

Seattle Area Service Committee
Narcotics Anonymous
Guidelines for Service

I. Name

- A. The name of this Committee shall be the Seattle Area Service Committee of Narcotics Anonymous, hereinafter called the SASC or the Committee.

II. Purpose

- A. The purpose of the SASC is to serve the NA groups in the Seattle Area by providing a forum which brings together representatives of each group in order to: 1) promote their primary purpose; 2) help the groups deal with their day to day problems and needs; 3) promote communication among groups and; 4) provide a structure that develops, coordinates and maintains services on behalf of NA in the Seattle Area.
- B. As a service committee of Narcotics Anonymous, this body shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous, Guide to Local Services, and all past major motions. Subcommittees shall be guided by the World Service Approved Handbook created to address their specific purpose. No action that conflicts with any of these principles or the current SASC guidelines shall be taken or entertained by this body.

III. Participation

- A. Participation in the SASC shall be open to any NA member.
- B. Voting privileges in the SASC shall be limited to a group's designee.
- C. Any member of the Committee may make a motion or participate in discussion.

IV. Meetings

- A. The Committee shall meet monthly in regular session on the first Sunday of the month at the time and place of their choice. Changing the meeting time and/or location requires a vote of 2/3 majority of voting members present. However, in the event that the facility is unavailable for the regularly scheduled time or date and must be rescheduled before the next SASC, the SASC Chairperson has the authority to re-schedule for the next available Sunday. The SASC Chairperson must make all reasonable attempts to notify the service body of the change. (i.e. email, posting to the SASC Website, telephone and a notice posted at the facility at the regularly scheduled time, date and place notes the new location, time and/or date)
- B. A special meeting may be called by the Chairperson. The written request of 5 GSRs is required. The purpose, place and time of the meeting shall be stated in the call. Except in cases of emergency, at least seven days' notice shall be given.
- C. An area inventory shall be held at least, but not limited to, every two years.
- D. SASC Rules of Order shall be used as procedure in all SASC meetings (See Section VII Rules of Order).

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V. Voting

- A. Votes shall be by acclamation (voice vote) or by count of hands, at the discretion of the Chairperson.
- B. Any participant may request a count be taken.
- C. Voting on all SASC motions and elections shall be done on a one- group/one-vote system.
- D. Main motions require a 2/3 “yes” (in favor) vote to pass. All motions related to expenditures require a 2/3 “yes” vote to pass. Parliamentary motions and elections require a simple majority (greater than 50%) “yes” vote to pass, unless otherwise indicated in Section XIII. Funds or Section VII. Rules of Order.
- E. The set of members used to determine the total of votes shall be “those present and voting”.
- F. The SASC Treasurer shall be consulted before any budgetary expenditure is voted on.
- G. Any motions shall not be voted on if the minutes have not been transmitted prior to the group's business meeting.

VI. Motions

A. Types of Motions

1. Procedural (Parliamentary) motions

- a Motion to amend -SIMPLE majority required -Is debatable - MAY NOT interrupt speaker. 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 to the motion. Debate on the pending motion is then suspended until the body accepts or rejects the proposed amendment.
- b Motion to Extend Debate -2/3 majority required -IS NOT debatable- MAY NOT interrupt speaker. If a member believes that more debate is required, s/he may make a “motion to extend debate.” When the motion is made, the maker shall specify the amount of time to extend debate. Without discussion the increase in time shall be voted on.
- c Motion to call the Previous Question - 2/3 majority required -IS NOT debatable-MAY NOT interrupt speaker. This motion is made by a member saying, “I move that debate stop right now and that we vote immediately.” This motion can prevent needless, lengthy debate but caution must be exercised to ensure that the motion being debated is clearly understood before a vote is taken to end debate. It is in order after any speaker has finished. The Chairperson must recognize the maker and a vote must be taken with no debate.

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- d Motion to Table –SIMPLE majority required –IS NOT debatable –MAY NOT interrupt speaker. This motion is made by a member saying, “I move that we table this motion until such and such a debate/meeting.” It is appropriate when:
- A small number of voting members are present
 - More information would be helpful and time does not permit presentation of such information;
 - Necessary information pertaining to the motion is not available.
 - If it fails, debate continues on the motion itself. If it passes, the Committee moves on to the next item of business. The tabled motion shall be included in the Committee agenda on the date specified.
- e Motion to Remove from the Table -SIMPLE majority required -IS NOT debatable – MAY NOT interrupt speaker. This motion is made by a member 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 a 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.
- f Request to Withdraw a Motion -UNANIMOUS CONSENT required -IS NOT debatable – MAY interrupt speaker. Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The Chairperson then 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.
- g Motion to Adjourn -SIMPLE majority required -IS NOT debatable -MAY NOT interrupt speaker. Any voting member may move to adjourn at any time. This motion is always in order. after all business, the Chairperson may declare the meeting adjourned without a motion.

2. Form

- a A motion contains at least three parts and possibly six.
- b Motions should be written using the following structure:
- I move that (already included on the motion form).
 - Who is to do something;
 - What they are to do;
 - How they are to do it, if applicable;
 - When it is to be done, if applicable;
 - Why they are to do it, if applicable.

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3. Presentation

- a All motions must have a second signed by a voting member of the SASC. All motions shall be presented in writing to the SASC parliamentarian for clarification (if necessary). If, in the opinion of the parliamentarian, a problem exists with the motion, s/he shall work with the maker to correct it. However, if the maker of the motion wishes, the Parliamentarian shall pass the motion on to the Chairperson without changes.
- b Any motions submitted for New Business in a session that are not brought to the floor during that session shall automatically be brought to the floor for debate during the Old Business portion of the following regular session of the SASC.
- c The Chairperson shall decide the order in which motions shall be considered by the SASC. The Chairperson may not hold back any motion from debate.
- d The Chairperson may rule any motion out of order. Such rulings are subject to challenge by any service member or GSR (see Section VII. Rules of Order, A. Other Procedures, 4. Point of Appeal).

4. Debate

- a The maker of a motion and/or the voting member who seconds the motion must be present when the motion comes before the floor for debate.
- b The maker of a motion shall be allowed to speak first during debate on that motion.
- c At any time during debate, a member may propose a friendly amendment to a motion currently on the floor (see Section VI. Motions, a) (1)). If the maker of the motion and the voting member seconding the motion agree to the amendment, all voting members shall be allowed to debate the amendment (not the entire motion) and vote to approve or disapprove. Debate on the newly amended motion shall then begin, and the voting members shall be allowed to vote to approve or disapprove the amended motion in its entirety.

