treasurer duties and responsibilities.

8. No person(s) is to be reimbursed without a receipt for services rendered by the vendor where purchased. (Reimbursements would consist of copies, room rentals, and services provided for an event.) If the receipt is lost, the subcommittee must vote to authorize reimbursement.
9. All OC area trusted servants performing money handling service or signers on any N.A. a bank account must sign a Financial Service Acknowledgement of Responsibility Form, prior to fulfilling a money handling commitment (see financial form at the end of guidelines.) Signed forms will be held by the Vice Chair, see duties of the Vice Chair section 4.
10. Any advanced OCASC funds, must be accounted for with the OCASC Treasurer by submitting documentation in form of receipts within sixty (60) days of the designated event completion.

## **Section 6. GENERAL FUND & PRUDENT RESERVE**

1. The Area general fund and prudent reserve addresses operating expenses. The OCASC's bank account should maintain \$675.00 working capital, \$300.00 for OCASC events, and \$1800.00 for a prudent reserve. Any amount above the necessary monthly working capital and including the prudent reserve, should be contributed to the SCRSC. If there is no active Chair or Vice Chair of any Sub-Committee, the financials (money) must be returned to the OCASC Treasurer until such time as positions are filled.
2. The subcommittee budget allocations are as follows:
  - A. Hospitals and Institutions: \$600.00 for monthly literature with a \$25.00 monthly operating expense. The OCASC will allocate three (3) cases of Basic Texts for a cost of \$345.75 (annually February, June, October) and three (3) cases of Introductory Guides for a cost of \$413.69(annually April, August, and December). If an H&I literature purchase exceeds the H&I monthly budget prior to their monthly order, H&I must make a written request for authorization to the OCASC to ensure the funds are available.
  - B. Public Relations: \$430.00 per month.
  - C. OCASC: \$675.00 per month. This for facility rent, copies, office supplies, and expenses for new group start-up. Also \$300.00 for OCASC Event Fund.

## **Section 7. REQUIREMENTS AND DUTIES OF THE EXECUTIVE BODY**

### **Area Chairperson**

#### **1. Requirements of the Area Chairperson**

- A. Has a minimum of five years clean time.
- B. Experience at Area level preferably as Vice Chair.
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Willingness to serve.

#### **2. Duties of the Area Chairperson**

- A. To preside over the OCASC meeting, is responsible for keeping order and for conducting the meeting in a fair and responsible manner, that establishes a positive atmosphere of recovery and service.
- B. The Chairperson should coordinate discussion on all matters brought before the OCASC in an unbiased manner so there is a clear understanding by the voting members prior to taking a vote.
- C. Keeps the OCASC activities within the principles of the 12 Steps, 12 Traditions and 12 Concepts of service of Narcotics Anonymous and in accordance with our stated purpose.
- D. Is one of the authorized signers on the OCASC bank account.
- E. Is responsible for attending the ASO Board of Directors meeting where he/she has voting privileges.
- F. To acknowledge guests or visitors, welcome them to the OCASC meeting.
- G. To state and put to vote all motions that legitimately come before the Area Service Committee. To announce the results of each vote, or in the case that a motion is not in order, to rule that motion out of order.
- H. To enforce the rules relating to debate and order within the assembly when appropriate.
- I. To expedite business in every way compatible with the rights of the members.
- J. To arrange the agenda for each OCASC meeting.
- K. In the absence of the Vice Chairperson, the Chairperson is responsible for fulfilling the Vice Chairperson's duties.
- L. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- M. Train their successor.
- N. Attend the OCASC annual guideline review meeting.

## **Vice Chairperson**

### **3. Requirements of the Vice Chairperson**

- A. Is to have a minimum of five years clean time.
- B. Experience at the Area level.
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Willingness to serve

### **4. Duties of the Vice Chairperson**

- A. It is the duty of the Vice Chairperson to work closely with the OCASC Chair at monthly OCASC meetings.
- B. In the absence of the Chairperson, the Vice Chairperson would assume the duties of the Chairperson.
- C. Is one of the authorized signers on the OCASC bank account.
- D. May fill any subcommittee chair position in the absence of the Subcommittee Chair in the event that their position has been vacated before their term is complete or a new officer elected.
- E. Coordinates any special ad-hoc committees of the OCASC.
- F. Is the direct liaison between the subcommittees and the OCASC.
- G. Coordinates and chairs the OCASC Guideline review.
- H. Coordinates meeting roster sheet and volunteer lists.
- I. Attends all ASO Board of Directors meetings.

- J. Report Meetings being dropped, added, and changed in the meeting directory to the ASO on a monthly basis. Any meeting that has not been represented at the OCASC meeting for four (4) consecutive months will be removed from the meeting directory. Once a meeting has not attended for two (2) months it will be announced at the OCASC. A meeting cannot be removed until it has been announced to be at risk at two (2) executive OCASC meetings.
- K. Confirm the existence of each meeting listed in the Orange County Area Directory on a quarterly basis, (every three (3) months). Meetings reported that are found to be non-existent will be to the Vice Chair and removed from the Orange County Area Directory. Meetings conducted in languages other than English are exempt from the requirement to send a GSR representative to the OCASC meeting once confirmed.
- L. Is responsible for providing meeting information to the OCASC PR Web Coordinator who updates [orangecountyna.org](http://orangecountyna.org) and the Regional web-site coordinator. **Is responsible for obtaining the current guidelines from each subcommittee to forward to the OCASC PR Web Coordinator.**
- M. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- N. Responsible Monitoring and updating the directories base on the digital forms submitted throughout the month
- O. Will retain financial service of responsibility form for OCASC Treasurer and Vice Chair
- P. Train their successor.

## Secretary

### 5. Requirements of the Secretary

- A. Has a minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Previous experience at group level (i.e. Group Secretary, Treasurer, and or GSR).
- D. Should be able to type and have access to a computer with a Word Processing Program and internet access.
- E. Willingness to Serve.

### 6. Duties of the Secretary

- A. The Secretary will take the minutes and records and make available to any member of the OCASC a copy upon request in a manner prescribed by the committee.
- B. To maintain record books in which guidelines, special standing rules, and minutes **with motions as stated** are entered as required. Attends annual OCASC guideline review and prepares copies for GSR and Executive Body.
- C. Attends OCASC meeting.
- D. Responsible for bringing copies of the last month's minutes, and blank note forms to the OCASC meeting.
- E. Maintains the GSR email contact list. Emails the GSRs one (1) week prior to the next OCASC meeting.
- F. When ASC Officers or Subcommittee Chairs change, the Secretary gets their email addresses and sends these updates to the OCASC PR Web Coordinator.
- G. Send updated OCASC Guidelines to the OCASC PR Web Coordinator to be updated on [www.orangecountyna.org](http://www.orangecountyna.org).



- H. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- I. Train their successor.
- J. Attend the ASC guideline meeting review annually documenting suggested changes.
- K. Will send records to ASO annually for record keeping.
- L. Create and Maintain a calendar for things such as guidelines, elections, facility dates, audits, CAR, quarterly group and subcommittee donations

## **Treasurer**

### **7. Requirements of the Treasurer**

- A. Have a minimum of five years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. At least one year of previous service at an area level.
- D. Experience in business, accounting, and bookkeeping or as a successful group Treasurer.
- E. Have a job or source of income.
- F. Willingness to Serve.

### **8. Duties of the Treasurer**

- A. Is responsible for the OCASC Treasury, pay bills, receives and deposits contributions from the groups and subcommittees.
- B. Is an authorized signer on the OCASC bank account.
- C. Makes written financial reports to the OCASC on a monthly basis including an account of group and sub-committee donations on a quarterly basis.
- D. Is responsible for keeping an accurate balance and records of the OCASC bank account and of all monies.
- E. Is responsible for making donations to our region when funds exceed the prudent reserve and operating expenses.
- F. Makes available upon request financial records and receipts to any member of Narcotics Anonymous.
- G. Is responsible for the distribution of approved funds to the OCASC subcommittees.
- H. Attends the Guideline review meeting.
- I. Share any and all proprietary information relating to the OCASC bank accounts with the Executive Committee. This includes but is not limited to on-line banking.
- J. Will be a signer on all Area Subcommittee bank accounts.
- K. Will retain Financial Services Acknowledgement of Responsibility forms for all OC Area sub-committee Treasurers and RCM. Note: The Financial Services Acknowledgement of Responsibility forms for the OCASC Treasurer will be retained by the Treasurer.
- L. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- M. Inventory six (6) Meeting starter packets, for new meeting GSRs (as voted on by the OCASC). Those starter packets are to include the seven (7) group readings and be distributed by ASO
- N. All OCASC subcommittee bank transactions (i.e. direct deposit slips and receipts submitted for reimbursements) shall be maintained according to OCASC Treasurer duties and responsibilities.
- O. Prepare for the annual audit with the Audit Committee in January.

- P. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the Vice-Treasurer with counting, totaling, and verifying and signing off the funds.
- Q. Delivers OCASC donations to the Region.
- R. Train their successor

## **Vice Treasurer**

### **9. Requirements of the Vice Treasurer**

- A. Have a minimum of four years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Experience in business, accounting, bookkeeping or as a successful group Treasurer.
- D. Have a job or source of income.
- E. Willingness to Serve.

### **10. Duties of the Vice Treasurer**

- A. It is the duty of the Vice Treasurer to work closely with the OCASC Treasurer at monthly OCASC meetings.
- B. To collect donations and make receipts for donations.
- C. To assist in the preparations for the monthly financial report.
- D. In the absence of the Treasurer the Vice Treasurer performs all tasks of the OCASC Treasurer.
- E. Must attend the Guideline Review meeting.
- F. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- G. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Vice-Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the Treasurer with counting, totaling, and verifying and signed off the funds.
- H. Train their successor.

## **Audit Committee**

### **11. Requirements of Audit Committee**

- A. Minimum of five (5) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Knowledge of balancing a checkbook.
- D. Attends two to ~~four~~ five(2-45) audits per year.
- E. Cannot serve as an auditor while being a signer on any other bank account in Narcotics Anonymous.
- F. Willingness to serve.
- G. Will serve a minimum of one (1) year term, not more than ~~two~~ three(2-3) consecutive terms years.
- H. Audit Committee contains 3 or more auditors -
- I. Audit Elections - January May October
- J. Audit Nominations - December, April, August

## 12. Duties of Audit Committee

- A. Meet with the Treasurer or Vice Treasurer of one subcommittee ~~per quarter~~ the Audit Calendar
- B. Require twelve (12) consecutive months of bank statements be present.
- C. Examine all checks written, receipts, deposits made, and nature of checks written for accuracy.
- D. Minimum of two (2) auditors per audit to sign the form.
- E. Will submit a verbal and written report to OCASC by the next OCASC meeting.
- F. Submit form to the ASO for record keeping.
- G. See calendar below for audit calendar

Month	Committee
January	Area Service Committee
April	Area Activities Subcommittee
July	Area Service Office
October	Dare to Care Subcommittee

## Virtual Host Coordinator

### 13. Requirements of Virtual Host Coordinator

- A. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- B. A source of Income with ability to maintain account (example debit or credit card)
- C. No past misappropriation of funds
- D. Attend ASC meeting

### 14. Duties of Virtual Host Coordinator

- A. Position will be 1 year with the option of being re-elected for one additional years (no more than 2 consecutive terms)
- B. Responsible for coordinating collection of virtual meeting rent with meetings agreeing to stay 1 month in advance at all times.
- C. Coordinator will use personal credit card for virtual licenses
- D. Keep an ~~update~~ up to date Spreadsheet accounting for all members with Licensed Host accounts under the account and have an up to date financial log with payments available at the ASC meetings.
- E. Will coordinate with sub committee for account host
- F. Provide orientation for zoom users
- G. Train your successor.

## Regional Committee Member (RCM)

### 15. Requirements of the Regional Committee Member (RCM)

- A. Have a minimum of six (6) years clean time.

- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Will be a 2 year term maximum.
- D. Willingness to serve.

#### **16. Duties of the RCM**

- A. Is the Liaison between the Orange County Area, the Southern California Region and NAWS.
- B. Represents the **Orange County Area** at the monthly Southern California Regional Service Committee.
- C. Is responsible for seeing that the OCASC's "Group Conscience" is represented at the regional level.
- D. Gives an accurate verbal account of the RSC meeting in an unbiased manner, covering motions made and how he/she voted and submits a monthly written report to the OCASC Secretary and Archive Coordinator.
- E. Attends the annual regional Southern California Regional Assembly Workshop (SCRAW)
- F. Coordinates and chairs the biennial CAR workshop as deemed necessary including procuring location, date, and flier creation as deemed necessary.
- G. Collect group vote by April ASC to submit vote(s) to RSC.
  - a. CAR Motions must be a 2/3rds vote
  - b. Provide CAR report to ASC Secretary in December
- H. If the Chair and Vice Chair are not present, he/she chairs the OCASC meeting.
- I. Attends OCASC guideline review meeting.
- J. Is responsible for providing world registration information.
- K. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
- L. Train their successor.

#### **RCM-Alternate**

##### **17. Requirements for the RCM-Alternate**

- A. Have a minimum of five (5) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Will be a 2 year term maximum.
- D. Willingness to serve and to become the RCM at the completion of term as alternate.

##### **18. Duties of RCM-Alternate**

- A. Works closely with the RCM and shares the responsibility of the position.
- B. In absence of the RCM, the alternate will assume the position of the RCM, in the absence of RCM Alternate the OCASC Chair or Vice Chair will assume the position of the RCM.
- C. Attends the regular monthly Regional Service Committee meetings with the RCM.
- D. Chairs the OCASC meeting if the Chair, Vice Chair and RCM are not there.
- E. Attends the annual regional Southern California Regional Assembly Workshop (SCRAW)
- F. Assists the RCM with CAR Workshop.
- G. Attends the OCASC Guidelines Review meeting.

