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Section 3 – Miscellaneous Fund Issue

1. All monies or merchandise taken by a FACC member will be signed out on a receipt and that person shall be responsible for it.
2. Treasurer will give receipts for all monies turned in.

Article IX - Guideline Amendments

1. Any proposed amendment by the FACC to these guidelines may be made by any member but must be seconded by FACC voting member.
2. Proposed amendments must be approved by 2/3 of FACC voting members.

FOOTHILL
AREA SERVICE
COMMITTEE of NARCOTICS
ANONYMOUS
(FASC)
GUIDELINES

Approved Revisions

10-13-2019

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Article I

The name of this committee shall be the Foothill Area Service Committee of Narcotics Anonymous, hereafter referred to as FASC.

**Article II
Boundaries**

The service area shall include the geographical area which has the following boundaries: Lindsay to Ducor, Springville to Hwy. 99, and all surrounding areas.

**Article III
Purpose**

The FASC is a committee of group service representatives (GSR's), elected officers, sub-committee chairpersons, and concerned members, who meet monthly and whose purpose is to be supportive of its groups and members. The primary purpose of the FASC is to link together the groups by providing support and promoting unity within the Foothill area through the following services:

1. Aid in resolving group problems.
2. Aid in improving communication between groups.
3. Aid in improving communication with NA as a whole.
4. Provide Public information services to the local community.
5. Maintain insurance liability for NA meetings and Foothill area activities.

**Article IV
Participants**

Section 1: The FASC shall have two (2) classes of participants only, that of voting and non-voting, and only voting participants shall have voting rights, except for April's service body elections or any other time when an elected position becomes available, then all NA members in attendance have the right to vote on person(s) nominated. No person shall have more than one (1) vote.

Section 2: Voting participants of the FASC shall be GSR's or GSR alternates in their absences. The chairperson may vote only for the purpose of resolving a tie.

Section 3: Any meeting not represented for two (2) consecutive FASC meetings will lose their voting privilege. Voting privileges shall be re-established at attendance of two (2) consecutive FASC meetings.

**Article V
Observers**

Narcotics Anonymous members not addressed elsewhere in the guidelines shall be referred to as observers. NA members only shall have the specific right request the floor. The chairperson has the exclusive right to grant or deny such request. The chairperson's decision is subject to appeal and may be overturned by a 2/3 majority vote of voting participants.

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**Article VIII – Financial Procedures
Section 1- Financial Procedures**

1. The FACC shall maintain a non-interest-bearing checking account attached to the FASC bank account. (when applicable)
2. Authorized signatures shall be: chair, vice chair, and treasurer. (when applicable)
3. Monthly bank statements are to be mailed to the FASC P.O. Box and not another's member home address. (when applicable)
4. Bank statement shall be picked up, reconciled and presented to the FACC for review every month. (when applicable)
5. Upon request or during an audit, the FASC administrative body will have complete access to all financial records including bank statements. (when applicable)
6. The incoming treasurer and vice chair must present documentation to the bank as follows:
 - A. The FACC meeting minutes referring to the change in officers. (when applicable)
 - B. Documentation signed by the outgoing treasurer and vice chair authorizing new signatures, and relieving them of access to the account.
7. There shall be a minimum of two (2) bids submitted for any contracted service over \$100.00.
8. Receipts are required for all expenditures.
9. At or before the closing of the event a balance of \$1000.00 is to remain in the FACC account to secure a facility and funds for the following year campout.
10. All funds not obligated after the event shall be donated to the FASC after the closing meeting.
11. All FACC members must sign a financial responsibility form.
12. Any transaction over \$100.00 must be approved by 3 FACC members.

Section 2 - Misappropriation of NA Funds

Any member who has misappropriated NA funds or supplies will automatically resign and/or be removed from the office, the FASC chair is to be immediately notified of misappropriation and responsible person/persons. Misappropriated funds are to be returned within 24hours. Any member who has not returned the funds within 30 days will be subject to legal action.

Misappropriation is defined as but not limited to:

1. Using NA funds for anything other than the intended purpose, as defined in these guidelines.
2. Depositing NA funds into a personal bank account.
3. Misplacing or stealing merchandise.