VII. Rules of Order

- A. Rules of Order 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.
- B. Once the meeting is underway, only one matter shall be before the Committee at any one time and no other discussion is in order.
- C. Debate on both main motions and parliamentary motions is limited to three pro and three cons (speakers for and against the motion).
- D. Each speaker addressing a motion in debate is limited to three minutes. No member may speak pro or con more than once in any debate.

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- E. If a member feels more debate is necessary s/he may make a motion to extend debate.
- F. Other Procedures
1. Members may alter or clarify the proceedings by means other than Procedural motions. The following are a few of the most common:
 - a. Order of the day -NO second required -IS NOT debatable -MAY interrupt speaker "Call for the order of the day" is a request that the Chairperson brings the meeting back on track and conducts it according to procedure, adhering to the agenda. This does not require a vote - the Chairperson is obligated to enforce the request unless two- thirds of the body tells the Chairperson otherwise.
 - b. Point of Order -NO second required -IS NOT debatable -MAY interrupt speaker When a member thinks that the rules of order are being violated, s/he can state, "Point of Order," which is simply a way to obtain recognition from the Chairperson and ask for a ruling regarding whether or not a specific rule of procedure is being violated. If the Chairperson agrees that the rules are not being followed, the Chairperson says, "Your point is well taken" and restates the appropriate rule. If the Chairperson does not agree, the Chairperson simply says, Overruled." This decision, as all others, can be appealed. A point of order is not a method to dispute the accuracy of something another member has stated; it is a tool used only to keep the Committee working on the subject at hand in accordance with the guidelines and other Rules of Order.
 - c. Point of Information- NO second required -IS NOT debatable- MAY interrupt speaker This is a request directed to the Chairperson for a response directly from the Chairperson or a member designated by the Chairperson in order to clarify or add information to the point being considered. The information relates to the point of discussion only, not the parliamentary procedure at hand. If the point is raised while another member has the floor and is speaking, the Chairperson shall ask the member who correctly has the floor if s/he shall yield to the point of information. The member has the right not to yield. If the speaker does not yield, the member raising the point of information must phrase it in the form of a question directed at the Chairperson. The Chairperson responds to the question and returns the floor to the previous speaker. A point of information is not properly used to create discussion between two members. After the question is stated, the member raising the point is obliged to remain silent.
 - d. Point of Appeal -REQUIRES a second -IS debatable -SIMPLE majority required- MAY interrupt speaker. Any decision made by the Chairperson may be appealed. If the appeal is seconded, the member states his/her reason for appealing. 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 Chairperson.
 - e. Point of Parliamentary Inquiry -NO second required -IS NOT debatable -MAY interrupt Speaker At any time a member may make a "Point of Parliamentary Inquiry," to request information regarding the appropriate procedure. The Chairperson must immediately

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recognize the member and answer the question.

- G. These Rules of Order are only intended to outline some of those that are most commonly used. They are not meant to be an exhaustive list. Any other rules or procedures contained in Roberts Rules of Order, Newly Revised may be used when appropriate.

VIII. Service Members

- A. A Service Member is defined as an SASC officer, subcommittee Chairperson, or the treasurer of the Activities subcommittee. The only exception is the Chairperson of the SINACC, who will not be considered an SASC service member (for the purpose of attendance & reports).
- B. Officers of the SASC shall consist of the Chairperson, the Vice Chairperson, the Secretary, and Assistant Secretary, the Treasurer, and Assistant Treasurer, the Regional Committee Member, and RCM-2, the Parliamentarian, and the SINACC Liaison.
- C. SASC Service Members shall be elected by the GSRs.
- D. No Service Member elected by the SASC shall serve more than two consecutive terms in the same position (with the exception of Asst. Secretary & Asst. Treasurer).
- E. No SASC service member may hold any other service position at the area level, including that of GSR or GSR Alternate.
- F. Any member of Narcotics Anonymous who meets the qualifications for a Service Member position may be elected to that position.

IX. Qualification for Service Members

- A. We recommend that all officers of this committee possess the following qualifications:
 - 1. The willingness and desire to serve.
 - 2. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous through practical application.
 - 3. The time and resources to be an active participant.
- B. All positions are for a term of 12 months, with the following exceptions:
 - 1. Secretary & Asst. Secretary serve a 6 month term;
 - 2. RCM serves a 2 year term (1st as RCM2, 2nd as RCM);
 - 3. C&E Representative serves a 3 year term;

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4. PR Chairperson serves a 2 year term.
 5. SINACC Liaison serves a 2 year term.
- C. All Service Members shall be required to sign a Memorandum of Financial Responsibility (see Section XVI. Appendix A. Forms) as a condition of becoming an SASC Service Member.
- D. In addition to the qualifications listed above, further requirements for each officer are as follows:
1. Chairperson
 - a A minimum of three years of continuous clean time.
 - b A minimum of one year of SASC service experience.
 - c A working knowledge of SASC Rules of Order.
 - d The ability to facilitate and maintain order in a firm yet fair manner.
 2. Vice Chairperson
 - a A minimum of two years of continuous clean time.
 - b A minimum of one year of NA service experience.
 - c The willingness to learn SASC Rules of Order.
 3. Secretary
 - a A minimum of one year of continuous clean time.
 - b The ability to take notes of proceedings and to type (access to a word processor is preferable).
 4. Assistant Secretary
 - a A minimum of six months of continuous clean time.
 - b The ability to take note of proceedings and to type (access to a word processor is preferable).
 5. Treasurer
 - a A minimum of three years continuous clean time.
 - b A minimum of two years of NA service experience.

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- c The ability to balance an account and keep records.
 - d Personal financial stability.
6. Assistant Treasurer
- a A minimum of two years of continuous clean time.
 - b A minimum of one year of NA service experience
 - c The ability to balance an account and keep records.
 - d Personal financial stability.
7. Regional Committee Member
- a A minimum of three years of continuous clean time.
 - b A minimum of two years of NA service, including at least one year of SASC service.
 - c The ability to attend the Regional Service Conference and to travel as directed by the SASC.
8. RCM-Alternate
- a A minimum of two years of continuous clean time.
 - b A minimum of one year of NA service experience.
 - c The ability to attend the Regional Service Conference and to travel as directed by SASC.
9. Parliamentarian
- a A minimum of three years of continuous clean time.
 - b A minimum of one year of SASC service experience as a Service Member or GSR.
 - c A working knowledge of the 12 Steps, 12 Traditions, Guide to Local Service and SASC Guidelines.
10. C&E Representative
- a A minimum of five years of continuous clean time.
 - b A minimum of two years of NA service.
 - c The ability to regularly attend the WNIR C&E committee meeting and to travel as directed by the SASC or C&E.