- H. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- I. Train their successor.

### **Area Packet Person**

#### **19. Requirements of Area Packet Person**

- A. Have a minimum of six months clean time.
- B. Willingness to Serve.

#### **20. Duties of the Area Packet Person**

- A. To coordinate with the Regional Activities Rep, Orange County Area Activities Committee, OCASC Secretary and other subcommittees to arrange for pick-up of flyers for the GSR Packets.
- B. Make up GSR packets.
- C. Deliver packets to the OCASC meeting before the meeting begins on a monthly basis.
- D. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- E. Train their successor.

### **ASO Direct Elect Member**

#### **21. Requirements of ASO Direct Elect Member**

- A. Must have at least two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. The position is a one (1) year term
- D. ASO Direct Elect Members may be voted in for up to two (2) additional one (1) year terms, but cannot be the Direct Elect member for longer than three (3) consecutive years.
- E. Willingness to Serve.

#### **22. Duties of the ASO Direct Elect Member**

- A. Assist with table set-up for Business Sunday.
- B. Assist with closing filing and checking orders.
- C. Assist with closing duties and returning inventory and table storage.

### **GSR Orientation Coordinator**

#### **23. Requirements of the GSR Orientation Coordinator**

- A. Have a minimum of three (3) years months clean time.
- B. One year GSR term experience at the OCASC
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Working knowledge of Narcotics Anonymous service structure.
- E. Willingness to Serve.
- F. —

#### **24. Duties of the GSR Orientation Coordinator**

- A. Orient, direct, and distribute paperwork to new GSRs at the OCASC meeting using 1/2/2021 GSR Orientation Form (see attached sample)

- B. Maintain and distribute GSR Orientation packet with a minimum of 20 on hand at each OCASC Meeting.
- C. Arrives one hour prior to OCASC to train new GSRs.
- D. Secures approval as needed by the OCASC for changes in the content of GSR orientation packet.
- E. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
- F. During orientation with new GSR's, must review the orientation packet.
- G. Train their successor.

## **Area Service Office (ASO)**

### **25. Orange County Area Service Office (ASO)**

- A. Two years is the suggested requirement of clean time and service at the Area level to fulfill a position in the ASO.
- B. Three of the Direct Elects of the ASO are voted on the OCASC The term for a Direct Elect is one (1) year.
- C. The ASO is responsible for providing an accurate financial report monthly to the OCASC.
- D. The ASO is also responsible for providing an accurate inventory report monthly to the OCASC.
- E. The ASO makes available upon request financial reports to OCASC.
- F. The ASO is responsible for making a monthly written report available to the OCASC.
- G. The ASO is to keep the OCASC informed of any changes regarding the purchase of literature.
- H. The ASO is responsible for maintaining and storing OCASC archives.
- I. The ASO shall abide by any motions by the OCASC and implement those decisions reached by the OCASC as stated in the ASO Guidelines.

### **Pricing Guidelines**

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

## **Regional NA Youth Committee Liaison**

### **26. Requirements of the Regional NAYouth Committee Liaison**

- A. A minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. An active interest in the issues confronting young people recovering in Southern California NA.
- D. Willingness to Serve.

### **27. Duties of the Regional NAYC Liaison**

- A. Attends a monthly SCR NAYC meeting.

- B. Attends a monthly OCASC meeting. Note: The NAYC Liaison may also serve as an OCASC GSR.
- C. Provides a direct line of communication between SCR NAYC and the OCASC.

### **Regional Activities Representative**

#### **28. Requirements of the Regional Activities Representative**

- A. Minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Willingness to serve at any regional activities event.
- D. Have at least one (1) year of service experience on an area level.
- E. Possess a source of income.
- F. Have reliable transportation.

#### **29. Duties of the Regional Activities Representative**

- A. Attend the monthly Regional Activity Meeting.
- B. Act as a liaison between Regional Activities and OCASC, and obtain regional dates.
- C. Represent OCASC as a voting member at the regional level.
- D. Will report regional activities to OCASC once a month.
- E. Will sign the Trusted Servant Financial Services Acknowledgement form and provide it to the OCASC Treasurer.
- F. Train their Successor.

### **Regional Activities Representative Alternate**

#### **30. Requirements of the Regional Activities Representative Alternate**

- A. Minimum of 18 months time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Willingness to serve at any regional activities level.
- D. Assumes duties of Regional Activities Representative if needed.
- E. Have at least one (1) year of service experience on an area level.
- F. Possess a source of income.
- G. Have reliable transportation.

#### **31. Duties of the Regional Activities Representative Alternate**

- A. Perform all duties of the Regional Activities Representative in their absence.
- B. Attend the Regional Activities meeting monthly
- C. Act as a liaison between Regional Activities and OCAAC in the absence of the Regional Activities Representative.
- D. Represent OCASC as a voting member at the regional level in the absence of the Regional Activities Representative.
- E. Report Regional activities to the OCASC once a month in the absence of the Regional Activities Representative.
- F. In the absence of the Regional Activities Representative, the Regional Activities Representative alternate would assume the duties of the Regional Activities Representative.

- G. Will sign the Trusted Servant Financial Services Acknowledgement form and provide it to the OCASC Treasurer.

## **LGBTQ Liaison**

### **32. LGBTQ LIAISON Requirements:**

- A. Minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. An active interest in the issues confronting LGBTQ members recovering in Southern California NA.
- D. Willingness to Serve.
- E. Liaison Position is a one (1) year term with a possibility of one more consecutive year. With a max of two (2) years.

### **33. LGBTQ Liaison Duties**

- A. Attends a monthly SCRNALGBTQC meeting.
- B. Attends a monthly OCASC meeting and provide a report from the regional SCRLGBTQC committee during the monthly meeting.
- C. Provides a direct line of communication between the SCRNALGBTQC and the OCLGBTQ Liaison Alternate

Note: The LGBTQ Liaison may also serve as an OCASC GSR.

### **OCLGBTQ Liaison Alternate:**

#### **34. Alternate Requirements**

- A. A minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. An active interest in the issues confronting LGTBQ members recovering in Southern California NA.
- D. Willingness to Serve.
- E. Willingness to move up to Liaison position
- F. Alternate Position is a one (1) year term with a possibility of one more consecutive year. With a max of two (2) years.

#### **35. Alternate Duties**



- A. Attends a monthly SCRNALGBTQC meeting when a Liaison is unable.
- B. Attends a monthly OCASC meeting
- C. Provides a report from the regional SCRLGTBQC committee during the monthly meeting when Liaison is unable
- D. Provides a direct line of communication between the SCRNALGBTQC and the OCASC when Liaison is unable

Note: The LGBTQ Liaison Alternate may also serve as an OCANA GSR.

## **Archive Liaison**

### **36. Requirements**

- A. Is elected by the OCASC
- B. Suggested to have a minimum of 1 year clean
- C. Suggested one year previous service experience
- D. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- E. Knowledge of Google Drive, access to a computer, and scanner
- F. Train their successor

### **37. Duties of the Archive Liaison**

- A. Until records prior to June 2021 are archived
  - Organize all documents currently held within the ASO file cabinet by committee, year and by month
  - Scan documents into the Google Drive in the appropriate folder in PDF format
  - Enlist members to assist in the process
  - Provide progress report ( what has been scanned and what's left )
- A. Maintain a folder within the Google Drive for the following committee's, ( adding new committees to the folder as appropriate)
  - Area Service Office
  - Area Service Committee
  - Hospitals & Institutions
  - Activities
  - Learning Day
  - Dare to Care
  - Public Relations
  - Regional Committee Member
  - Sponsorship Behind The Walls Liaison Report
  - Regional Activities Liaison Report
  - Youth Committee Liaison Report
  - LGBTQ Committee Liason Report
- B. To organize each committee's reports by year, within the year folder organized by month, to include the following:

- Reports
- Fliers
- Motions
- Agenda's
- Attendance Record (if applicable)
- A copy of the Directory (by month)
- Panel List (if applicable)
- Financial Reports

\*\* Any other committee pertinent information related to that committee

- C. Attend OCASC monthly
- D. Give a report to ASC of issues or problems to include who ~~does and does not send in~~ has and hasn't submitted documents.

## SECTION 8 - GUIDELINES TO FORM SUBCOMMITTEE

1. Detailed information must be provided to the OCASC on why this committee is needed.
2. Detailed information must be provided to the ASC on how the committee intends to accomplish their goals.
3. Explanation why the event/task could not be accomplished through an existing committee.
4. The request for the new committee should be sent to the groups for possible questions.
5. If a motion to create this committee is made, it shall be sent to the groups for approval.
6. If the committee is created, their guidelines shall be provided to the ASC for Fellowship review and approval.

### **Section-8 9. SUBCOMMITTEE DUTIES AND RESPONSIBILITIES AS MANDATED REQUIRED BY THE OCASC.**

Committees are directly responsible to OCASC. It is necessary to fully define the responsibilities of these committees so they may fulfill the purpose in which they are created.

1. OCASC guidelines supersede all sub-committee guidelines.
2. Should have a file listing contacts and procedures for the activities it performs and be accessible to future participants such as but not limited.
  - a. Bank records if applicable.
  - b. Monthly Minutes to include motions passed and failed.
  - c. Vendor contacts and contracts if applicable.
  - d. Previous art work and flier if applicable.
3. Two people residing in the same household can not count money or be signers on the committee bank.
4. Committees should carry out their responsibilities in accordance with our 12 traditions and concepts.
5. Committees without a bank account shall submit a budget request before the OCASC in December for the upcoming year to be approved by OCASC which will be in effect, if approved in January.

6. Vendors that are of a family or potential conflict of interest must be disclosed prior to contracts being awarded.
7. 3 separate bids must be captured for vendors providing services over 500.
8. Chair or their designees for monitoring and maintenance for the committee email account.
9. Chairs are responsible for reading subcommittee guidelines and Sections XYZ in ASC Guidelines.
10. Any committee that wants to schedule an event must announce a date and location for their subcommittee events at least two (2) months prior to the event. Also it must be announced at two (2) OCASC meetings, otherwise the event cannot take place.
11. All Area subcommittees shall provide the OCASC **Vice Chair** a copy of their current guidelines to be filed and stored by the **Vice Chair**. The Vice Chair will provide the Web Servant with copies of all current guidelines.
12. All area subcommittees who handle or are responsible for money shall provide monthly financial reports to the Vice Chair.

#### **SECTION 10 Pandemic Response**

1. During a pandemic the OCASC will abide by County of Orange guidelines regarding in person gatherings when gatherings of 50 or more are prohibited, OCASC will meet virtually.

# Narcotics Anonymous

## Orange County Area Service Committee

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### *Trusted Servants Financial Services Acknowledgement*

I, \_\_\_\_\_, have received, and read a current copy of the Guidelines of the Orange County Area Service Committee of NA® (henceforth OCASC).

It is my intent to accept a money-handling, volunteer position within the OCASC. I understand that it is a requirement of the OCASC that all Trusted Servants performing a money-handling service position sign this Acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that NA® funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, the procedures outlined in the Guidelines of the OCASC will be initiated, and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to the Law Enforcement Authorities, inclusive of the Local Police and DA's office, solely at the discretion of the OCASC.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(witness)

# GSR Orientation 1-2-2021

## TASKS

1. Sign in for your Group - Three (3) consecutive absences you will be removed from the directory.
2. Pick up Area Reports and Event Fliers.
3. Submit Literature order and pick up from the OCASO.
4. Donate extra Group funds to OCASC, SCRSC or NAWS.
5. Give the information of the GSR to the ASC secretary to receive minutes.

## SUGGESTIONS

The following are suggestions to help support you in your GSR position. Refer to your group if you have questions or concerns.

- A. The GSR is the link between their Group and NA's service structure. The NA service structure consists of the OCASC, SCRSC and NAWS. GSR's carry their Group's conscience and concerns to our OCASC. GSRs then report back to their Group on OCASC, SCRSC and NAWS projects, activities, and concerns.
- B. GSR's vote their Group's conscience to the best of their ability on motions and votes taken at the OCASC. GSR's may submit motions proposed by their Group to the OCASC, in writing when necessary.
- C. GSRs are given a lot of information at the OCASC meeting. Deciding what information is important to the group is challenging. Long reports can be given over two weeks. Written reports from the RCM, H&I, Activities, etc. can be made available to interested group members. It is important to make the GSR report positive, interesting, and not too long.
- D. GSRs are encouraged to attend the annual SCRAW in February to stay informed on NAWS business. Attending the SCRAW will help understand the CAR and CAR motions.
- E. Each group is invited to vote on CAR motions in April on applicable years. The GSR brings their Group's conscience to the OCASC. Groups are encouraged, but

not required, to vote. Some Groups allow the GSR to decide these votes on behalf of the group.

F. Mentor an Alternate GSR as your replacement.

## **SIMPLE RULES OF ORDER** (From The NA Guide To Local Service)

On this and the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### **DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### **DEBATE, LIMITS**

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

### **MOTIONS**

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

### **MAIN MOTIONS**

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The member who seconds the motion simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## PARLIAMENTARY MOTIONS

*Parliamentary motions* can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

### 1. **Motion to AMEND. SIMPLE majority required. Is DEBATABLE.**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

### 2. **Motion to call the PREVIOUS QUESTION. TWO-THIRDS majority required. Is NOT DEBATABLE.**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.



One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

**3. Motion to TABLE. SIMPLE majority required. Is NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

**4. Motion to REMOVE FROM THE TABLE. SIMPLE majority required. Is NOT DEBATABLE.** A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

**5. Motion to REFER. SIMPLE majority required. Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

**6. Motions to RECONSIDER or RESCIND. MAJORITY required varies. Is DEBATABLE.** Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

The motion must have been passed in either the last or the current meeting.