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Section 5- Merchandise Coordinator

Requirements:

1. Must have a minimum two (2) years clean.

Duties:

1. Solicit bids for merchandise and presents written bids to the FACC for approval must receive approval from the FACC before ordering.
2. Order, distribute FACC any presale merchandise approved by the FACC.
3. Is present at all FACC meetings, events, and functions except when excused or an emergency.
4. Recruit and coordinate volunteers to assist with duties.
5. Coordinate with registration to contact registered members about cutoff date for presale merchandise.

Section 6- Registration

Requirements:

1. Must have a minimum two (2) years clean.

Duties:

1. Regularly collects registrations from the FASC, prior to the FACC meeting.
2. Create and distribute registration forms to the FASC website, regional website, and any other interested members.
3. Is responsible for putting together registration packets.
4. Before the campout, submit all funds to the FACC treasurer at the FACC monthly service meeting. During the campout, all funds will be turned over to the treasurer daily.
5. Attend the event and coordinate registration.
6. Is present at all FACC meetings, events, and functions except when excused or an emergency arises.
7. Present registration ideas and budget projections to the FACC for approval before ordering.
8. Recruit and coordinate volunteers to assist with duties.
9. Responsible to coordinate with chair for researching facility for campout venue.

Section 7- Food and Beverage Coordinator

Requirements:

1. Must have a minimum of two (2) year clean.

Duties:

1. Create a menu for all meals to be provided at the campout as approved by the FACC.
2. Create a shopping list to be provided to the FACC detailing specific items needed to provide meals for all registered campout attendees.
3. Procure all the necessary food, beverages, serving utensils, condiments, and paper products necessary for the event.
4. Recruit and coordinate volunteers to assist with these duties.

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**Article VI
Officers and Elections**

Section 1: The officers of the FASC shall be; Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM) and RCM Alternate, Web Servant.

Section 2: FASC officers and subcommittee Chairpersons shall be elected positions. All FASC positions will be elected in the month of April except as provided for in Article VI, Section 7.

Section 3: FASC officers and subcommittee Chairpersons shall be elected to serve for one (1) year or until their successors are elected, and their terms of office shall begin at the start of the regular meeting following the meeting at which they were elected. Positions run from May to May.

Section 4: Attendance at all regularly scheduled and emergency meetings, called by the FASC is mandatory for ALL FASC officers and subcommittee Chairpersons. If a meeting must be missed arrangements must be made for all appropriate reports and duties to be covered. The FASC Chairperson or Vice-Chairperson must be notified.

Section 5: At the May FASC meeting all FASC officers and subcommittee Chairpersons shall present a year-end report and turn over all keys, inventory and materials to their respective newly elected FASC officer and/or subcommittee Chairperson

Section 6: No officer or sub-committee Chairperson shall hold more than one (1) office at any time, and no officer shall be eligible to serve more than two (2) terms consecutively in the same office. Upon election to an FASC officer position, the NA member should resign from any other FASC service position as soon as practical.

Section 7: An election to fill a vacancy for an officer/sub-committee Chairperson shall occur at the next regular meeting after the vacancy arises. Notice of intent to fill a vacancy shall be provided. Alternates shall assume responsibilities as provided for under duties of their respective offices.

Section 8: Any participant of the FASC may nominate a qualified individual for an FASC position. Additionally, any member of NA may submit a nomination through the GSR which represents his/her group at the FASC meeting.

**Article VII
Removals**

Section 1: An officer or sub-committee Chairperson is automatically removed from office for loss of abstinence. An officer or sub-committee Chairperson may be removed from their position for non-compliance. A 2/3 vote is required for removal.

Non-compliance includes, but is not limited to:

- A. Nonfulfillment of the duties of their position.
- B. Absence at two (2) consecutive regular FASC meeting.
- C. Misuse of any FASC property, funds or position.
- D. Lack of participation within the Foothill area fellowship.

Section 2: An officer or sub-committee Chairperson may resign by providing the Chairperson with written notice three (3) weeks in advance of the upcoming regular meeting of the FASC.

Article VIII
Duties of Officers

Committee Officers should be elected from active members of the FASC and must sign a Financial Responsibility form. It is suggested they have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and FASC Guidelines.