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11. SINACC liaison

- a Minimum of 5 years clean time.
- b Minimum of 1 year NA service.
- c The ability to regularly attend all SASC and SINACC committee meetings and to travel as directed by the SASC or SINACC.
- d Previous service experience beyond the group level (ASC, RSC, WSC, e.g.).
- e Previous experience with Activities or Convention committees.

X. Duties and Responsibilities of Officers

- A. All service members are expected to attend all SASC meetings in their entirety, including quarterly administrative meetings.
- B. The following are duties and responsibilities for each SASC Officer:

1. Chairperson

- a Presides over all meetings of the SASC.
- b Uses SASC Rules of Order to maintain order and facilitate procedure.
- c Recognizes participants or observers who are entitled to the floor.
- d States and puts to vote all motions that legitimately come before the committee.
- e Refrains from discussing any motion while presiding.
- f Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly (or the parliamentarian) for a decision.
- g Responds to inquiries pertaining to procedure or factual information bearing on SASC business.
- h Facilitates SASC meetings with fairness and impartiality.
- i Expedites business compatible with the rights of all participants and observers.
- j Appoints all SASC special committees and ad hoc committees.
- k Is a co-signer of the SASC bank account.
- l Prepares monthly SASC agenda. This agenda shall be printed in the minutes.
- m Performs various duties as necessary (per A Guide to Local Services).

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2. Vice Chairperson

- a Performs all duties and responsibilities of the Chairperson, including acting as Chairperson in the absence of the SASC Chairperson.
- b Coordinates the functions of a subcommittee in the absence of its Chairperson and Vice Chairperson.
- c Acts as liaison between all SASC subcommittees.
- d Is a co-signer of the SASC bank account.
- e Facilitates the quarterly administrative meetings.

3. Secretary

- a Responsible for written record of all SASC meetings.
- b Maintain a mailing list of all SASC Service Members.
- c Types and distributes minutes no later than fourteen (14) days following each SASC meeting.
- d Mails or emails a copy of SASC minutes to each of the following:
 - All SASC service members.
 - The Washington Northern Idaho Region Service Committee of Narcotics Anonymous.
 - The World Service Office of Narcotics Anonymous.
 - Anyone requesting minutes.
 - Regional Delegate.
 - Alternate regional Delegate.

4. Treasurer

- a Is custodian of all funds of the SASC.
- b Signs all SASC bank account checks along with one other designated service member, except in cases where the check is made out to the Treasurer (or another authorized signer), in which case two other authorized service members must sign the check.
- c Keeps an accurate record of all transactions.
- d Presents a financial report at every SASC meeting for inclusion in the minutes.

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- e Collects and deposits into the SASC bank account all donations from individuals, groups, and subcommittees.
- f Disburses funds as per the group conscience of the SASC.
- g Supplies copies of receipts for all income and disbursements and keeps copies of receipts dating back seven (7) years.
- h Prepares and presents an annual financial report to be audited by a group of SASC service members (see section XI, Funds).
- i Updates the contact information for the SASC Activities Storage Area.
- j Will not hold any other area sub-committee or area activities treasurer position while serving as ASC treasurer

5. Regional Committee Member

- a Represents the SASC at the Regional Service Conference (RSC), presenting an SASC report at every RSC meeting.
- b Presents a report to the SASC covering all relevant business conducted at the previous RSC meeting.
- c In cooperation with the RCM-2, produces and presents a C.A.R. workshop to the Seattle Area fellowship.
- d Maintains lines of communication between the SASC and other NA areas throughout the Region.
- e Performs all duties and responsibilities of the Chairperson in the absence of Chairperson and Vice Chairperson.
- f Assume the responsibilities of the SASC Fellowship Services Association (FSA) representative at the FSA annual meeting held the 2nd Saturday in October or on such other date determined by the Board of Directors.
- g Present a conference agenda report in conference years at the February ASC during Open forum.

6. RCM-2

- a Works closely with the RCM, practicing the duties and responsibilities of the RCM in preparation for election to the office.
- b Assists the RCM during RSC meetings.
- c In cooperation with the RCM, produces and presents a C.A.R. workshop to the Seattle Area fellowship.

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- d Performs all duties and responsibilities of the RCM at any RSC or SASC meeting that takes place in the absence of the RCM.

7. Parliamentarian

- a Reviews all motions before presenting them to the Chairperson.
- b Acts as advisor to Chairperson on all matters of policy and procedure.
- c Remains impartial in all matters of SASC business.
- d Maintains the SASC archives.
- e Is a signer of the bank account.

8. C&E Representative

- a Represent the SASC at each C&E meeting held quarterly.
- b Attend all SASC meetings.

9. SINACC liaison

- a Attends all SASC meetings, providing written report of SINACC activities and plans.
- b Represents the SASC at the SINACC meeting (including quarterly admin meetings) especially in matters concerning contracts and other obligations entertained by the SINACC.

XI. Subcommittees

A. General

1. The SASC may establish subcommittees to carry on the work of the Committee.
2. Standing subcommittees shall be formed upon approval of the voting members. They shall include but not limited to:
 - a Activities
 - b Unity Day
 - c Literature
 - d Public Relations
 - e Seattle International Narcotics Anonymous Convention Committee (SINACC)

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f Outreach

3. Special subcommittee (Ad-hoc) Chairperson may be appointed by the SASC Chairperson or by motion upon approval of the voting members.
4. Subcommittees are to be guided by World Service Approved literature.
5. Each subcommittee is autonomous but is directly responsible to the SASC.
6. Decisions made by subcommittees that affect the Seattle Area as a whole shall be presented in the form of a motion to be decided by the voting members of the SASC.
7. Each standing subcommittee shall develop written guidelines to be submitted for approval to the SASC.
8. Each subcommittee shall submit a written report at each SASC meeting.
9. All SASC Standing Subcommittees will maintain their individual subcommittees' guidelines. Changes to these guidelines must be approved by the SASC service body per "Section 12. Amendment to the Guidelines".
10. A copy of all SASC Standing Subcommittee guidelines will be provided to the SASC Parliamentarian. The SASC Parliamentarian will ensure availability in both hardcopy and electronic formats and coordinate with SASC PR for posting on the SASC Website.