The member making the motion must have information on the issue that was not available in the original debate on the motion.

The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

**7. Request to WITHDRAW A MOTION.  
UNANIMOUS CONSENT required. Is  
NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

**8. Offering a SUBSTITUTE MOTION. SIMPLE majority required. Is DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**9. Motion to ADJOURN.  
SIMPLE majority required. Is  
NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “*I call for the order of the day.*” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “*Point of information.*” This means, “I have a question to ask,” *not* “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “*Point of order.*” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

### **Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “*I appeal the decision of the chair.*” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

### **Parliamentary inquiry**

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### **Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “*Point of personal privilege;*” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

## **VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert’s Rules of Order—Newly Revised*.

## MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRU PT	SECOND	DEBATABLE	VOTE
<b>Adjourn</b>	To end the committee meeting.	No	Yes	No	Simple
<b>Amend</b>	To change part of the language in a main motion.	No	Yes	Yes	Simple
<b>Amend by substitution</b>	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
<b>Appeal ruling of chair</b>	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
<b>Information, point of</b>	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
<b>Main motion</b>	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
<b>Order of the day</b>	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
<b>Order, point of</b>	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
<b>Parliamentary inquiry</b>	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
<b>Previous question</b>	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
<b>Privilege, personal</b>	To make a personal request of the chair or the committee.	If urgent	No	No	None
<b>Reconsider</b>	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
<b>Refer, commit</b>	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
<b>Remove from the table</b>	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
<b>Rescind, repeal</b>	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
<b>Table</b>	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
<b>Withdraw a motion</b>	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

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**Orange County Area Activities Committee  
(OCAAC)**

**2024 Guidelines**



**\*New voting members please review, sign, and return the attached Financial Waiver to the OCAAC Treasurer.**

Orange County Area Activities Sub-Committee of Narcotics Anonymous Guidelines  
February 2024

**Purpose:**

***To provide activities for the NA fellowship***

**Operations Guidelines:**

1. In January all members who are present at the first OCAAC meeting receive voting rights.
2. To become a voting member of the OCAAC after January, a person must attend two consecutive OCAAC meetings. On the third meeting the member receives voting rights. A member becomes inactive after missing two consecutive meetings, without notifying either the chair or vice chair and providing a report for their position.
3. All elected positions shall be nominated in November & December and shall be elected during the last meeting of the year in December (must be in attendance to be elected). The newly elected officers will assume their duties on January 1st of the New Year.
4. Setup an ad-hoc meeting for guideline review in January to turn into ASC during March guideline review.
5. These guidelines may be amended at any time throughout the year by a group conscience of the OCAAC and a vote of confidence by the OCASC.
6. Committee officers and coordinators shall serve for the term of one (1) year. All committee officers and coordinators may succeed themselves in office, but none may serve more than two (2) full consecutive terms in a particular office.
7. Members may and will be removed from business meetings, and ad-hoc meetings if they are found in conflict with the guidelines set by the OCAAC, or if they conflict with the twelve traditions or twelve concepts of service.
8. Any member leaving a meeting early or arriving later than 30 minutes from start time (Without notice) shall be considered absent for that meeting. Roll call shall be taken before and prior to close of the meeting.
9. It is the primary purpose of this committee to provide activities for the NA fellowship that promote UNITY and celebration through recovery.
10. Any reimbursements must be approved by the committee.
11. Must have 1-year clean time and signed financial waver to handle any OCAAC funds.
12. A 2/3 majority vote needed for any motion to pass.

**Qualifications**

1. **Chairperson**
  - a. Possess a source of income.
  - b. Have at least five (5) years of continuous clean time.
  - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any activities level
  - e. Have at least one (1) year of service experience on a sub-committee.

2. **Vice Chairperson**
  - a. Possess a source of income.
  - b. Have at least four (4) years of continuous clean time.
  - c. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any activities level and assume duties as Chair if needed.
  - e. Have at least one (1) year of service experience on a sub-committee.
  
3. **Treasurer**
  - a. Possess a source of income.
  - b. Have at least three (3) years of continuous clean time.
  - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any activities level.
  - e. Have at least two (2) years of service experience as a treasurer.
  
4. **Vice Treasurer**
  - a. Possess a source of income.
  - b. Have at least two (2) years of continuous clean time.
  - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any activities level, assume duties as Treasurer if needed.
  - e. Have at least one (1) year of service experience as a treasurer.
  
5. **Secretary**
  - a. Have at least one (1) year of continuous clean time.
  - b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - c. Be able to type and have access to a computer with internet access.
  - d. Be able to provide the committee with electronic notes.
  - e. Willingness to serve at any area activities level.
  - f. Have at least one (1) year of service experience.
  
6. **Flier Person**
  - a. Have at least one (1) year of continuous clean time.
  - b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - c. Willingness to serve at any area activities level.
  - d. It is suggested that they have knowledge of various graphic design programs.
  
7. **Hospitality Coordinator**
  - a. Possess a source of income.
  - b. Have at least two (1) year of continuous clean time.
  - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any area activities level.
  - e. Have at least six (6) months of service experience.
  
8. **Co-Hospitality Coordinator**
  - a. Possess a source of income.
  - b. Have at least one (1) year of continuous clean time.
  - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
  - d. Willingness to serve at any area activities level.
  - e. Assume duties as Hospitality Coordinator if needed.

9. **Recovery House Liaison**

- a. Possess a source of income.
- b. Have at least one (1) year of continuous clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
- d. Willingness to serve at any area activities level.

**Duties of the Officers:**

**The Chairperson shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Manage Group Me access for all current voting members. (GroupMe is not affiliated with Narcotics Anonymous)
- E. Create new GroupMe thread yearly in January.
- F. Utilize Polls in order to maintain a 24 hour voting period for all motions made within GroupMe.
- G. Maintain quorum for all motions made within GroupMe.
- H. Be a co-signer on the OCAAC bank account.
- I. Provide an agenda for the OCAAC.
- J. Oversee and coordinate OCAAC functions.
- K. Attend the monthly OCASC meeting and provide a verbal report to the ASC body.
- L. Perform all duties of any member of the executive body in their absence.
- M. Can only vote in case of a tie at the monthly OCAAC meeting.
- N. Must read and familiarize themselves with OCASC and OCAAC guidelines before the next OCAAC meeting after taking this position.
- O. Verify all count of monies at the end of event(s).
- P. Be added as a signer on the OCAAC bank account.
- Q. Train Successor.

**The Vice Chairperson shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Perform the duties of the Chairperson in their absence.
- E. Be a co-signer on the OCAAC bank account.
- F. Assist the Chairperson in overseeing and coordinating all OCAAC functions.
- G. Chair and plan all ad-hoc committee meetings including guidelines review.
- H. Perform all duties of any member of the executive body in their absence.
- I. Willing to become Chair if needed until the end of current term.
- J. Must read and familiarize themselves with OCASC and OCAAC guidelines before the next OCAAC meeting after taking this position.
- K. Assist in counting monies at events if applicable.
- L. Be added as a signer on the OCAAC bank account.
- M. Can only vote in case of a tie at the OCAAC meeting, in the absence of the chair.



**The Treasurer shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Be the custodian of the OCAAC bank account and balance the checkbook regularly.
- E. Disperse any funds with the approval of the OCAAC.
- F. Have an up to date reconciled financial statement available at the OCAAC meetings.
- G. Prepare a financial statement of each function broken down detailing various types of income from each point of donation (ex. Door Sales, Food Sales, Ticket Sales, etc.) for the OCAAC and have a monthly statement available at the next meeting.
- H. Prepare a donation tax form on all merchandise and submit it to either ASO or RSO on a quarterly basis.
- I. Count all monies at events.
- J. Be added as a signer on the OCAAC bank account.
- K. Submit a monthly financial report to OCASC Secretary on the 4th Saturday of the month.  
***This guideline may not be waived on the same account or amended by the OCAAC.***
- L. Will be responsible for obtaining financial obligation forms from all members during guideline review and as new members join.
- M. Shall coordinate and attend with the Auditing Committee yearly (generally in August).
- N. Will be acting Ticketmaster for all events enlisting assistance from the Vice Treasurer.
- O. Will maintain a list of members who have OCAAC current Financial Responsibility Waiver on file.
- P. Train your successor.

**The Vice Treasurer shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Work closely with the Treasurer during the monthly OCAAC meetings sharing in responsibilities of that position, including the preparation of all monthly financial reports.
- E. In the absence of the Treasurer, the Vice Treasurer shall perform the duties of the Treasurer.
- F. Willing to become the Treasurer if needed, until the end of current term.
- G. Assist in counting monies at events.
- H. Be added as a signer on the OCAAC bank account.
- I. Will assist the Treasurer with tickets for all events as directed.
- J. Attend the yearly Auditing Committee.

**The Secretary shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Provide an agenda for the OCAAC.
- E. Take minutes at all OCAAC meetings and ad-hoc meetings.
- F. Document all motions made within GroupMe.
- G. Maintain a phone list and/ or email list of all committee members and voting members.
- H. Provide electronic copies of month's minutes to all OCAAC members at current monthly meetings
- I. Assist the Chairperson and Vice Chairperson in overseeing and coordinating all OCAAC functions, meetings, and ad-hoc meetings.
- J. Include addendums as needed to last month's meetings and minutes.
- K. Secretary writes key points for the Chairperson to provide a verbal report to the ASC meeting.
- L. Add all minutes, fliers, and tickets to the shared G drive.
- M. Provide monthly report to ASC secretary via email.
- N. Provide voting members with a copy of the guidelines.
- O. Send a copy of all fliers and minutes to the ASC Archive position.
- P. Maintain OCAAC Shared Google Drive access for all current voting members.
- Q. Maintain file organization of the OCAAC shared Google Drive.

**The Flier Person shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Gather information for activities to be held.
- E. Must be able to type, and to have a computer with internet access.
- F. Shall email all flyers to the Web coordinator of OCASC 60 days prior to event; submit regional flyers to the regional Web coordinator 90 days prior to event.
- G. Area events- Shall submit all non-regional event flyers to the OCASO or regional flier for approval 90 days prior to event and make arrangements to have them printed by the second Sunday for area.
- H. Regional events- Shall submit all regional event fliers to the OCASO or regional flier person for approval 120 days prior to the event and make arrangements to have them printed by the second Sunday for area.
- I. Must submit fliers to the web coordinator within 48 hours of flier approval.

**The Hospitality Coordinator shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Coordinate volunteers at each event to make coffee and greet people.
- E. Oversee inventory and purchase supplies for events.
- F. Sell refreshments and oversee the cash drawer at events.
- G. Recruit volunteers to assist in matters not handling money.
- H. Maintain documented current inventory.
- I. Take inventory after every event.
- J. Train successor.

**The Hospitality Vice-Coordinator shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Assist Hospitality Coordinator in inventory and purchase supplies for events.
- E. Sell refreshments and oversee the cash drawer at events.
- F. Recruit volunteers to assist in matters not handling money.
- G. Assumes the responsibilities of Hospitality Coordinator in their absence.
- H. Willingness to become Hospitality Coordinator.

**Recovery House Liaison shall:**

- A. Attend all OCAAC meetings and annual guideline review.
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Must maintain a current list of recovery houses and treatment programs.
- E. Continuously establish and maintain relations with recovery houses and treatment programs.
- F. To keep said recovery houses and treatment programs informed of OCAAC area activities.
- G. To provide said recovery houses and treatment programs with up to date information and access to event tickets.
- H. To coordinate with said recovery houses and treatment programs at time of event to make sure that they are admitted into events seamlessly and feel welcomed.

**Members at Large:**

- A. All members who are present at the first OCAAC meeting receive voting rights in January.
- B. Those who join after January must attend two (2) consecutive meetings of OCAAC to have voting rights and at the third meeting they receive voting rights.
- C. Are encouraged to attend all OCAAC meetings, functions, and ad-hoc meetings.
- D. If two unexcused (without contacting chair or vice-chair) meetings are missed consecutively voting rights will be lost.
- E. Any NA member may participate in the OCAAC with one day clean time.
- F. Members at large cannot handle money until they have voting rights.

## Officers:

1. Terms of all officers of the OCAAC are for one year. Officers may serve more than one year if voted in by the committee. No Officer shall serve more than two full consecutive terms in the same position, unless waived by committee vote.
2. Any OCAAC officers may be removed from office by a 2/3 majority vote for any of the following reasons:
  - a. Repeated unexcused absence, (two or more consecutive meeting, or without contacting Chair or Vice Chair)
  - b. Any member who loses voting rights forfeits their position in office.
  - c. Inability or failure to carry out the responsibilities and duties of their position.
  - d. Relapse is an automatic forfeiture of any elected service position, financial responsibility, and voting rights.
  - e. Misappropriation of NA funds includes but is not limited to:
    - Theft, embezzlement, NSF fees or use of the NA funds for purposes not expressly Authorized by the OCAAC. This includes the theft of cash, check, or any financial instrument (i.e., refunds, rebates from vendors) or assets (i.e., equipment, supplies or physical inventory).
3. All executive bodies must sign a financial obligation accountability form upon taking Position.
4. All monies should be accounted for at the end of the event. Money should be counted by two (2) position holding members who have signed a financial responsibility waiver. The only exception being the 12 days of NA. This event may allow any members of OCAAC who have signed a financial responsibility waiver to count monies. Each total will be provided to the committee at the end of the event. Monies must be deposited in the OCAAC bank account within seven business days of the end of the event.
5. Any activities that petty cash is needed; (up to \$300.00) can be pulled out up to two business days in advance for the event in the form of a check.
6. Any monies above the operational allowance of \$4500.00 will be donated to the OCASC.
7. The OCAAC checking account shall require two signatures on each check from the Treasurer, Vice Treasurer, Chairperson or Vice Chairperson. To ensure monetary security no two signers may reside in the same household. **This guideline may not be waived on the same account or amended by the OCAAC.**
8. If an officer loses/misplaces NA goods, they are responsible for replacing it/them at cost.