Section 1: Chairperson

Qualifications:

- A. Active for at least two (2) years in the service structure of NA.
- B. A suggested two (2) years continuous abstinence from all drugs.
- C. One (1) year commitment.

Responsibilities:

- A. To complete and sign a memorandum of Financial Responsibility Form.
- B. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- C. To announce, in proper sequence, the business that comes before the FASC in accordance with the prescribed order of business, agenda or program with the existing order of the day.
- D. To recognize the participants or observers who are entitled to the floor.
- E. To state and put to vote all questions that legitimately come before the FASC as motion, or that relate to the Chairperson. To announce the result of each vote. If a motion that is not in order is made, to rule it out of order.
- F. To protect the FASC from obviously dilatory and frivolous motions by refusing to recognize them.
- G. To enforce the rules relating to debate. To keep decorum within the FASC appropriate.
- H. To expedite business in every way compatible with the rights of participants and observers.
- I. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to submit such a question to the FASC for decision.
- J. To respond to inquiries of participants related to parliamentary procedures or factual information bearing on the business of the FASC.
- K. To authenticate by signature, when necessary, all proceedings of the FASC.
- L. To declare the meeting adjourned when the FASC so votes or when applicable time prescribed in the program, or at any time in the event of a sudden emergency effecting the safety of those present.
- M. To arrange the agenda and submit it in writing to the Secretary to be attached to the minutes of the preceding meeting, allowing participants to review the upcoming business of the FASC.
- N. To conduct the general correspondence of the FASC.
- O. To be co-signer of the FASC bank account(s).
- P. To make a report of the year's work at the annual FASC meeting.
- Q. To conduct meetings with impartiality and fairness.
- R. To be a holder of the PO Box and FASC Storage facility keys.
- S. To establish a quorum before the start of business, announcing the total count of voting participants in attendance.
- T. To appoint all Ad-Hoc sub-committees.
- U. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May FASC meeting.

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- 5. Authorized to sign on the FACC bank account. (when applicable)
- 6. Recruit and coordinate volunteers to assist with duties.
- 7. To be added to access list at FASC storage facility.

Section 3- Treasurer

Requirements:

- 1. The treasurer must have two (2) years clean.
- 2. Must possess competent bookkeeping skills.

Duties:

- 1. Carry out all responsibilities as listed in article VIII financial procedures.
- 2. Maintain an updated checking account balance and is responsible for all banking account transactions. (when applicable)
- 3. Authorized check signer of the FACC. (when applicable)
- 4. Responsible for all monetary transactions.
 - a. Including but not limited to:
 - 1. Collecting and depositing all funds from FACC members.
 - 2. Payments to vendors.
 - 3. Disbursement funds as per FACC approval.
- 5. All monies will be counted by the treasurer and/or vice chair in the presence of another FACC officer.
- 6. Funds are to be deposited in the FACC bank account within 72 hours. (when applicable)
- 7. Responsible for monthly ledger and provide a financial accounting for the next FACC meeting.
- 8. Is present at all FACC meetings, events, and functions except when excused or an emergency arises.
- 9. At year end, provide an annual financial report to the FACC.

Section 4- Secretary

Requirements:

- 1. Must have a minimum one (1) year clean.

Duties:

- 1. Record proceedings of all FACC meetings and read previous meetings minutes.
- 2. Type and distribute minutes to all FACC members.
- 3. Is present at all FACC meetings, events, and function except when excused or an emergency.
- 4. In the absence of the chair and vice chair call to order and presides over regularly scheduled FACC meetings.
- 5. Establish and maintain the FACC sub-committee member phone list.

- 987 4. all officer elected to serve a one (1) year term.
 988 5. No member shall be eligible to serve more than two (2) consecutive terms in the same
 989 office.
 990 **Article VI- Removals**
 991 1. Any officer may be removed from office for non-compliance. A majority vote is
 992 necessary for removal from office. Non-compliance includes, but not limited to:
 993 A. Non-fulfillment of duties of their position.
 994 B. Non-attendance at events and fundraiser without prior notice.
 995 C. Missing two (2) FACC meetings without notification to the FAAC chairperson.
 996 2. Any officer will immediately resign or be removed from office for any or all the
 997 following:
 998 A. Loss of clean time.
 999 B. Misappropriation of NA funds.