B. Activities

1. Name and Purpose - The name of this subcommittee shall be the Seattle Area Activities Subcommittee (SAASC). This subcommittee shall be directly responsible to the Seattle Area Service Committee (SASC) of Narcotic Anonymous (NA). The purpose of this subcommittee will be to promote unity by having recovery oriented celebrations and events, and to cooperate with and coordinate these events within the SASC and WNIRSC of NA.
2. Meetings
 - a The SAASC shall meet a minimum of once a month. The date, time and location shall be maintained. Any changes in the meeting must be coordinated with the SASC Vice-Chair provided to the Schedules Committee and as soon as possible.
 - b Any special meetings may be called at any time, but must consist of two or more voting members, and must be called by the Chairperson or a simple majority of active committee members, with all members to be notified of the meeting, in advance.
3. Voting and Elections of Trusted Service members

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- a The voting membership shall be any member of NA who has attended one of the last two meetings.
 - b The voting members shall have one vote per person, excluding the Chairperson who will only be allowed to vote in case of a tie.
 - c Any member of the Seattle Area fellowship of NA may make motions. Each motion shall have a second as with any amendments to a motion.
 - d Any member of the Seattle Area fellowship of NA may make a nomination of a qualified person for an SAASC position of Trusted Servant.
 - e A simple majority is required to elect officers. They are as follows
 - The Chairperson shall be nominated by this committee to be elected at the February SASC meeting each year.
 - The Vice Chairperson shall be elected at the first SAASC meeting following the Chairperson's election, to a one year term.
 - The Recording Secretary shall be elected at the completion of the preceding Secretary's term.
 - The Treasurer shall be nominated by this committee, for election at the February SASC meeting.
 - The Arts and Graphics person shall be elected at the completion of the preceding Arts and Graphics term.
 - The Inventory Control person shall be elected at the completion of the preceding Inventory Controller's term.
 - The Merchandising person shall be elected at the completion of the preceding Merchandiser's term
4. Trusted Servants Requirements and Duties - These Trusted Servants will perform the duties as described by the Twelve Traditions of NA, the Twelve Concepts of Service, A Guide to Local Service, SASC, and the SAASC Guidelines. Members, at the discretion of the subcommittee, will be responsible for the collection of money, committee functions. No member shall take independent action without the direction of the SAASC.
- a Chairperson - The Chairperson shall have two years clean time, a basic understanding of the Twelve Steps, Traditions and Concepts of Service of NA, and a willingness to serve, and previous experience with SAASC, within the preceding 6 months, if possible.
 - Oversees all Area activities and functions, unless prior excused absence is arranged or emergency. This includes providing SASC and WNIRSC with information and flyers, providing an Agenda for each SAASC meeting, and maintaining communication with SASC and WNIRSC members.

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- All decisions will be by group conscience. The Chairperson will take a group conscience from with SAASC. If, after a reasonable effort has been made to hold a group conscience or in the event that one cannot be held, an automatic vote of confidence will be given, in accordance with these guidelines and SASC guidelines.
 - Attends and presents a report at the following meetings: SAASC, SASC, Washington Northern Idaho Regional Activities Subcommittee, SASC Administrative meetings, and Ad Hoc committee meetings that directly affect the SAASC.
- b Vice-Chairperson - The Vice Chairperson shall have one year clean time, have a basic understanding of the Twelve Steps, Traditions, and Concepts of Service of NA, and a willingness to serve, and previous experience with SAASC, within the preceding 6 months, if possible. This is a one year commitment with a view to being nominated for Chairperson at the end of their term.
- Performs all and any of the duties of the committee Trusted Servants in their absence.
 - Is present at all SAASC meetings, events and functions unless excused absence is arranged, and keeps an open line of communication with all SAASC members.
 - Calls SAASC members to remind them of the next meeting. D. Establishes and maintains the committee's phone list.
 - Establishes and maintains the list of fellowship members willing to volunteer their services for events. F. Other duties as directed by the SAASC Chairperson.
- c Recording Secretary - The Recording Secretary shall have a suggested six months clean time, have a basic understanding of the Twelve Steps, Traditions, and Concepts of Service of NA, and a willingness to serve. This is a one year commitment.
- Records, types and distributes the SAASC minutes. Attaches a financial report (provided by the Treasurer) to every copy of the SAASC minutes given monthly to all Subcommittee Chairs and officers of the SASC and Washington Northern Idaho Regional Activities Chair.
 - Is present at all SAASC meetings, events and functions except when excused.
- d Treasurer - The Treasurer shall have two years clean time, have a basic understanding of the Twelve Steps, Traditions, and Concepts of Service of NA, and a willingness to serve, basic math skills, and the ability to be trusted with large sums of money. Also, see Section 5 on Financial Procedures. This is a one year commitment.
- Being responsible for all monetary transactions; counting of money to be done in the presence of an appointed SAASC Trusted Servant or SASC officer; all monies collected at each event to be accurately accounted for; and forms for the activity filled out as defined in Section 5.
 - Make deposits following each event the night of the event with an officer of the

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committee or SASC, reporting the amount to the SASC Treasurer with 24 hours.

- Provides all receipts and records concerning any financial transactions within any activity hosted by the SAASC along with the Seattle Area Income Statement to the SASC by the SASC meeting after the event.
 - Provides a financial statement monthly to be attached with the minutes that are distributed by the secretary.
 - Is present at all SAASC meetings, SASC meetings, SASC Administrative meetings, events and functions except when excused.
- e Arts & Graphics - The Arts & Graphics person should have six months clean time, have a basic understanding of the Twelve Steps, Traditions and Concepts of Service of NA, and a willingness to serve. This is a one year commitment.
- Is present at all SAASC meetings, events and functions except when excused.
 - Produce flyers for all events, which include all pertinent details as well as the NA logo, symbol, or SASC approved artwork.
 - Distribute flyers to the SASC and to other areas and WNIR. D. Coordinate and facilitate the decorating for all events.
- f Inventory Control - The Inventory Control person should have a suggested one year clean time, have a basic understanding of the Twelve Steps, Traditions and Concepts of Service of NA and a willingness to serve. This is a one year commitment.
- Is present at all SAASC meetings, events and functions except when excused. B. Keeps an accurate running inventory of all supplies as well as needs.
 - Prepares a written inventory log sheet before and after each event.
 - Transports all necessary inventory items to and from all events and functions.
- g Merchandising - The merchandising person shall have two years clean time, have an understanding of the Twelve Steps, Traditions, and Concepts of Service of NA, and a willingness to serve, basic math skills, and the ability to be trusted with large sums of money. This is a one year commitment. Be willing to take area merchandise to other events outside the Seattle area.
- Contact vendors – soliciting bids for specific items, it is suggested there be three vendors bids.
 - After a vendor has been selected, the bid is then put before the SAASC for approval.
 - Keep inventory and control logs, books.
 - Make deposits directly to the Treasurer of the SAASC.