## **Events:**

1. Speakers, leaders, and readers will be notified by appointed OCAAC members. For speaker meetings:
  - a. Speakers shall be an active member of NA with a suggested five (5) years, and minimum of (2) two years continuous clean time and carry a clear NA message of recovery. Speaker will be chosen with a group conscience at the OCAAC meeting for all OCAAC events.
  - b. Leaders shall be active members of NA and are suggested to have one year clean.
  - c. Readers shall be active members of NA.
  - d. No speaker, reader, leader shall be a member of OCAAC.
2. All event fliers must contain and adhere to the following guidelines:
  - a. Area name.
  - b. Date, time, and address of the event.
  - c. Amount of donation, if any.
  - d. Contact name and two phone numbers, including area code.
  - e. Type of function (i.e., meeting and dance, picnic, etc.)
  - f. NA logo will be presented on fliers with trademarks.
  - g. Other logos shall not be used.
  - h. All published flyers should be archived by the Secretary. All fliers shall be submitted to OCAAC (2) two weeks prior to being submitted to OCASO.
  - i. All non-regional fliers should be submitted to the area 90 days prior for approval.
  - j. All regional fliers submitted to the region 120 days prior for approval.
3. Only voting members shall be allowed to sell pre-sale tickets and must sign the Statement of Financial Responsibility waiver.
4. For every event conducted, activities must have facility and flier locked in for 4 months in advance of a regional event.
5. Prior to flier distribution, or the sale of tickets, events must have approved insurance.
6. OCAAC must submit event flyers to ASC (two hundred fifty (250) copies) two (2) months prior to the event. Each event shall be announced at two OCASC meetings.
7. OCAAC must submit at least three (3) blind bids for D.J. 's, bands or any other entertainment necessary for events to be approved and chosen by OCAAC. Past vendors and entertainment can be reused without requiring 3 bids from other vendors and entertainment if the relationship is in good standing. New bids are welcomed if presented to the committee.
8. All OCAAC events and functions shall be coordinated and facilitated by a group conscience of OCAAC voting members.
9. GroupMe will be used by members for needs outside of the monthly meeting.
10. Members will pay pre-sale and cost prices for all events that have outside costs. (i.e. Angel games, bowling, skate night.)
11. All present officers shall intervene in the case of any activity which compromises the integrity of the NA message at any OCAAC event.

## **12 Days of NA Event Guidelines**

- A. Signup Sheet for Homeowners will go out in August.
  - a. Home must have a working bathroom
  - b. Be within 20 miles?? Of Orange County. (we were open to having hosts just outside of the area last year)
  - c. Address of the Host will be displayed on the flier.
- B. Preliminary Host Detail Flier to go out in September

- C. Signup for Groups will open in October.
  - a. Facilities not eligible to host.
  - b. Group must be in the directory. (outside area?)
  - c. Groups insurance unnecessary. Activities buying insurance for all 12 days??
- D. Draft of Host Details flier to be sent to all hosts to proofread and confirm their information prior to final draft.
- E. Final Host Details Flier will go out in November (maybe revised in December for any last minute sign ups)
- F. Last Day to signup??

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ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Final June 2024

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 of Narcotics Anonymous 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 to accomplish 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 2-3 pm, board meeting from 3-4 pm, and open from 4:30 pm to 6:00 pm to sell literature and merchandise. 2<sup>nd</sup> Sunday orders will be through 6:30 pm, 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 printing and selling Orange County Area directories, which is currently done every other month to save the expense of printing costs.
- F. The ASO will be responsible for approving all artwork with any NA logo or trademarks used on shirts, flyers, etc., per ASO, ASC, ASC Activities, RSO, and 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.
- All board members are required to sign a financial agreement.
- Anyone is welcome to volunteer to work in the ASO at the discretion of the ASO Board.

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DEFINITIONS

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

TERMS OF OFFICE

The Vice Chairperson, Vice Treasurer, Lit/Merchandise Director, and the three (3) Directors that are elected by the Area Service Committee (ASC) shall serve one (1) year each.

The Chairperson, Secretary, and Treasurer shall serve two (2) years each.

No Director may serve for more than six consecutive years.

For additional information regarding the 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, the 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. See the section titled “Quorum” below for voting guidelines.

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

BOARD OF DIRECTOR MEETINGS

Business meetings for the ASO are held beginning at 3 pm, following the set up of the room for sales and wrapping up by 4 pm 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 the time and location of the 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 respondents within a 48-hour window. This will determine if consent will be given to the action needed.

All members of the Board of Directors are expected to attend all semi-annual inventories and guideline reviews. Regarding check signatures, two (2) signatures (or initials of the second signer on the check stub) will be required for the check in the amount of five hundred dollars or more.

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



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of directors in attendance 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 the removal of any Director.

BOARD OF DIRECTORS EXECUTIVE BOARD

Elections of the Directors 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.

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CHAIRPERSON OF THE BOARD

The Chairperson must have at least three (3) years of clean time. Must have served in previous executive board positions for a minimum of (2) years. 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 & may act as an online banking liaison
- D. work with Bank and subcommittee chairs to set up new signature cards as needed for ASO, ASC, Dare to Care, Activities & Learning Day.
- E. provides ASC with a verbal report on ASO business, including a financial summary from Quick Books
- 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 the chair is not available)
- J. is the single point of accountability for the Area Service Office
- K. orders OC meeting directories 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, and 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
- Q. is responsible for managing the ASO staff in a respectful and effective manner
- R. is expected to answer phone calls & emails as a representative of NA/ASO, with a contact number on the directory cover, and maintain the ASO email communications
- S. properly trains the Vice Chair to take over the position

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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. trains on all duties of the Chairperson.
- B. assumes duties of the Chairperson if the Chairperson is absent. When acting as the Chairperson, is bound by the same guidelines as the Chair.
- C. must have a willingness to step up to fill the Chair position.
- D. signs on the ASO bank account.
- E. can vote on all matters.
- F. may be needed for staffing at sales at various events.
- G. handles the purchasing of literature from World or Regional Office if the Literature/ Merchandise Chair is unable to complete this task.
- H. coordinates semi-annual inventories of all literature and merchandise.
- I. chairs the annual Guideline Review meeting of the ASO- typically in April.
- J. works with the chair on annual tax filings and understands and stays current with the treasurer on quarterly sales tax and other “calendared” legal and business tasks.
- K. monitors the legal and financial calendar.
- L. works with each Board member to create and maintain a book with Standard Operating Procedures for all business operations.
- M. is familiar with QuickBooks.
- N. included in answering phone calls & emails as a representative of NA/ASO, with a contact number on the directory cover, and maintaining the ASO email communications
- O. 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 (SOI 100).
- P. alternates with Chair to complete all business on Area Sunday, including the responsibility to stay until all money has been counted and recorded for deposit and everything is put away and locked up

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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 to all members present at each business 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 month's 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 on monthly minutes.
- H. is to maintain an accurate contact list/roster of all Board of Directors and have copies available for all members.
- I. is familiar with Robert's Rules of Order.
- J. ensures the following are available at every meeting: the Secretary Notebook, Articles of Incorporation, and By-Laws.
- K. Purges records as necessary from Secretary folder into archives filing cabinet
- L. Signs board resolution sheets attached to any new bank signature card (per bank rules).
- M. may work with chair or treasurer on updating any of our four accounts (usually done starting January)

GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Draft May 2024

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; oversees 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, and insures stamps and envelopes are available for mailing.
- E. maintains accurate signature cards at the bank.
- F. signs on ASO bank account.
- G. maintains an accurate count of the cash box and coin supply.
- 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 the 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, with another board member(s).
- 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. may communicate 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 Area Sunday, including the responsibility to stay until all money has been counted and recorded for deposit.
- T. maintains a prudent reserve of \$1,500.00.
- U. maintains accurate inventory list in Quick Books.
- V. is familiar with Robert's Rules of Order.

GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Draft May 2024

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. trains on all duties of the Treasurer
- B. assumes all Treasurer duties in the absence of the Treasurer
- C. signer on ASO bank account
- D. must have a willingness to step up to fill the Treasurer position.
- E. sets up the computer and other room needs for business on Area Sunday
- F. verifies cash counts
- G. assists the Treasurer as needed
- H. alternates duties with the Treasurer to ensure proper training, including cash register & closing/end of day balancing procedures
- I. knowledge of QuickBooks and basic accounting
- J. assists treasurer in maintaining current order forms and updating as tax, price or availability of items change.
- K. Organizes, purges, and files the records in the treasury portable file box. Purged files should be moved to archives file cabinet as necessary

GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Draft May 2024

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 from appropriate supplier based on sales and inventory in ASO.
- B. determines what supplies are needed by referencing sales detail provided by treasurer and maintains current inventory.
- C. is responsible for picking up monthly merchandise order and invoice from supplier (or arranging for shipment) & delivering order/invoice to ASO.
- D. provides Treasurer with reconciled packing slip for computer inventory input.
- E. coordinates bundling of all IP's with rubber bands with help from other members.
- F. places special orders as needed.
- G. gets final corrected invoice or makes adjustment as needed with RSO so that order balances with invoice submitted to treasurer
- H. is the single point of accountability with rep from current supplier:
- I. collects & maintains copies of all literature orders received & invoices on a monthly basis

Duties of the Literature/Merchandise Director: 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.

GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Draft May 2024

DIRECT ELECT MEMBER

Any Direct Elect member (as elected by the ASC body) must have at least one (1) year of clean time. The position is a one (1) year term. Direct Elect members may be voted in for up to two (2) additional one (1) year terms but cannot be a Direct Elect member for longer than three (3) consecutive years.

Duties of the Direct Elect member:

- A. assist with table set-up for business on area Sundays
- B. assist with filling and checking orders, door sales, cash register, or other duties
- C. assist with closing duties and returning inventory and tables to storage
- D. helps with finding other direct elects
- E. learns & assists other board positions with intention of eventually replacing them



GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Draft May 2024

GUIDELINES FOR APPROVING USE OF NA REGISTERED TRADEMARK/LOGO

Approval of Orange County Area Activities Committee Event Flyers/Shirts, etc. (Approval only required if using NA Logo):

- A. Area name.
- B. Date, time, and address of the event.
- C. Amount of donation, if any.
- D. Contact name and two phone numbers, including area code.
- E. Type of function (i.e., meeting and dance, picnic, etc.)
- F. Any use of an NA logo must also have a clear and visible registered trademark logo
- G. Other logos should not be used.

Approval of Group/Meeting Event Flyers/Shirts, etc. (Approval only required if using NA Logo):

- A. Group/meeting name
- B. Date, time, address of event
- C. Amount of donation, if any
- D. Contact name and two phone numbers, including area code.
- E. Type of function (i.e., meeting and dance, picnic, etc.)
- F. Any use of an NA logo must also have a clear and visible registered trademark logo
- G. Other logos should not be used.

Approval of Group/Meeting Flyers/Shirts, etc. (Approval only required if using NA Logo):

- A. Meeting name
- B. Any use of an NA logo must also have a clear and visible registered trademark logo
- C. Other logos should not be used.

GUIDELINES FOR THE  
ORANGE COUNTY AREA SERVICE OFFICE OF NARCOTICS  
ANONYMOUS Final June 2023

PRICING GUIDELINES \*(When applicable)

The ASO pricing structure is 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 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

# ***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

Page 1 of 6

## **PURPOSE**

To plan the annual Dare to Care Sponsor-Sponsee Brunch

## **OFFICERS AND ELECTIONS**

- (A) To become a voting member of the brunch subcommittee, a person must attend two consecutive brunch subcommittee meetings. A member becomes inactive after missing two consecutive meetings without notifying a member of the subcommittee Executive Board (Chair, Vice-Chair, or Secretary) or missing three consecutive meetings whether excused or unexcused. Chair only carries a vote in the event of a tie.
- (B) Officers for the brunch subcommittee (Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary, Ticketmaster, Vice-Ticketmaster, Raffle Coordinator, Speaker Coordinator, Vendor Coordinator, Program Coordinator, and Design Coordinator) shall be elected in the “guideline review meeting” in June of each year. The newly elected officers will assume their duties upon election.

## **QUALIFICATIONS**

- (A) The Chairperson shall have at least four years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service, have completed 1 year of service to this subcommittee, and a willingness to serve.
- (B) The Vice-Chairperson shall have at least three years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and shall be willing to step up to Chairperson position after one year of service as Vice-Chairperson or in the event the Chair cannot fulfill their commitment.
- (C) The Secretary shall have at least two years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve. The Secretary must have a computer or access to a computer.
- (D) The Treasurer shall have at least four years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (E) The Vice-Treasurer shall have at least three years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and be willing to step up to the Treasurer position after one year of service as Vice-Treasurer or in the event the Treasurer cannot fulfill their commitment.

## ***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

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- (F) Ticketmaster shall have at least four years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, a reliable form of transportation, and a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (G) The Vice-Ticketmaster shall have at least three years of consecutive clean time, a verifiable form of income, a reliable form of transportation, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service, and a willingness to serve. The Vice-Ticketmaster shall be willing to step up to Ticketmaster after one year of service or in the event the Ticketmaster cannot fulfill their commitment.
- (H) The Raffle Coordinator shall have at least two years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (I) The Speaker Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (J) The Vendor Coordinator shall have at least two years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (K) The Program Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (L) The Design Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.