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 1001 **Article VII- Officers**
 1002 The officers of the FACC shall be the Chair, Vice Chair, Treasurer, Secretary, Merchandise
 1003 Chair, Registration Chair, Food & Beverage Chair. Officers shall perform tasks as outlined
 1004 by these guidelines.

- 1005 **Section 1 – Chairperson**
 1006 **Requirements:**
 1007 1. Must have two (2) years clean.
 1008 **Duties:**
 1009 1. Facilitates all FACC meetings.
 1010 2. Present at all FACC meetings & functions, unless excused absence is arranged or in the
 1011 case of an emergency.
 1012 3. Attend and present reports at the business meetings and to the FASC.
 1013 4. Provide to FASC all meeting minutes, financial reports, and inventory.
 1014 5. May sign contracts approved by the FACC, in conjunction with the FASC chair.
 1015 6. Responsible for ensuring that all officers are adhering to their duties.
 1016 7. Authorized to sign on the FACC bank account. (when applicable)
 1017 8. Responsible for researching the facilities for the campout.
 1018 9. To be added to access at FASC storage facility.

- 1020 **Section 2- Vice Chairperson**
 1021 **Requirements:**
 1022 1. Must have minimum two (2) years clean. It is suggested that the vice chair consider
 1023 nomination to the chair position at the end of his/her term.
 1024 **Duties:**
 1025 1. In the absence of the chair, the vice chair assumes all responsibilities normally performed
 1026 by the chair.
 1027 2. Perform and/or delegate all the duties of the FACC officers, in their absence.
 1028 3. Is present at all meetings, events, and functions except when excused or an emergency
 1029 arises.
 1030 4. Shall contact FASC and notify them of any changes in meeting schedules and information
 1031 on upcoming events as soon as possible.
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- 129 **Section 2: Vice-Chairperson**
 130 **Qualifications:**
 131 A. Active for at least two (2) years in the service structure of NA.
 132 B. A suggested two (2) years continuous abstinence from all drugs.
 133 C. One (1) year commitment.
 134
 135 **Responsibilities:**
 136 A. To complete and sign a memorandum of Financial Responsibility Form.
 137 B. In the absence of the Chairperson to serve as Chairperson.
 138 C. To coordinate with all the sub-committees.
 139 D. To act as parliamentarian for the FASC meetings, unless this task is specifically assigned to another individual.
 140 E. To be a coordinating non-voting member of all sub-committees.
 141 F. To be a co-signer of the FASC bank account(s).
 142 G. To assume all responsibilities of any vacant FASC officer or sub-committee Chairperson, unless this task is
 143 specifically assigned to another member, until open position is filled or assigned to another member.
 144 H. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
 145 FASC meeting.
 146 I. To be added to access list at FASC storage facility.
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 148 **Section 3: Secretary**
 149 **Qualifications:**
 150 A. Same as Chair
 151 **Responsibilities:**
 152 A. To complete and sign a memorandum of Financial Responsibility Form.
 153 B. In the absence of the Chair, Vice-Chair or RCM (Regional Committee Member), to call the meeting to order
 154 and to preside until the immediate election of a Chairperson Pro-Tem, to serve as Chair.
 155 C. To keep a record of all proceedings of the FASC.
 156 D. To keep on file all FASC reports.
 157 E. To maintain the official FASC membership list and call the roll at the meeting.
 158 F. To maintain the FASC files and archives.
 159 G. To make the minutes and records available to any NA member upon request.
 160 H. To furnish sub-committees with whatever documents are required for the performance of their duties.
 161 I. To maintain record books in which guidelines and minutes are entered and with any/all amendments properly
 162 recorded. To have the current record books on hand at every meeting.
 163 J. To notify participants of any special meeting utilizing such method of notification as is agreed upon by the
 164 FASC.
 165 K. To type and mail the correspondence of the FASC which is not a function proper of other officers or sub-
 166 committees.
 167 L. To prepare an agenda in conjunction with the area Chairperson prior to each meeting.
 168 M. To prepare and make available copies of the minutes to each participant no later than one (1) week following
 169 each meeting.
 170 N. To be a holder of the PO Box and added to access list at FASC storage facility.
 171 O. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
 172 FASC meeting.
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178 **Section 4: Assistant Secretary**
179 **Qualifications:**
180 A. Active for at least six (6) months in the service structure of NA.
181 B. A suggested one (1) year of continuous abstinence from all drugs.
182 C. One (1) year commitment.
183 **Responsibilities:**
184 A. To complete and sign a memorandum of Financial Responsibility Form.
185 B. To assist and/or assume the Secretary's responsibilities.
186 C. Attend all FASC meetings.
187 D. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
188 FASC meeting.
189 E. Maintain and update FASC contact list including administration body and GSR's.
190 F. Guide incoming GSR's and GSR alts in filling out monthly reports (FASC meeting report & FASC outline).
191
192 **Section 5: Treasurer**
193 **Qualifications:**
194 A. Active for at least two (2) years in the service structure of NA.
195 B. A suggested three (3) years of continuous abstinence from all drugs.
196 C. One (1) year commitment.
197 **Responsibilities:**
198 A. To complete and sign a memorandum of Financial Responsibility Form.
199 B. To be the custodian of the FASC funds.
200 C. To be a co-signer of the FASC bank account, FACC bank account, and any other accounts created.
201 D. To make a written report on the receipts and disbursements at each meeting.
202 E. To make a full financial report, including a copy of the most recent bank statement (s), at the monthly FASC
203 meeting.
204 F. Maintain prudent reserve of \$3000.00.
205 G. To disburse funds as necessary in accordance with FASC (GSR's) decisions, when funds are available to
206 include all funds more than the prudent reserve.
207 H. To be a P.O. Box key holder.
208 I. To regularly pick up mail and disperse accordingly.
209 J. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
210 FASC meeting.
211
212 **Section 6: Assistant Treasurer**
213 **Qualifications:**
214 A. Active for at least one (1) year in the service structure of NA.
215 B. A suggested two (2) years of continuous abstinence from all drugs.
216 C. One (1) year commitment.
217 **Responsibilities:**
218 A. To complete and sign a Memorandum of Financial Responsibility Form.
219 B. To assist and/or assume the treasurer's responsibilities, except for co-signing on the committee's bank account.
220 C. Attend all FASC meetings.
221 D. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
222 FASC meeting.
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Foothill Area Campout Committee