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- Report deposits to the Activities Chair and Treasurer.
- Maintain a stock of items as deemed necessary by the SAASC.

5. Financial Procedures

a Budgets

- An Event Budget Form will be turned in with the Chair's report at the SASC meeting regarding activities, prior to the activity so that GSRs, Officers of SASC, and Subcommittee Chairs will know about upcoming activities, approximately how much this activity will cost, what checks are to be written and for what reasons.
- At the SASC meeting, requests for all checks from the Area Treasurer for the upcoming activity would be needed. It is important to make checks out directly to the businesses involved. An SASC Event Disbursement Form will be required at that time.
- A budget of \$35.00 for the SAASC Chairperson to attend the WNIR Activity Committee meeting will be provided.

b Deposits

- The Treasurer and one other Officer of the SAASC Committee or the SASC must make a deposit the day of the event.
- When having events involving pre-sale tickets, the Treasurer will number all tickets and make a list of which ticket numbers individual members have. No more than 20 tickets may be given to any one member at one time. When the money and ticket stubs are returned, then the member may be given 20 more tickets. No member may be allowed to hold on to the money for more than 20 tickets for any reason. The Treasurer will make a deposit when they hold more than \$200.00.

6. Spiritual Guidance - The SAASC shall comply with any and all actions directed by the SASC, the Twelve Steps, Traditions, and Concepts of Service of NA, past and present motions pertaining to the SAASC, and the Local Guide to Service.

7. Amendments to SAASC Guidelines

- a Any voting member of the SAASC may propose an amendment to the SAASC Guidelines at any regular meeting of the SAASC. Upon approval of this amendment by the committee, approval by the SASC must be sought. The amendment will go into effect upon approval by the SASC.
- b Once a year, the guidelines will be reviewed by the SAASC and any amendments be proposed in the above manner in January.
- c The SAASC Guidelines shall be the Guide to the operation of the SAASC.

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8. Annual Events

a Six events are directed by SASC to be held every year. They are:

- Egg Hunt: Held on a Saturday in Mid April
- 4th of July Picnic: July 4th
- Recovery By The River: Held during a weekend in August
- October Carnival: Held in October
- Gratitude Dinner and Dance: Held in November
- New Year's Eve Event: December 31st.

9. Additional Events - Additional events shall be coordinated within the SAASC provided they are approved by the SASC in conformance with procedures in Section V.

C. Unity Day

1. Definition and Purpose

a The name of this subcommittee shall be the Seattle Area Unity Day Subcommittee (SAUDS). This committee shall be directly responsible to the Seattle Area Service Committee (SASC) of Narcotics Anonymous (NA). The purpose of this subcommittee will be to promote Unity by having a once a year event to celebrate Unity within the Seattle Area of NA.

2. Unity Day Chairperson

- a The Chairperson shall have minimum three (3) years continuous clean time, a working knowledge of the Twelve Steps, Traditions and Concepts of NA, a willingness to serve, and previous experience with the SAUDS
- b Duties:
- Oversees all sub committees and functions, unless prior excused absence is arranged or emergency occurs. This includes providing the SASC with information and fliers, providing an Agenda for each SAUDS meeting, and maintain communications with SASC and SAUDS members.
 - Attends and presents a report at the following meetings SAUDS, SASC, Seattle Area Administrative Committee Meeting, and any Ad Hoc Committee meetings that directly affect the SAUDS.

D. Literature

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1. Definition and Purpose

- a The Seattle Area Literature subcommittee is an operating subcommittee of the Seattle Area Service Committee (SASC) fully supported by and accountable to that committee. The purpose is to:
- Maintain an adequate supply of Narcotics Anonymous literature supplies to meet the needs of the local fellowship.
 - Stockpile and make available review and approve literature form.
 - Serve as a communication link in all matters of literature between the group and literature committees at all levels, Area, Regional, World.
 - Serve the forum where members may contribute to the development and creation of Narcotics Anonymous literature.

2. Literature Chairperson

a Duties

- Shall have a minimum of two (2) years continuous abstinence from all drugs.
- Arranges an agenda and presides over committee meetings.
- Prepares a report of committee activities including financial activity for the prior period.
- Prepares a budget based on committee input for presentation at the monthly SASC.
- Calls and arranges special and review meetings based on need.
- Attends and supports Regional Literature committee meetings.
- Reports to appropriate Area officers any changes in time or place of committee business.
- Other duties as may be assigned by the SASC.

E. Public Relations

1. Definition and Purpose

- a The purpose of the PR Subcommittee is to work together in the spirit of unity and cooperation to carry the message of recovery. In addition, the PR Subcommittee shall fulfill the goals as stated in this document, and serve the NA groups and the community at large in the greater Seattle Area to ensure that our message reaches all those who might benefit from the NA program of recovery. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary

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purpose.