### **DUTIES OF THE OFFICERS**

- (A) The Chairperson shall:
  - 1. Attend and preside at all subcommittee meetings.
  - 2. Provide a written agenda for subcommittee meetings.
  - 3. Oversee and coordinate the event.
  - 4. Attend the ASC subcommittee meeting and submit a written copy of the subcommittee report to the ASC secretary.
  - 5. Six months prior to the annual event, the Chair shall coordinate the purchase of the required insurance from the Region.
  - 6. Provide a written, detailed contract from the chosen facility describing expectations of the facility and their expectations of our committee.
- (B) The Vice Chairperson shall:
  - 1. Perform the duties of the Chairperson in their absence.
  - 2. Assist the Chairperson in overseeing and coordinating the event.

## ***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

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3. Attend all brunch subcommittee meetings.
  4. Must attend three area meetings and present subcommittee meeting report.
- (C) The Secretary shall:
1. Take minutes of all subcommittee meetings.
  2. Provide previous month's minutes to all subcommittee members via email at least 72-hours before next month's meeting.
  3. Assist the Chairperson and Vice-Chairperson in overseeing the event.
  4. Attend all subcommittee meetings.
  5. Archive subcommittee meeting documents and pass down documents to the new secretary.
  6. Maintain accurate membership roster.
- (D) The Treasurer shall:
1. Maintain subcommittee checking account and reconcile the bank account in a timely manner.
  2. Be responsible for all accounts receivable and payable.
  3. Pay all expenses in a timely manner.
  4. Supply monthly printed financial report at subcommittee meetings and email to ASO secretary.
  5. Attend all subcommittee meetings.
  6. Present all accounting documents to the Audit Subcommittee when required.
- (E) The Vice Treasurer shall:
1. Attend all subcommittee meetings.
  2. Perform the duties of the Treasurer in their absence.
  3. Assist Treasurer as needed.
  4. Responsible for second verification of all cash transactions.
- (F) The Ticketmaster shall:
1. Attend all subcommittee meetings.
  2. Maintain ticket log and track all tickets sold.
  3. Transfer all ticket collection money to Treasurer at subsequent subcommittee meeting.
  4. Shall issue receipts for all money received from ticket sales.
  5. Coordinate printing of event tickets.
  6. Hold all ticket sales until next subcommittee meeting for disbursement.
- (G) The Vice Ticketmaster shall:
1. Attend all brunch subcommittee meetings.
  2. Perform the duties of the Ticketmaster in their absence.
  3. Assist Ticketmaster as needed.
- (H) The Raffle Coordinator shall:
1. Attend all subcommittee meetings.

## ***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

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2. Organize all raffle activities including prize collection and distribution at the event.
  3. Provide monthly progress reports to the subcommittee.
  4. Store prizes if necessary and transport prizes to the event.
- (I) The Speaker Coordinator shall:
1. Attend all subcommittee meetings.
  2. Assemble a speaker review group.
  3. Receive all speaker submissions.
  4. Schedule and facilitate all speaker review meetings with review group.
  5. Review all speakers and present qualifying submissions to subcommittee (final speaker selection must be determined by a subcommittee vote).
  6. Provide monthly progress reports to the subcommittee.
- (J) The Vendor Coordinator shall:
1. Attend all subcommittee meetings.
  2. Receive all bids for vendor participation.
  3. Present all vendor bids to subcommittee (all vendor selections must be determined by a subcommittee vote).
  4. Negotiate all vendor contracts and present signed contracts to subcommittee.
  5. Provide monthly progress reports to the subcommittee.
  6. Liaison with event photographer to coordinate photo booth.
- (K) The Program Coordinator shall:
1. Attend all subcommittee meetings.
  2. Design and present table centerpieces to committee for group approval.
  3. Schedule and facilitate all programming group meetings.
  4. Provide monthly progress reports to the subcommittee (final programming submissions must be determined by a subcommittee vote).
  5. Provide and coordinate mats for newcomers.
- (L) The Design Coordinator shall:
1. Attend all subcommittee meetings.
  2. Prepare event flyers requesting donation of raffle baskets, flyers requesting speaker submissions, and flyers requesting vendor bids.
  3. Receive all artwork submission and present qualifying artwork to subcommittee (final artwork must be determined by a subcommittee vote).
  4. Coordinate printing of event flyers.
  5. Coordinate production of event T-shirts.
  6. Have all flyers approved by the ASO and RSO if applicable.
  7. Provide monthly progress reports to the subcommittee.

# ***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

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## **OPERATIONAL GUIDELINES**

- (A) The subcommittee shall meet on the first Thursday of each month. In the event of a holiday, the meeting will be held on an alternate date. As the event nears, more frequent meetings are required.
- (B) Subcommittee officers shall serve for a term of one year. All subcommittee officers may succeed themselves in office, but none may serve more than two consecutive terms in the same office, with the exception that a third year may be added with a majority vote of members present.
- (C) Any subcommittee officer may be removed from office by a majority vote of members present for any of the following reasons:
  - 1. Repeated, absence (two or more unexcused absences).
  - 2. Inability or failure to carry out the responsibilities and duties of their position.
  - 3. In the event that the member relapses.
  - 4. Misappropriation of NA funds is an automatic forfeiture of any elected service position.
- (D) Any transaction involving the use of funds shall be approved by a majority vote of members present. The subcommittee shall hold a beginning budget of \$6,000.00 for the coming year event. (Replace majority with 2/3)
- (E) All monies must be accounted for at the end of the event. Three officers of the subcommittee must be present during the accounting (two being the Treasurer and the Vice Treasurer).
- (F) Chair, Treasurer and Vice Treasurer must agree to be approved signers to the subcommittee bank account and must provide updated personal information to the bank upon request.
- (G) Only authorized members who have signed a financial responsibility form may handle money related to the event. The Financial Responsibility Form will be referred to as Attachment A to these Guidelines 2025.
- (H) Any NA member may participate in subcommittee regardless of clean time.
- (I) All artwork must adhere to regional guidelines.
- (J) These subcommittee guidelines may be amended by 2/3 vote of the subcommittee.
- (K) All tickets distributed to members not a part of Dare to Care subcommittee must be paid in full prior to disbursement.

***DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES***

(2025 EVENT)

Page 6 of 6

It is important to understand that these guidelines are not stern rules; they are created to help the subcommittee operate smoothly. A group conscience may waive portions of these guidelines. The basic tenets from Robert's Rules of Order shall be followed at all subcommittee meetings.



2024 GUIDELINES AND PROCEDURES ORANGE COUNTY AREA NARCOTICS  
ANONYMOUS HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

Edited 7/14/2024

**STATEMENT OF PURPOSE:** These suggested Guidelines and Procedures, combined with the World Service Conference Hospitals and Institutions Handbook (WSC H&I Handbook), are submitted for the guidance of the H&I membership so that a smooth and consistent program can be maintained for the benefit of addicts confined to hospitals and institutions. The purpose of an H&I meeting is to carry the Narcotics Anonymous (NA) message of recovery to addicts who do not have independent access to regular NA meetings. H&I meetings or presentations, except those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA Program. It is our desire to involve as many members of Narcotics Anonymous as possible and to uphold the Twelve Traditions and to incorporate the Twelve Concepts into our H&I service structure.

**DEFINITION:** The Orange County Area Hospitals and Institutions Subcommittee of Narcotics Anonymous is a standing subcommittee of the Orange County Area Service Committee of Narcotics Anonymous and is directly responsible to that committee.

**SUBCOMMITTEE MEETINGS:** Regular subcommittee meetings are held on the second Sunday of every month at a time and location designated by the H&I Subcommittee (exception: the 3<sup>rd</sup> Sunday in May due to it being Mother's Day, the meeting will then be held the following Sunday). Meetings are scheduled for ninety minutes. Parliamentary Rules shall be the format used to conduct the meetings. Anyone may address the subcommittee when recognized by the Chairperson.

- ◆ Motions may be made by any voting member who meets the membership requirements of the subcommittee. Unless otherwise stated, motions require a majority vote (51%) of voting members, represented by a quorum of at least 15 voting members.

**MEMBERSHIP:** Voting members shall meet the following qualifications:

- ◆ Voting members are panel leaders, panel coordinators, committee trusted servants and members of the executive body.
- ◆ Chairperson votes only in the case of a tie.

**ATTENDANCE:**

1. Panel leaders, coordinators and members of the executive body who miss two consecutive panels and/or miss two consecutive subcommittee meetings or are unable to carry out their responsibilities, may forfeit their position at the discretion of the H&I Subcommittee.
  - a. Panel leaders and coordinators who miss two consecutive meetings or panels will be required to petition the committee for a vote of confidence to retain positions or panel.
2. Any exceptions to these requirements shall be dealt with on a case-by-case basis.
  - a. Any time a panel leader or coordinator is going to be absent for any reason he/she will be required to contact the executive body or their respective coordinator.

3. Secretary will monitor all attendance and report to coordinators directly.

**EXECUTIVE BODY QUALIFICATIONS AND DUTIES:** The Chair, Vice Chair, and the Secretary may succeed themselves for one term, not to exceed two consecutive years. Guideline review is to be held annually in March on Area Sunday before the regular Subcommittee meeting. Elections are to be held annually at the March meeting with nominations typically conducted at the February meeting. The responsibilities, required clean time, and H&I experience requirements of each Subcommittee Officer of Narcotics Anonymous Orange County Area H&I are set forth as follows:

**CHAIRPERSON:** The Chairperson shall be elected by the H&I Subcommittee. The Chairperson's commitment shall be for one year. The Chairperson shall have a minimum three years uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Shall be responsible for the delegation and implementation of the duties listed below:

1. Shall preside at and attend all regular H&I Subcommittee meetings.
2. Shall maintain an Agenda /Procedure of the meeting (see attached Agenda).
3. Shall make regular reports to the members of H&I on the progress of new projects started or old business completed.
4. In the interest of cooperation, will work with PR when necessary.
5. Shall represent Narcotics Anonymous Orange County Area H&I at the regular meeting of the Orange County Area Service Committee and shall give a regular report to the ASC.
6. Shall represent Narcotics Anonymous Orange County Area H&I at the regular meeting of the Southern California Regional H&I Subcommittee and shall give a regular report to the H&I Subcommittee.
7. In case of resignation of a member of the executive body, shall call for a special election to fill the position until the next scheduled election.
8. Will maintain and update as required procedures for the position of Chairperson and turn in such procedures at the end of term to the Secretary.
9. In coordination with the secretary, the chairperson should maintain the accuracy of the "Request Panel List" monthly.

**VICE-CHAIRPERSON:** The Vice-Chairperson shall be voted in by this Subcommittee for a commitment of one year. The Vice-Chairperson shall have a minimum two years uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Duties of the Vice-Chairperson are as follows:

1. Shall in the absence of the Chairperson, assume all those requirements normally carried out by the Chairperson.
2. Shall be responsible for coordinating all NA H&I activities and ad hoc committees.
3. In case of resignation of the Chairperson, the Vice-Chairperson shall call for a vote of confidence to assume the position of Chairperson. They shall then call for a special election to elect a Vice-

Chairperson. Upon a vote of confidence, they will assume all responsibilities of the Chairperson until the existing term is complete. If a vote of confidence is not granted to the Vice-Chairperson, a special election will be called to elect a Chairperson.

4. Shall attend all regular H&I Subcommittee meetings.
5. Vice-Chairperson is presumed to transition into the Chairperson position upon election by the H&I Subcommittee.
6. Shall conduct orientation for new panel leaders with appropriate Panel Coordinator. Vice Chair will utilize the “General Rules” of these guidelines during orientation as approved by the Subcommittee. Will provide general guidance using the Do's and Don'ts of the WSC H&I handbook. Will provide a folder containing hard copies of current H&I Guidelines, panel leader format approved in 2022, and H&I Do's and Don'ts.

**SECRETARY:** The Secretary shall be voted in by this Subcommittee for a period of one year. The Secretary shall have a minimum one year of uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, or the willingness to learn. Duties of the Secretary are as follows:

1. Shall keep typewritten minutes of every regular meeting of the H&I Subcommittee and provide no more than 20 hard copies for all H&I subcommittee meetings and transmit electronically to all subcommittee members and ASC Secretary one week prior to the next meeting. In addition to the most recent electronic minutes, secretary's monthly email will include Do's & Don'ts, Panel Leader format, Trusted Servant Contact Sheet, Volunteer Speaker List, Panel List, Guidelines, and H&I Handbook.
2. Shall keep a list of all current panels including their contact and locations, days and hours scheduled, panel leaders and panel coordinators, to be updated monthly and added to the Google Drive prior to the next meeting.
3. Shall keep a continuing roster of monthly attendance at H&I Subcommittee meetings.
4. Shall work with the Chairperson in preparing all necessary correspondence.
5. Is responsible for obtaining a physical flash drive and annually submitting previous 12 months of all H&I Subcommittee reports to the Area Service Office in a digital format, in tandem with the Secretary commitment renewal in March.
6. Shall attend all regular H&I Subcommittee meetings.
7. Shall be responsible for completing current guideline update.
8. Shall maintain “Closed Panel List”. (See section: H&I Panels).
9. Shall maintain “Request Panel List” for any facility requesting a panel we are unable to fill on the date requested.
10. The Secretary is presumed to transition into the Vice-chairperson position upon election by the H&I Subcommittee.
11. Will maintain and update as required procedures for the position of Secretary and turn in such procedures at the end of term to the secretary.
12. Works with the Vice-Chairperson to put together folders for new panel leaders (see Vice-Chairperson duties).

**PANEL COORDINATORS:** Panel coordinators shall be voted in by this Subcommittee. The Panel Coordinators' commitment shall be for a minimum of one year. The position requires two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn.

Duties are as follows:

1. Instruct panel leaders of facility requirements, regulations, and general rules covering H&I meetings and attend new panel leader Orientation when applicable.
2. Maintain regular contact with the panel leaders.
3. Contact each facility on a quarterly basis (April, July, October, January) to validate the contact person, location, and panel performance and inform the secretary-of any and all changes.
4. Call upon the officers and general subcommittee members for any needed assistance.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Shall attend all regular H&I Subcommittee meetings.
7. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
8. Panel Coordinators may be responsible for the pick-up and delivery of literature for a panel, which is being covered, or for a panel leader in the event a panel leader cannot attend the H&I Subcommittee meeting. This applies to all panel coordinators.

**JUVENILE COUNTY FACILITIES COORDINATOR:** Juvenile County Facilities Coordinator shall be voted in by this Subcommittee. The Juvenile County Facilities Coordinators' commitment shall be for a minimum of one year. The position requires two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Juvenile County Facilities Coordinator and panel coordinators must be cleared by their respective facilities. Duties are as follows:

1. Instruct panel leaders of facility requirements, regulations, and general rules covering H&I meetings and attend new panel leader orientation when applicable.
2. Maintain regular contact with the panel leaders.
3. Contact each facility on a quarterly basis (April, July, October, January) to validate the contact person, location, and panel performance and inform the secretary of any and all changes about panel or clearance requirements.
4. Call upon the officers and general subcommittee members for any necessary assistance.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Shall attend all regular H&I Subcommittee meetings.
7. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
8. Coordinate distribution of Basic Texts to the facility.

9. Shall submit clearances per facility guidelines.

**JAIL COORDINATOR:** Jail panel coordinator shall be voted in by this Subcommittee. The Jail panel coordinators' commitment shall be for a minimum of one year. The position requires a minimum two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Jail panel coordinators are strongly encouraged to have jail clearance. Duties are as follows:

1. Keep an open line of communication with the Sheriff Department Liaison.
2. Instruct panel leaders of facility requirements, regulations, and general rules governing H&I meetings and attend new panel leader orientation when applicable.
3. Shall be the first line of communication between the Liaison and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
4. Maintain regular contact with the panel leaders to minimize problems.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Maintain a file of any communication between the Facility and the Liaison.
7. Review the facility site schedule quarterly to ensure the site schedule is in sync with the H&I Panel List. Report any discrepancies to the H&I Subcommittee for resolution.
8. Represents the subcommittee regarding literature distribution to jail facilities.
9. Shall attend regular H&I Subcommittee meetings.
10. In the event the Assistant Jail Coordinator position is open, the Jail Coordinator will perform any duties listed under the Assistant Jail Coordinator position.

**ASSISTANT JAIL COORDINATOR:** Assistant Jail Coordinator shall be voted in by this Subcommittee. The Assistant Jail coordinator's commitment shall be for a minimum of one year. The position requires two years minimum uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Assistant Jail Coordinators are strongly encouraged to have jail clearance. Assistant Jail Coordinator is presumed to transition into the Jail Coordinator position upon election by the H&I Subcommittee. Duties are as follows:

1. Any new directive discussed between the Orange County Sheriff Department (OCSD) and the Jail Liaison will be brought back to the subcommittee for motion and approval, prior to an agreement or commitment to such changes.
2. Coordinate with H&I Literature staff regarding the ordering of our Basic Text. Once the order comes in, prepare the orders, per panel, for delivery by Jail Liaison.
3. Assistant Jail Coordinator shall act as a backup to the Jail Coordinator, in the event the Jail Coordinator is unable to meet their responsibilities.

**JAIL LIAISON:** Jail Liaison shall be voted in by this Subcommittee. Jail Liaison commitment shall be for a period of five years, as per the Orange County Sheriff's Department (OCSD) request to provide stability in the position, the chance to build relationships within the system, and to

have one point of contact per volunteer group within the Programs Department. The Jail Liaison shall have a minimum of five years uninterrupted clean time and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Recommended to be

Jail Cleared and have held a Jail Panel Leader position for Orange County Area of Narcotics Anonymous (OCANA) and/or South County Area of Narcotics Anonymous (SCANA) for at least one year. Must read, understand and comply with both the OCANA and SCANA H&I Guidelines, as well as the facility's rules and regulations. Duties of the Jail Liaison are as follows:

1. Shall be responsible for the coordination of Jail Volunteers with both the OC Sheriff's Department, as well as the H&I Jail Coordinators of both OCANA and South Coast Area of Narcotics Anonymous (SCANA).
2. Will inform all potential applicants of the mandatory\* orientation required of all approved applicants. \*All approved applicants must go through the orientation process prior to beginning their service as a jail cleared volunteer. Each volunteer must also attend an orientation each time their clearance is renewed.
3. Shall receive and review all Jail Volunteer applications and have signed Covid Waivers from Jail Coordinators of both OCANA and SCANA. If all information is correct and complete, shall submit applications by email for approval to the OC Sheriff's Department. If any information is missing or questionable, shall return the application to the respective Jail Coordinator for corrections.
4. Will contact applicants and respective Jail Coordinators regarding results of submissions. Due to privacy concerns, the Jail Liaison is never informed as to why the applicant has been denied.
5. Will inform approved applicants of next upcoming orientation dates for mandatory orientation.
6. Shall ensure the Jail Cleared Speaker List is current, correct and periodically emailed to all jail cleared men and women, and H&I Chair and Secretary of both OCANA and SCANA.
7. Shall attend OC Sheriff's Department's quarterly meetings and report back to H&I subcommittees of both OCANA & SCANA.
8. Shall report monthly either in person or via written report to the H&I Chair of both OCANA and SCANA.
9. Shall attend all regular H&I Subcommittee meetings.
10. Shall train their successor.

**VOLUNTEER SPEAKER COORDINATOR:** The Volunteer Speaker Coordinator shall be voted in by this Subcommittee for a commitment of one year. The position requires one year minimum of uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or the willingness to learn. Duties are as follows:

1. Compiles and updates the volunteer speakers list monthly and distributes as needed.
2. Shall attend all regular H&I Subcommittee meetings.
3. Email new list to secretary monthly.
4. Will quarterly contact each person on the list to verify they are still active speakers.
5. Will inform potential speakers that they must carry a clear message of NA recovery.

LITERATURE PERSON COORDINATOR: The Literature Person shall be voted in by this Subcommittee for a commitment of one year. The Literature Person shall have one year minimum uninterrupted clean time, a minimum of six months H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts or a willingness to learn. Duties are as follows:

1. Shall keep a record of all financial obligations of literature supplies and present a verbal report during each monthly H&I Subcommittee meeting to the secretary for inclusion in the minutes.
2. Current months will be fulfilled at the next monthly meeting as ordered by panel coordinators.
3. Shall attend all regular H&I Subcommittee meetings.
4. Shall cross train literature assistant on all duties and responsibilities of the position of Literature Person.
5. Shall copy OCASC Treasurer on all literature orders.
6. Will maintain and update as required procedures for the position of Literature Person and turn in such procedures at the end of term to the secretary.

LITERATURE ASSISTANT: The Literature Assistant shall be voted in by this Subcommittee for a commitment of one year. The Literature Assistant shall have a minimum of one year of uninterrupted clean time, H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or a willingness to learn. The Literature Assistant shall assist the Literature Person in all their duties. Literature Assistant is presumed to transition into the Literature Person's position upon election by the H&I Subcommittee.

LITERATURE DISTRIBUTION:

1. Basic Text purchases are limited to 72 per year. Basic Texts are to be allocated to the Jail and Juvenile County Facilities Coordinators by the executive body. The Literature Person will request our allocation of Basic Texts in the months of February, June, and October from the Orange County Area Service Office in writing to the Orange County Area Service Committee Treasurer.
2. Introductory Guide allocations are limited to 176 booklets three times per year in April, August, and December. Introductory Guides are to be distributed to lock-down facilities only. The Literature Person shall request our allocation of Introductory Guides from the Orange County Area Service Office in writing to the Orange County Area Service Committee Treasurer, as needed.
3. Literature budget is \$600.00 and operating expenses are \$50.00, per month or as determined by Orange County Area Service Committee.

H&I PANELS: Panels are comprised of panel leaders and panel members. New panels shall not be opened unless current panels are filled (special clearance panels are excluded).

- ◆ A panel on the “closed panel list” may be reinstated at any time on the “open panel list” in the event that a qualified panel leader expresses interest in committing to the panel leader position for that panel.

PANEL LEADERS: Panel leaders shall be elected by the H&I Subcommittee for a minimum commitment of one year. Panel leaders shall have one year minimum of uninterrupted clean time, unless additional recovery is required by the institution, and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or a willingness to learn. They must attend two consecutive H&I meetings immediately prior to being voted in. Priority shall be given to any member who meets the criteria. If no qualified members are interested in the position, a vote of confidence may be given to the new panel leader at their first meeting and voted in the following month. All new panel leaders must be accompanied on their first visit by the prior panel leader, current facility panel leader, panel coordinator or a member of the executive body. Duties are as follows:

1. The panel leader will be responsible for assuring that all panel members are familiar with the Do's and Don'ts in the WSC H&I Handbook and carry a clear NA message.
2. Shall inform all panel members of the rules of the institution and the format for conducting the panel and be familiar with the guidelines and the Do's and Don'ts of the WSC H&I Handbook for conducting panels at specific types of institutions. (Available on request)
3. Is responsible for making adequate arrangements, including informing the coordinator, to assure the panel is covered appropriately and if they will be unable to attend the H&I Subcommittee meeting.
4. May forfeit panel assignment because of absence without proper notice and/or not making adequate arrangements to cover the panel.
5. Serves as a liaison between the institution and the panel coordinator to assure that institutional needs are met, and NA Traditions are also upheld.
6. Shall order literature while attending all regular H&I Subcommittee meetings.
7. Panel leaders must attend an orientation given by the Vice Chair and appropriate Panel Coordinator.
8. Panel leaders are strongly encouraged to bring panel members to every panel.
9. No one panel leader shall retain more than three panels concurrently; for the purpose of minimizing the number of open panels resulting from, and in the event of, the panel leader becoming unable to fulfill their commitments, i.e., due to relocation, etc.
10. Responsible for calling the facility the day of their panel to confirm the panel is expected that day.

PANEL MEMBERS: Panel members shall be selected by panel leaders. Panel members shall have a minimum of six months uninterrupted clean time, unless otherwise required by the institution, and a



working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts, or a willingness. Interested members of NA with at least ninety days uninterrupted clean time may observe a panel but may not participate. Duties are as follows:

1. **Shall carry a clear Narcotics Anonymous message of recovery.**
2. Shall adhere to the rules of the institution.
3. Shall always keep in mind that he/she is viewed as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

#### GENERAL RULES:

1. It is a felony to bring any drugs or weapons onto the grounds of any institution.
2. It is a violation of the law to give money to an inmate.
3. You are not to bring in money in exchange for articles made by inmates. You are not to accept articles made by inmates to be sold on the outside.
4. It is a violation of our guidelines and possibly State Law to pass to or to take from an inmate, patient, or resident any correspondence of any type (including your phone number).
5. Obscene or vulgar talk and filthy off-color jokes are deeply frowned upon. There have been instances where institutions have instructed that a speaker not return because of their language.
6. The dress code is neat and modest.
7. No Narcotics Anonymous panel regularly conducted under the endorsement of the Subcommittee shall be held in any institutions, except under the direct supervision of a regularly delegated panel leader or substitute specifically delegated by the panel leader or coordinator.
8. No member will involve himself/herself with any other activity at any institution that this Subcommittee serves, to avoid possible conflict and resulting damage to: a) the inmate or patient on the inside; and b) the working ability and the privilege of this Subcommittee to carry the message inside the institution.
9. No member will interfere with or use any influence in any institutions, courts, or hospitals, nor with any judge, doctor, probation officer or parole officer. Nor will he/she make any comments or promises regarding employment, parole, sponsorship or medical problems. We carry only the message of Narcotics Anonymous recovery through spiritual principles.
10. NA case histories, life stories, and/or NA principles or NA general information are to be the main topics of NA panels conducted within all institutions served by this Subcommittee. All speakers and panel members must strictly comply with this regulation, confining their talks solely to the NA message of recovery.

## H&I Subcommittee Meeting Agenda

1. Serenity Prayer
2. Twelve Traditions
3. Twelve Concepts
4. Clarity Statement
5. Statement of Purpose, Who is a voting member, and Attendance Policy
6. Approval of Minutes
7. Birthdays
8. New to H&I
9. H&I Service Anniversaries
10. Panel Problems: Ask the panel coordinators to mention any issues with their panels
11. Roll Call
12. Open Panels
13. Panel Requests
14. Chairperson Regional Report
15. Old Business
16. New Business
17. Coordinators Reports
  - a. Literature:
  - b. Jail:
  - c. Juvenile Facilities:
  - d. Recovery Centers:
  - e. Hospital Coordinator:
  - f. Volunteer List:
18. Motion to Close

## H&I Panel Leader Format

### ◆ Introduction:

- ◆ Welcome to the H&I panel of Narcotics Anonymous. My name is \_\_\_\_\_ , and I am an addict. We will open this meeting with the Serenity Prayer for those who wish to join: “God, grant me the serenity...”
  
- ◆ H&I stands for Hospitals and Institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker(s) we ask that you do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the Twelve Steps, or other questions related to the program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues. Additionally, according to our guidelines, we are not able to provide our phone numbers. However, we are happy to share with you meetings we attend regularly.
  
- ◆ Narcotics Anonymous is all inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength and hope. This is a spiritual program, not a religious one, so please don't let the word GOD offend you.