2. Election for PR Subcommittee Chair will be conducted by the SASC. Elections for all other Admin positions will be held at the PR Subcommittee. Any participant may nominate an individual for election to PR service member position who meets the qualifications of that position as outlined in these guidelines. Nominees must be present to be elected. A simple majority is required to elect service members.
3. PR Chairperson
 - a 5 years continuous clean time
 - b 2 years previous PR Subcommittee or other relevant service experience
 - c Coordinates all public relations efforts.
 - d Preside at all regular and special Subcommittee meetings.
 - e Makes regular reports to SASC on the status of all proposed, current, or completed plans
 - f Represents PR Subcommittee at the regular meeting of the SASC
 - g Attend the quarterly regional all Subcommittee meeting
 - h If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled

F. Seattle International Narcotics Anonymous Convention Committee (SINACC)

1. Definition and Purpose
 - a The name of this subcommittee shall be the Seattle International Narcotics Anonymous Convention Committee (SINACC). This committee shall be directly responsible to the Seattle Area Service Committee (SASC) of Narcotics Anonymous (NA). The purpose of this subcommittee is to coordinate and conduct an NA Convention in the City of Seattle with participation from NA members in the Seattle and outlying Areas to bring our membership together in a celebration of recovery every other year on opposite years from WCNA. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.
2. SINACC Chairperson
 - a The Chairperson shall be elected by the SINAC Committee at the closing meeting of a convention year, in accordance with the SINACC guidelines.

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b Duties:

- Specific duties of the SINACC Chairperson are defined in the SINACC guidelines.
- Attends SASC when specifically requested to attend by the SASC Committee, and any Ad Hoc Committee meetings that directly affect the SINACC.

XII. Elections

A. General

1. Any participant may nominate an individual for an SASC service member position who meets the qualifications of that position as outlined in Section VII.
2. Nominees must be present to be elected.
3. A simple majority is required to elect service members.

B. Non-Compliance

1. A service member may be removed from office for noncompliance. A 2/3 vote in favor is required for removal. Non-Compliance is defined as:
 - a Loss of abstinence.
 - b Failure to attend and/or submit a written report for 2 consecutive SASC meetings.
 - c Failure to attend 3 consecutive subcommittee or administrative meetings (as applicable).
 - d Inability to meet the outlined qualifications of one's position.

C. Moratorium

1. A six-month moratorium shall be required of any service member resigning or removed from their elected position prior to completion of their term unless they resigned in order to fill another position of the SASC.

D. Term of Service

1. An elected service member shall assume the duties of the office at the end of the meeting at which s/he was elected.
2. In the event a service member is unable to fulfill their term, the SASC Chairperson shall appoint an interim service member, with election for replacement to serve until the next regularly scheduled election for that position.

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3. Any service member fulfilling an interim position shall be considered as having completed their term of service.

E. SASC service members shall be elected monthly as follows:

1. January - Chairperson, Vice Chairperson, Recording Secretary, Asst. Recording Secretary, Newsletter Coordinator
2. February - Activities Chairperson, Activities Treasurer, Parliamentarian, Unity Day, PR Subcommittee Chair
3. March - PI Coordinator, Helpline Coordinator
4. April - Web Coordinator
5. May - Literature
6. June - Treasurer, Asst. Treasurer, Schedules Coordinator
7. July - Recording Secretary, Asst. Recording Secretary
8. August - C&E Representative, SINACC Liaison
9. September - RCM, RCM2 (for term beginning in October)
10. November - H&I Coordinator

XIII. Funds

A. General Guidelines

1. All funds (not related to SINACC) shall be combined into one bank account to be managed by the SASC treasurer with separate bookkeeping of individual subcommittee funds. (SINACC funds shall be managed in separate accounts, at the discretion of the SASC Treasurer.)
2. All revenues and expenses shall be recorded in the general ledger of the Area in order to maintain a permanent record of all transactions.
3. All motions related to expenditures require 2/3 approval to pass. Expenditures itemized in approved budgets (i.e. budgets submitted and approved with a motion) do not need to be re-approved at the time of the expense.
4. Monthly, all subcommittees shall submit a transaction report to include all incoming and outgoing funds.

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5. This report shall be submitted to the Treasurer and also included in the subcommittee report that is printed in the minutes.
6. Monthly, the SASC Treasurer shall publish a report detailing the financial activity that occurred in the previous month. (See Section Appendix A. Forms)
7. Twice each year (in January and July) the SASC Treasurer shall publish a record of all group donations from the prior 6 months (see Section C.9.). This report will be published in the SASC minutes.
8. Checks drawn on the SASC bank account require two signatures. Authorized signers are the SASC Chairperson, Vice-Chairperson, Treasurer and Parliamentarian.
9. No cosigners may sign a check made out to him/her. Further, no check may be signed by two cosigners who are husband and wife, significant other, or who reside in the same household.
10. The SASC Chairperson shall be responsible to receive monthly bank statements from the post office and make a copy of those statements to forward to the SASC Treasurer in a timely fashion agreed upon by both the Chairperson and the Treasurer. The Chairperson will retain both the original statement and cancelled checks for the next audit.
11. The SASC Chairperson shall be responsible to schedule an audit of the SASC and all Subcommittee's who receive monies, once each year. This audit committee shall be comprised of the SASC Vice-Chairperson, the RCM (or RCM-2), and at least one more SASC Service Member (other than the Treasurer) who may be appointed by the Chairperson, and any GSR who wishes to attend. It is suggested that this audit be facilitated by an NA member who is not connected with the SASC. The Treasurer shall be present to respond to any questions posed by the ad-hoc committee. The SASC Treasurer and Treasurers or a representative from any sub-committee that receives funds from the SASC shall be in attendance with their respective financial records available for questions and inspection unless a separate audit of the sub-committees has been performed, as prescribed above, prior to the SASC audit. Failure to attend may be considered as being in non-compliance and a vote for removal may be brought before the next SASC. The audit shall commence in the month prior to the last term of an outgoing treasurer (currently May) or immediately if a Treasurer has resigned, relapsed, or been removed from their office by the SASC or Sub-committee with a 2/3's vote of those attending.

B. Budgets

1. During the 1st, 4th, 7th, and 10th months of the year, the SASC Vice-Chairperson will preside over an Administrative meeting to formulate a budget for the following quarter. This budget will be presented at the next regular SASC meeting following the Administrative meeting. All Service Members or their designees are required to attend each Administrative meeting. The meeting to formulate the budget for the 2nd quarter (April, May, and June) will be held in January (1st month), with subsequent meetings

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to formulate a budget for subsequent quarters (see below).

- a January – Quarter 2
- b April – Quarter 3
- c July – Quarter 4
- d October – Quarter 1

- Note: These budgets are simply a projection of anticipated expenses for the upcoming quarter.

2. All funding needs in excess of 10% over the approved budgeted amount for each Officer and/or subcommittee shall to be brought before the SASC for approval by the GSRs.

a Sub-committee Budgets

- Prepare a list of what items required funds, such as rent, food, entertainment, merchandise (breakdown the list to specific items), etc.
- Determine actual costs of above items.
- Estimate possible revenue from each (use past experience/history, etc)
- Remember, a budget is only a “guess” but care should be made to stay under budget and if that is not possible, get full committee’s approval before further expenditures.
- Complete ‘Actual’ column of Event Accountability form after each function for future historical use. (See Section C.5.)

b The following formula is used to calculate the amount available to budget:

- $\text{AVG monthly donations (minus 10\% RSC donation) (multiplied by 3) = amount to budget}$

C. Prudent Reserves

1. The SASC has subcommittees that are allocated a certain amount of money each quarter. This money is called a prudent reserve, and it is replenished at the end of each quarter (provided funds are available). The prudent reserve is not necessarily spent in full each month, only allocated to the subcommittee per requests that must be approved by the SASC (i.e. budgets for events, etc.).

a The current prudent reserves are as follows:

- General Fund \$1200.00

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- Activities \$2000.00
- Literature (last order + \$500 -see archives)
- Unity Day \$4000.00 (annually)

D. Treasury Procedures

1. The SASC Treasurer shall be empowered to ensure these procedures are followed.

2. Revenues

- a A receipt shall be issued for all funds received by the SASC.
- b A copy of each receipt shall be returned to the addict, group, subcommittee or other NA committee that donated or generated the funds.
- c Any bank deposits made by an individual other than the SASC Treasurer shall be followed by communication with the SASC Treasurer within 24 hours to verify the deposit. (See Section XI. Subcommittees, B. Activities, 3.a)

3. Expenses

- a All expenses made by the SASC shall be paid by check.
- b Disbursements
 - No cash disbursements shall be made by the SASC or any Officer or subcommittee.
 - If requested, a check may be written to an individual, endorsed by that individual, and cashed by the Treasurer, thus providing a paper trail for auditing purposes.
 - The Treasurer shall insure that the disbursement form has the corresponding motion number written on it. (See Section XVI Appendix A. Forms)
- c Advances
 - Any Trusted Servant of the Area who has expected future expenses may request an advance to cover those expenses.
 - This will be recorded as an advance with the Trusted Servant being liable for the full amount until a valid expense report and/or receipt(s) are turned in or until the cash is returned which shall be no longer than 30 days.
 - The Treasurer must ensure that a disbursement form is created and the receiver of the advanced money must sign it.
 - The payee must return any unused advanced money.

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- Receipts must be provided to account for funds spent when using advanced funds, without exception.
- Inability to present valid receipts will require repayment of funds unaccounted for by the individual to whom the advance was made to the SASC.
- Failure to return receipts and/or cash totaling the amount of the advance will prohibit any future advances until the issue is corrected, either through repayment of the advance or submission of receipts.
- In addition, individuals will be held personally liable in these situations, and will be subject to the procedures described in the Anti-Theft policy (see Section XIII Funds, D. Procedures 6. Anti-Theft Policy B. Restitution)

d Reimbursements

- All expenses will be reimbursed upon presentation of a valid receipt.
- A reimbursement form shall accompany each request for reimbursement. (See Section XVI Appendix A. Forms)
- In situations where a receipt is not available, a cancelled check will act as a receipt.
- The only exception to this rule concerns advances.
- After the expense, a reimbursement form is completed by itemizing all expenses, all receipts, and noting any amounts of cash returned. (See Section XVI Appendix A. Forms.)

4. Fund Flow

a Proceeds

- Proceeds consist of gross receipts (all monies) donated by groups, individuals and/or generated by the recovery event(s) less expenses necessary to conduct the event(s).
- Expenses shall include payments made by the SASC in connection with the event(s).
- The subcommittee either deposits the gross receipts within 24 hours of the event and notifies the SASC Treasurer or turns the proceeds over to the SASC Treasurer immediately following the conclusion of the event(s).
- Two persons shall accompany each other for security reasons when making said deposits.

b Expenditures

- Expenses will be paid on a "cash available" basis.

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- No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of the SASC and NA as a whole above reproach.
- SASC expenditures shall be dispersed in accordance with the following list of priorities:
 - i The approved percentage (currently 10%) of SASC group donations shall be donated to the WNIRSC.
 - ii Outstanding expenses approved during previous SASC meetings (phone bills, approved budget requests from Activities/Unity Day, literature orders, etc.)
 - iii Reimburse prudent reserve expenses incurred between meetings.
 - iv Bills (from 3rd parties)
 - v Reimbursements (to NA members)
 - vi Reimbursement to RCM & RCM-2 for expenses associated with travel and lodging to attend the quarterly RSC meeting.
 - vii Replenish prudent reserves (see Reserves and Allowances)
 - viii Disburse funds as per present SASC motions
 - ix Donate available remaining funds as follows:
 - 25% of funds available shall be donated to the WNIRSC.
 - 10% of funds available shall be donated to the WSC.
 - 65% shall be available for project-based spending.
 - Any funds not allocated for projects shall be sent to WNIRSC.

5. Money Handling

- a Dances, merchandising, registration, auctions, etc., are at all times to be staffed by at least two responsible event committee members, one with a minimum of one years clean.
- b A record should be maintained indicating the sources of all income (i.e., event name/date/location), itemizing sales of merchandising and auction items for accountability.
- c This record should be turned over to the SASC Treasurer along with either an itemized deposit slip and/or funds at the time of the deposit/transfer.

6. NSF Checks

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- a Upon receipt of an NSF check from the bank, the SASC Treasurer will send out a letter to the individual. (See Section XVI Appendix A. Forms for an example)
- b If full payment is not received within 15 days, another attempt should be made for contact via phone.
- c If full payment is not received from this effort, the SASC Treasurer shall add the name to a "NSF Check" list and send a second letter to the member (See Section XVI Appendix A. Forms for example) informing them that their checks will not be accepted by the SASC.
- d The SASC Treasurer shall be responsible for maintaining this list and making sure it is provided to all point-of-sale personnel at each event.
- e Each point-of sale individual(s) is/are responsible for checking this list for each check accepted. No checks will be accepted from a member whose name appears on the list.
- f A member who issues a NSF check will not have their name removed from the list until the debt is paid in full.