### ◆ Readings:

- ◆ I have asked someone to read:
  - ◆ Who is an addict?
  - ◆ What is the Narcotics Anonymous program?
  - ◆ Why are we here?
  - ◆ How it works
  - ◆ What can I do? (from the little white book)

### ◆ Speaker(s):

- ◆ Introduce your speaker(s)

### ◆ After Speaker(s):

- ◆ Narcotics Anonymous is here to help any addict who wants to stop using and find a new way to live. Here are some tools that work for us:
  - ◆ Come to a meeting a day for 90 days (and don't use in between!)
  - ◆ Read some NA literature everyday; our meeting schedules and literature are free and located here on the table
  - ◆ Get a sponsor (refer to Sponsorship pamphlet)
  - ◆ Keep coming back!
  
- ◆ Does anyone have any questions for our speakers or regarding the program of NA?

◇ Let's thank our speakers for sharing!

◇ We're going to close the meeting with the Serenity Prayer again for those who wish to join: "God, grant me the serenity..."

Do's and Don'ts for H&I Work in Treatment Facilities  
Do follow the guidance found in the WSC *H&I Handbook*

◆ Treatment Facility Rules

- Do Attempt to get the treatment facility agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to set up meeting
- Do Keep the staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

◆ Panel Leaders and Members

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members

◆ Literature

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H&I work
- Do Stamp all literature with the local phonenumber
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

◆ Treatment Facility Meetings

- Do Start and end on time
- Do Explain briefly, during the meeting, what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

◆ Residents Meeting Participation

- Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

◆ Panel Leaders and Members

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H&I facilities alone

◆ Facility Guidelines

- Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't Discuss conditions within the treatment facility
- Don't Discuss treatment staff members with resident(s)

- Don't Discuss resident(s) with the treatment facility staff
- Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to, any resident

◆ Meeting Guidelines

- Don't Give anyone within the facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery

## ORANGE COUNTY LEARNING DAYS SUBCOMMITTEE GUIDELINES 2024-02-18

### STATEMENT OF PURPOSE:

The purpose of the Orange County Area Learning Days Subcommittee is to plan, publicize and host Area events that promotes interest in and learning about approved NA literature, service committees, new materials, challenges, and our primary purpose regarding how we carry the message to the still suffering addict and how we might improve upon it. The main intention of these events will be to place emphasis on the use of the 12 Steps, 12 Traditions, and the 12 Concepts of Service in our service efforts. The structure of these events should foster interest in and use of the guiding principles by all participants. A secondary intent is to foster unity and cooperation between our service committees and the members of our area, reinforcing that our common goal is carrying the message. All participants shall conduct themselves in a way that exemplifies the principles contained in our Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.

### RESPONSIBILITIES AND FUNCTIONS:

1. To improve how we carry the message of recovery to the still suffering addict,
2. To improve the ways, we deliver services in our areas.
3. To help service committees share information, new materials, challenges, and rewards with each other and other members and groups.
4. To maintain a close working relationship with the OCASC.
5. To support, participate, and communicate on a regular basis with ASC Committees (H&I, PR, Activities, Phone-lines, Dare to Care, Sponsorship Behind the Walls, Youth Committee, LGBTQ, Archives, and ASO).
6. To conduct all business in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service.
7. Establish and maintain an OCLD archives.
8. Provide assistance, coordinate with Areas within the Southern California Region to support groups and any other facet to which we can provide information or support.
9. To work to increase interest and participation in service in our area,

### VOTING PROCEDURES

1. Voting members shall include OCLD committee members who have previously attended two consecutive meetings and have not missed two consecutive meetings. Voting privileges will be extended at the third consecutive OCLD committee meeting.

2. Quorum is defined as a simple majority of the voting members present and may be established by a show of hands; or when requested, by roll-call.
3. Business motions shall pass with a simple majority of the voting members present.
4. Motions regarding guideline changes, money matters, or removal of a trusted servant from their position shall require a 2/3 majority of voting members present.
5. Any responsibilities or decisions that arise between meetings are to be resolved by the executive body and reported at the next scheduled meeting.
6. Officers for the learning day subcommittee (Chairperson, Vice-Chairperson, Treasurer, ViceTreasurer, and Secretary) shall be elected in the "guideline review meeting" in April of each year. The newly elected officers will assume their duties **the following month.**
7. Elections of trusted servants shall require a simple majority of the voting members present.
8. Committee meetings are open to all interested members of NA, however, only OCLD Subcommittee Members are eligible to vote (in accordance with item #1 of the "Voting procedures).
9. For maintaining order, this committee is generally conducted in accordance with Robert's Rules of Order. We shall prioritize reaching a consensus and focusing on the group conscience on all matters brought to the committee. If a group conscience is reached no vote is needed in accordance with the guidelines.

## QUALIFICATIONS

(A) The Chairperson shall have at least four years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.

(B) The Vice-Chairperson shall have at least three years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and shall be willing to step up to Chairperson position after one year of service as Vice-Chairperson.

(C) The Secretary shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, and a willingness to serve.

(D) The Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, and a willingness to serve.



(E) The Vice-Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, a willingness to serve, and be willing to step up to the Treasurer position after one year of service as Vice-Treasurer.

#### DUTIES OF THE OFFICERS

(A) The Chairperson shall:

1. Attend and preside at all subcommittee meetings.
2. Prepares an agenda for each OCLD subcommittee meeting.
3. Provide a written agenda for each OCLD subcommittee meetings.
4. Ensures that all OCLD trusted servants fulfill their duties
5. Oversee and coordinate the events/functions.
6. Attend the ASC committee meeting and submit a written copy of the OCLD subcommittee report to the ASC secretary.
7. Votes on behalf of the OCLD at ASC when applicable.
8. Be a signer on the committee bank account.

(B) The Vice-Chairperson shall:

1. Perform the duties of the Chairperson in their absence.
2. Assist the Chairperson in overseeing and coordinating the events/functions.
3. Attend all OCLD subcommittee meetings.
4. Must attend three Area Meetings.

(C) The Secretary shall:

1. Take minutes of all OCLD subcommittee meetings.
2. Provide previous month's minutes to all committee members 72 hours prior to current meeting.
3. Assist the Chairperson and Vice-Chairperson in overseeing the function.
4. Attend all OCLD subcommittee meetings.

5. Archive subcommittee meeting documents and pass down documents to the new secretary.

6. Maintain accurate membership roster

(D) The Treasurer shall:

1. Maintain subcommittee checking account and reconcile the bank account monthly.

2. Be responsible for all income.

3. Pay all expenses in a timely manner.

4. Supply subcommittee with monthly printed financial report at subcommittee meetings.

5. Attend all OCLD subcommittee meetings.

6. Shall issue receipts for all money received from all sources.

7. Be a signer on the committee bank account.

(E) The Vice-Treasurer shall:

8. Attend all subcommittee meetings.

9. Perform the duties of the Treasurer in their absence.

10. Assist Treasurer as needed.

11. Responsible for second verification of all cash transactions.

(F) Non-executive Service Positions

Archivist



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **MISSION STATEMENT:**

Our mission is to carry a clear message to the public and Narcotics Anonymous members of what Narcotics Anonymous is, what we do, and why we are here in the community.

### **DEFINITION AND PURPOSE:**

The Public Relations Committee is a subcommittee of the Orange County Area Service Committee. Our aim is to carry out our Fifth Tradition, which states, "Our primary purpose is to carry the message to the addict who still suffers." We do this by providing information about Narcotics Anonymous to the public, to professionals who come in contact with addicts, and to addicts themselves. We fulfill our goals in accordance with our Eleventh Tradition, which states, "Our public relations policy is based on attraction rather than promotion. We need always maintain personal anonymity at the levels of press, radio and film."

### **FUNCTION OF THE PUBLIC RELATIONS COMMITTEE:**

- I) To provide information about NA to addicts, to professionals, and to the public by placing service announcements in the press, radio, and television.
- II) To provide information about NA to professionals who work with addicts, such as educators, treatment providers, and criminal justice officials. We do this by reaching out to professionals and by responding to their requests.
- III) To provide NA resources including and not limited to presentations, booth sittings, and literature to non-NA groups.
- IV) To reach out to the community as a whole by letting people know that NA exists and how we can be reached.
- V) To participate in the Southern California Regional Public Relations, Phonelines, and Website committee meetings and activities.
- VI) To maintain Orange County Area Phonenumber by providing information and training on how to respond to addicts seeking recovery and Public Relations concerns.
- VII) To maintain communication with the Area at Area Service Committee business meetings.
- VIII) To maintain communication with the other Area sub-committees, providing them with assistance when needed.



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **COMMITTEE MEMBERS AND OFFICERS:**

The Public Relations subcommittee is made up of recovering addicts who are interested in carrying the message of recovery to the still suffering addict and the public at large. This is done in accordance with the Twelve Traditions, Twelve Concepts, and these guidelines.

Committee officers should have a willingness to be of service and have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

At each March meeting, the committee will elect its officers for the coming year, with nominations taking place in February: Chairperson, Vice-Chairperson, Secretary, Coordinator of Phone Lines, Vice Coordinator of Phone Lines, PACT Coordinators, Social Media Moderator and Literature Coordinator.

### **COMMITTEE CHAIRPERSON:**

#### **REQUIREMENTS:**

- I) Suggested 2 years of continuous clean time.
- II) 1 year of Public Relations experience.

#### **DUTIES:**

- I) Presides at Public Relations Committee meetings and creates meeting agendas.
- II) Receives all Committee correspondence and responds with assistance of the sub-committee Secretary.
- III) Votes only in case of a tie at Committee meetings.
- IV) Reports monthly to the Area Service Committee and provides information to other Area sub-committees.
- V) The Chairperson is to attend the Regional Public Relations Meeting and two Regional Service Works Learning Days and report to the ASC.
- VI) The Chairperson is a coordinator for all events. The Chairperson is the single point of accountability to the ASC regarding these events.



**OCNA PUBLIC RELATIONS SUBCOMMITTEE**

**COMMITTEE VICE-CHAIRPERSON:**

**REQUIREMENTS:**

- I) Suggested 1 year of continuous clean time.
- II) 6 months Public Relations experience.

**DUTIES:**

- I) Performs duties of Chairperson and other officers in their absence.
- II) Co-coordinator to all events.
- III) Responsible for the Committee's miscellaneous materials and supplies.
- IV) Presumed to transition into the Chairperson position upon election by the PR sub-committee.
- V) Coordinates Public Relations presentations.
- VI) Orders directories from the ASO Chair, or otherwise coordinates printing.



**OCNA PUBLIC RELATIONS SUBCOMMITTEE  
COMMITTEE SECRETARY:**

**REQUIREMENTS:**

- I) Suggested 1 year of continuous clean time.
- II) 3 months of Public Relations experience.

**DUTIES:**

- I) Facilitates the PR Committee meeting in the absence of the Chair and Vice Chair.
- II) Responsible for Public Relations files.
- III) Records Public Relations Committee meeting minutes & stores them in the Google Drive as needed.
- IV) Updates and maintains committee guidelines
- V) Assists Chairperson with all Committee correspondence.
- VI) Arrange printing as the need arises.



**OCNA PUBLIC RELATIONS SUBCOMMITTEE  
PROJECT COORDINATOR:**

The PR Sub-committee has multiple project coordinators. There may be more than one project coordinator for any of the major events undertaken by the PR Sub-committee.

The PR Committee Chair may delegate responsibility to any PR member who meets the requirements below as a Project Coordinator for a period of two months or less, which is essentially for one-time presentations, contact work, events or projects.

Work which re-occurs from month to month will be assigned to a PR Coordinator for a one-year commitment period by sub-committee vote. These one-year commitments follow the guidelines which correspond to that project's format.

**REQUIREMENTS:**

- I) Suggested 1 year of continuous clean time.
- II) Six months experience carrying the NA message of recovery outside of NA Group run meetings. This requirement is satisfied by experience in any service work defined in the Public Relations Handbook (i.e. H & I, Phone Lines or Public Relations).
- III) Must have participated in the same type of project activity or have attended a PR training session that addressed the specific function for which the individual will be responsible.
- IV) Attend the monthly PR Sub-committee meeting during project duration.

**DUTIES:**

- I) Accomplishes the duties specified in the format that corresponds to the PR project.
- II) Tailors the project format as necessary to conform to characteristics unique to each activity. Ensures that tailored materials are filed with the PR Sub-committee secretary upon change.
- III) Ensures other NA members participating in the project have received a copy of the appropriate format for the project.



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **INTERNET RESOURCES COORDINATOR (WEB-COORDINATOR):**

#### **REQUIREMENTS:**

- I) Suggested 2 years of continuous clean time.
- II) 6 months of Public Relations experience.
- III) Knowledge of Word Press in order to maintain the OC Area website.
- IV) Access to a secure computer capable of holding the necessary material for maintenance to the Orange County Area website.

#### **DUTIES:**

- I) Adhere to the Southern California Regional and Orange County Area web guidelines.
- II) Updates Orange County NA Meeting information on the BMLT.
- III) Reports any correspondence at the monthly Orange County Public Relations Subcommittee meeting, and attends all Regional PR Web committee meetings.
- IV) Reviews and keeps record of any sub-committee supplied material posted on the website.
- V) Issues and maintains email ID's and the webmail functions under the Orange County Area domain (orangecountyna.org). Requests funds from ASC for fees to renew domain prior to expiration of domain subscription.
- VI) Refers to the Internet Policy and Guidelines for more details of duties and responsibilities of this Coordinator function.





## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **LITERATURE COORDINATOR:**

#### **REQUIREMENTS:**

- I) Suggested 1 year of continuous clean time.
- II) 6 months of Public Relations experience.
- III) Must have transportation and the ability to store the literature.

#### **DUTIES:**

- I) Order monthly literature with ASO, according to budget. (\$400).
- II) Maintain and stamp all literature.
- III) All literature must meet Public Relations criteria:(IP #1, 6, 7, 8, 11, 13, 16, 17, 22, 23, 27, 29, 30, Basic Text, It Works, JFT, Step Working Guide, White Books).
- IV) Drop off literature at various facilities.
- V) Orders & maintains literature racks and displays as needed.
- VI) Provide literature to other sub-committee members as needed.



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **PHONELINE COORDINATOR:**

#### **REQUIREMENTS:**

- I) Suggested minimum of 2 years clean.
- II) Shall have a minimum of 1 year experience working on the Phonenumber.
- III) Shall have maintained regular attendance at Public Relations Subcommittee meetings.
- IV) Shall have served as Vice-Cordinator (or another capacity) of sub-committee.

#### **DUTIES:**

- I) Shall regularly maintain and ensure updates of meeting information and retrieval of messages from e-mail or text message.
- II) Shall attend all Public Relations sub-committee meetings.
- III) Attends or sends delegates to the Regional Phonenumber Committee meetings and learning days.
- IV) Maintains ongoing communication with the Orange County Area and Regional Phonenumber Committees.
- V) Maintains responsibility to e-mail current phone bills to the PR chair and ASC Treasurer and follow up to make sure bills are paid.
- VI) Maintains updated slot coverage calendar and helpline volunteer directory.
- VII) Perform semi-annual audit of Phonenumber slots to ensure volunteers are fulfilling duties.
- VIII) Ensures all Phonenumber members receive proper training and materials.
- IX) Maintains the Freedom Voice Helpline Operating System.



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **VICE PHONELINE COORDINATOR:**

#### **REQUIREMENTS:**

- I) Suggested 1 year clean.
- II) Shall have a minimum of 6 months experience as a Phonenumber volunteer.
- III) Shall be willing to move up to Phonenumber Coordinator.

#### **DUTIES:**

- I) In the absence of the Phonenumber Coordinator, the Vice-Coordinator shall perform the duties of the Coordinator.
- II) Maintains a current list of Phonenumber volunteers.
- III) Ensures all Phonenumber volunteers receive proper training and materials.
- IV) Shall attend all Public Relations sub-committee meetings.



## **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

### **PHONELINE VOLUNTEER:**

#### **REQUIREMENTS:**

- I) 6 months clean time required. 1-year clean time required for regional slots, as per Regional Guidelines.
- II) Knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
- III) Shall regularly attend Narcotics Anonymous meetings.
- IV) Carries a clear Narcotics Anonymous message of recovery.
- V) All new Phonenumber volunteers must attend orientation to begin their slot.

#### **DUTIES:**

- I) Must be willing to be of service and give personal time.
- II) Must be willing to follow Committee Guidelines.
- III) Must be willing to be trained by a qualified Phonenumber volunteer.
- IV) Failure to answer during quality control calls will result in removal of Phonenumber slot.
- V) It is the volunteers' responsibility to notify the Phonenumber Coordinator/Vice Coordinator if they cannot fulfill their commitment. Phonenumber volunteers who fail to honor their commitment without notifying the Coordinator/Vice Coordinator for two (2) consecutive weeks without finding a replacement may forfeit their slot position at the discretion of the sub-committee.
- VI) All Phonenumber Volunteers must attend 1 OC PR Sub-committee meeting a year to keep their Phonenumber slot.



**OCNA PUBLIC RELATIONS SUBCOMMITTEE**

**PACT (Parole And Community Team) COORDINATOR (1 male, 1 female):**

**REQUIREMENTS:**

- I) Suggested one-year clean time.
- II) 6 months Public Relations experience.
- III) Ability to get to the PACT meeting every month.

**DUTIES:**

- I) Attend the PACT meeting every month.
- II) Bring literature, directories, and small literature rack to meeting.
- III) Attend monthly PR sub-committee meeting.



## OCNA PUBLIC RELATIONS SUBCOMMITTEE

### SOCIAL MEDIA MODERATOR

#### DEFINITION AND PURPOSE:

The purpose and function of the Public Relations Social Media Moderator is to manage the Virtual NA Facebook page by accepting posts that attract addicts to the Orange County Area of Narcotics Anonymous. The Social Media Moderator is responsible for posting information about in-person and virtual NA meetings, NA events, Digital Literature, and sub-committee announcements for the OC Area only. The Virtual NA Facebook page serves as internal communication (for NA members) and external communication (for members of the public). The goal is to make information regarding the OC Area of NA more widely available to those inside and outside the fellowship.

#### TRADITIONS AND GUIDING PRINCIPLES:

- **Tradition 5** – *“Each Group has but one primary purpose to carry the message to the addict who still suffers.”*
- **Tradition 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.”*
- **Tradition 10** – *“Narcotics Anonymous has no opinions on outside issues, hence, the NA name ought never be drawn into public controversy.”*
- **Tradition 11**- *“Our Public Relations policy is based on attraction rather than promotion, we need always maintain personal anonymity at the level of press, radio, and film.”*

#### REQUIREMENTS:

- I) 6 months Clean.
- II) Duration of 1 year with the possibility of two additional 1 year terms.
- III) Knowledge of the 12 Traditions of Narcotics Anonymous.
- IV) Dedicated time every other day to moderate the social media web-page.

#### DUTIES:

- I) Moderate posts, messages, and friend requests every other day.
- II) Only make available information regarding the Orange County Area of Narcotics



### **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

Anonymous.

- III) To make links for digital NA literature available to all interested parties.
- IV) Respond to messages at the minimum every other day.
- V) Post flyers for Orange County Area and Homegroup events.
- VI) Post a spotlight on service or activities every other week to highlight important events occurring in the Orange County Area.
- VII) Remove disruptive or hostile participants from the group after two kind warnings (disruptive or hostile is defined here as posting non-NA related information, insulting the moderator or NA, or trying to endorse outside causes).

### **FRIEND REQUESTS:**

- I) The Social Media Moderator will accept all friend requests.
- II) Disruptive or hostile participants will be removed from the group after two kind warnings to stay within the guidelines for posting.

### **POSTS:**

- I) Accept posts regarding in-person and Virtual NA meetings in Orange County Area.
- II) Accept posts regarding sub-committee announcements, activities, and service opportunities in Orange County Area.
- III) Decline posts that display Just for Today readings, Gratitude Lists, Anniversary Announcements & Pictures of members.
- IV) Decline any announcements for clubhouses, treatment centers, or outside enterprises.
- V) Decline any posts that have logos or names of outside organizations or enterprises.
- VI) Respond to posts about NA events happening at related facilities and asks the poster to remove the facility name and replace it only with an address.

### **PRIVACY SETTINGS:**

- I) All posts will be approved or denied according to the Social Media Moderator.
- II) Comments will not be allowed.



### **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

- III) Sharing will be allowed.
- IV) Tags on people and groups will not be permitted on the social media page.
- V) Membership will be open to all interested parties both inside and outside the NA fellowship.





## OCNA PUBLIC RELATIONS SUBCOMMITTEE

### OPERATIONAL GUIDELINES:

- I) In accordance with our Traditions, Public Relations displays of any type serve the purpose of informing the public and how we can be reached. All displays must avoid making any claims about the effectiveness of NA and should not mention any other organizations or programs.
- II) It is the volunteers' responsibility to cover their slot for any particular PR event or project.
- III) Public Service Announcements should be targeted at the media covering our area. In the event that the media extends into another area, we will inform those areas and confirm that we are not interfering with their own Public Relations effort.
- IV) All initial contacts with professionals must include:
  - a. Cover letter briefly describing NA
  - b. Meeting directory
  - c. Information Pamphlets
  - d. Information about ordering more literature
  - e. Contact number for more information
- V) Speakers who address non-NA organizations should restrict their presentation to "recovery" in Narcotics Anonymous. They should be well versed in our Traditions. They must adhere to the principle of anonymity. In particular, special care must be taken to avoid expressing opinions on outside issues, simply because such opinions may be taken as NA policy.
- VI) Committee officers and Coordinators serve a 1-year term. They may serve one additional term in office, but may not serve more than 2 consecutive terms in a particular office or position.
- VII) Any Committee member or officer may be removed during their term by a majority vote of the Committee.
- VIII) The Public Relations meeting is held on the second Sunday of every month at 10am. Special meetings may be called by a majority vote of the Committee members, or by the Chairperson. Reasonable notice of such special meetings must be given to all committee members.
- IX) All Public Relations Committee meetings are open to any NA member, but closed to the general public.



### **OCNA PUBLIC RELATIONS SUBCOMMITTEE**

- X) Every December, the Committee shall hold a “Group Inventory” meeting to review what was achieved in the previous year and propose new projects for the upcoming year.
- XI) Guideline Reviews will be held in January. Guidelines may be amended at any time by a two-thirds vote from the Public Relations Committee and with the approval of the ASC.
- XII) Nominations for subcommittee officers will be held in February, with elections taking place in March
- XIII) The Committee operates within the budget approved by the ASC (\$400 for literature each month). Additional funds may be requested but must be approved by the ASC.
- XIV) Rent for the meeting space at Recovery Road is paid by the ASC committee.
- XV) The Committee will function in accordance with the Twelve Concepts of NA Service.
- XVI) This Committee will operate within the parameters set forth in the current edition of the Public Relations Handbook, published by the WSO and the current ASC guidelines.
- XVII) PR Sub-committee officers (Chairperson, Vice-Chairperson, Secretary, Coordinator of Phone Lines, Vice Coordinator of Phone Lines, PACT Coordinators, social media moderator and Literature Coordinator) have voting privileges, regardless of attendance. Sub-committee members who attend two consecutive meetings may vote and if two consecutive meetings are missed, their vote is forfeited.

Updated and approved  
02/11/2024

# **ORANGE COUNTY AREA LIAISON** **GUIDELINES – SPONSORSHIP BEHIND THE** **WALLS COMMITTEE**

## I. Area Liaison/Representative

### Qualifications:

1. Is affirmed by the OCANA committee.
2. Suggested to have two (2) or more years clean time.

### Responsibilities:

1. Should not miss more than two (2) consecutive Regional SBTW committee meetings, or OCANA meetings
  2. Be responsible for all correspondence OCANA to the Regional SBTW Committee (e.g. Sponsor reports, letters). Note: If the Liaison, for some reason, missed a SBTW Regional Committee meeting, the Liaison may receive the mail through a re-mail from the committee.
  3. Provides the SBTW Regional Committee meeting with updated reports on the names of Sponsors and who their Sponsees are, including updating the Sponsor Report Log Grid
  4. Shall maintain communication with all the Sponsors from OCANA on a regular basis.
  5. Shall pre-screen potential Sponsors as to their willingness to follow the Regional SBTW Guidelines and procedures, using the Sponsor Interview Form (see Attachment 2).
  6. Shall provide SBTW Regional Committee Guidelines to OCANA and follow those Guidelines and procedures, in conjunction with OCANA Guidelines.
  7. If necessary, may be removed by a simple majority vote of the Regional SBTW committee.
- 

## II. Sponsor

### Qualifications:

1. Complete abstinence from all drugs for two (2) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
3. Must only utilize the *NA Step Working Guides*, the *Narcotics Anonymous Basic Text*, *It Works How and Why*, *Just for Today*, and *The Guiding Principles: The Spirit of Our Traditions*.
4. It is suggested to be off parole/probation.
5. It is suggested to have had no convictions for at least one year.

### Responsibilities:

1. Must meet all of the requirements of the screening process.
2. Must read and sign the Correspondence Only Agreement.
3. Must have an NA Sponsor and carry a clear NA message.
4. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter (refer to Attachment 3).
5. The Sponsor is responsible to report when he/she is no longer available to be a Sponsor to his/her assigned Sponsee(s) and to the SBTW Liaison
6. Must abide by the guidelines of the SBTW committee and the rules of the institutions.

# OCNA Archives Caretaker

## October 2023

### **Mission Statement:**

*The Orange County Area Narcotics Anonymous Archives Caretaker's mission is to collect, preserve, and protect a variety of original document based materials containing information of pertinent historical value relating to the history and development of the Orange County Area of Narcotics Anonymous. By collecting and preserving documents, artifacts, oral histories and by preserving special memorabilia which reflects the lives, activities, and actions of recovering addicts in the Orange County Area of Narcotics Anonymous, the Caretaker will help to ensure that these materials will be available for successive generations to access and explore.*

### **Requirements:**

1. Suggested 10 years of clean time.
2. Suggested 1 year of Area Service Committee experience.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
4. Knowledge of Google Drive.
5. Access to a scanner and a computer.
6. Elected by the GSRs of the Orange County Area Narcotics Anonymous.
7. Trained by previous Archives Caretaker.

### **Duties:**

1. For documents, literature, or memorabilia collected, observe the Archiving Procedure document. [Archival Procedure Link](#)
2. Communicate with OC Activities Committee, OC Unity Day, or any OC NA Homegroup that would like to have the Archives booth at their events.
3. Utilize the Archives Checklist for all items brought to and returned from events.
4. Assemble a team of 2 or 3 willing and knowledgeable recovering addicts to help with the booth.
5. Before setting up the booth, polish display cases, buff fingerprints off book covers, and complete general upkeep of all protective resources for the archives.
6. Store all Archives keys in a safe location, off site (The ASO has a copy of the keys as well).
7. Keep all display resources (tablecloths, magnets, clips, and bungee cords) in one accessible location.
8. Provide a written report to Area once a month on the status of the archives and whether or not any items were digitized and added to the Archives collection. Email Archives reports to the ASC Chair, Vice-Chair, Secretary, and Treasurer.
9. If protective/display resources need to be acquired, ASC has allocated a budget of \$100 per month.
10. Remit any expense receipts to the ASC Treasurer.
11. Host OCNA Archive's Drive annually or biannually.
12. Maintain all OC NA Archives with the highest level of respect and integrity.