7. Anti-Theft Policy

- a The Eleventh Concept establishes the sole absolute priority for use of NA funds; to carry the message. The Twelve Concepts for NA Service give the SASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.
- b Should any SASC Service member or subcommittee member be found to have allegedly misappropriated (stolen), or misused SASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chairperson of the SASC, immediately upon calling the SASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved.
- c Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this document, the 'term misuse of funds' will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them".
 - Actions
 - i The SASC, once informed of the alleged misuse of funds and/or other assets, may suspend the individual(s)' from the handling of NA funds "with cause, pending investigation and resolution.
 - ii After investigating the results will be provided to the SASC service body and if the individual is found to have misappropriated or misused funds and/or other assets, said individual(s)' participation shall be immediately terminated following a two-thirds (2/3) majority vote.

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- iii Additionally, any member removed by the SASC service position for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the SASC or its subcommittees for a period of two (2) years.
- Restitution
 - i Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all SASC funds.
 - ii Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the SASC.
 - iii Seattle Area Service Members shall be requested to sign agreements of financial responsibility.
 - iv Procedure for Resolution.
 - A thorough review of all books and financial records shall be performed by the SASC Treasurer and Chairperson to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will review the books with the SASC Chairperson.
 - Subsequent to a review a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
 - If the individual admits to the theft and agrees to pay back the funds/and or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
 - A report about the situation shall be published in the SASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
 - If the individual refuses to repay the money, or does not adhere to the restitution agreement, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when

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everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the SASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.

- If legal action is pursued one or all of the following may occur:
 - A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - The SASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
 - The SASC Chairperson will preside over an ad-hoc subcommittee formed specifically to deal with issues related to the litigation. That ad-hoc subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

XIV. Amendment of Guidelines

- A. Any motions presented to the SASC which will result in a guideline change must include the language of that change in the motion or present an ancillary motion to change the guidelines.
- B. Any GSR may propose an amendment to the guidelines at any regular monthly meeting of the SASC.
- C. The proposal must be seconded and submitted in writing for information at such regular SASC meeting, then referred to the Groups before voting.
- D. A 2/3 majority of voting members present is necessary to amend. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise.
- E. Debate on motions to amend guidelines shall occur during the SASC session in which the amendment is proposed. Subsequent to review by the groups, voting on such motions shall occur without debate.

XV. Grievance Procedure

- A. The first item of new business on the agenda at each regularly scheduled SASC monthly meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the SASC, its members, or its subcommittees.
 - 1. Format
 - a To be heard, a grievance must:

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- Be written.
- Clearly state the problem.
- Propose a resolution.

2. Discussion

- a SASC will discuss and attempt to resolve the grievance.

3. Review

- a In the event, that the aggrieved party is not satisfied with the SASC's actions, they may request a review by a panel consisting of: The SASC triumvirate: SASC Chairperson, Vice- Chairperson-person, and RCM, plus two GSRs from the Area, whose names shall be chosen at random (drawn from a hat), by the SASC Chairperson.
- b If one (or more) of the area officers is unable to participate, the RCM 2, Recording Secretary, and Treasurer, in that order shall replace the missing officer(s) in the triumvirate.
- c These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of principles before personalities.
- d This panel's decision will be final.

XVI. Appendix

A. Forms

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Seattle Area Service Committee of Narcotics Anonymous MEMORANDUM OF FINANCIAL
RESPONSIBILITY

DATE:

I, _____, a trusted servant of the fellowship of the Seattle Area of Narcotics Anonymous,

agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA. I agree to avoid mixing Fellowship money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement. I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the SASC Anti-Theft Policy. Signed,
(trusted servant) Date:

Print Name:

Witnessed by _____ (officer, SASC) Date:

Print Name:

Title:

This document was created to implement the SASC Anti-Theft Policy and should be signed by all SASC Service Members (as defined in SASC guidelines) as well as all subcommittee treasurers and any members

handling NA funds on behalf of the Seattle ASC. Members who are standing for election to any position that

would place them in a position to handle SASC funds should be asked if they are willing to sign this document as a condition of their service.

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(Sample NSF letter)

SEATTLE AREA SERVICE COMMITTEE

P.O. Box 70404

Seattle, WA 98127-0404

Date

Mr./Ms. John Doe Any
street

Any town, WA 98888 RE:
Your Check

Dear Mr./Ms. Doe:

Your check number 0019 dated March 8, 1996, in the amount of seventy-eight dollars (\$78.00), written to the

name of event has been returned by your bank non-sufficient funds.

Please arrange to immediately replace this check with a cashier's check or a money order. You can call me

Directly at (insert Treasurer's phone # here, if acceptable to the Treasurer) Include (fees charged to us by the bank) to cover our costs of associated service fees. Send the replacement payable to the Seattle Area Service Committee. When you make the replacement payment, your old check will be returned to you.

In the unlikely event that we do not receive the monies owed, the SASC will report to the WNIR the information so as to avoid future problems with insufficient funds at other recovery events.

Thank you for your anticipated cooperation in this matter.
With Love & Gratitude in Service,

SASC Treasurer

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(Sample 2nd NSF letter)

SEATTLE AREA SERVICE COMMITTEE

P.O. Box 70404

Seattle, WA 98127-0404 Date

Mr./Ms. John Doe Any
Street

Any Town, WA 98888

RE: Your Check

Dear Mr./Ms. Doe:

On (date of last letter) we attempted to contact you regarding a check you issued to the SASC that was returned for insufficient funds. We have not received any return communication from you. Therefore, this letter is being issued to inform you that you will not be allowed to issue any more checks to the SASC until this debt is paid in full. We encourage you to contact us to settle this matter. If you would like to call me directly, I can be reached at (insert Treasurer's phone # here, if acceptable to the Treasurer).

Sincerely,

SASC Treasurer

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Quarterly SASC Budget Report

Average Monthly Donations = -- Quarter x 3 + \$300 =

budget

Available to

Previous Budget

Proposed New

Budget

PR

SASC Admin

(Chairperson & Vice-Chairperson)

RCM

RCM-2

Secretary

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Parliamentarian

Treasurer

Activities

Previous

Current

Quarter

Quarter

Total \$

\$ Total

Approved by SASC / /

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Event Accountability Form

Committee Name	Event Name	Scheduled Date	Actual
Budgeted			
<u>Revenue</u>			
Tickets			
Food			
Beverages			
Merchandise			
Miscellaneous			
Total Revenue		\$	\$

Expenses

Rent

Food

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Beverages

Merchandise

Decorations

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***Please staple receipts corresponding to all items listed above