Guidelines

Revised August 6, 2019

Approved 10-13-2019

Article I- Name

The name of this committee shall be the Foothill Area Campout Committee. Hereinafter in this document referred as FACC. This committee shall be responsible to the FASC.

Article II- Purpose

The purpose of this event committee shall be to plan, organize, and hold the annual campout. This event committee shall be in accordance with the Twelve Traditions and Twelve concepts of Narcotics.

Article III- Meetings

1. The shall meet a minimum of once a month. The date, time, and location shall be scheduled and provided to the FASC. Two months before the event the sub-committee shall meet at least twice a month.
2. Any special meeting may be called at any time by the group chair or vice chair, but must have at least two voting members present. All voting members need to be notified 48 hours prior to the special meeting.

Article IV- Voting

1. Any member of Narcotics Anonymous who attends this sub-committee is considered a member of the FACC committee. Voting membership shall be any member of NA who is interested and has been present at least two consecutive meetings. Except following the election of a new FACC chairperson at the April FASC. Anyone may vote when electing sub-committee officers after new chairperson has been elected. The voting members shall have one vote per person. In the event of a tie, the chair shall cast the deciding vote.
2. Any voting member of the FACC, excluding the chair, may make a motion. A voting member must second each motion.

Article V- Elections

1. Any member of the FACC may nominate a qualified person for a FACC officer position.
2. A simple majority vote is required to elect officers.
3. All elected officers shall be nominated and elected at the first FACC meeting following FASC election.

- 914 **4. Hospitals & Institutions (H&I) Coordinator**
 915 Requirements:
 916 1. Two year's clean time.
 917 2. One year of experience in PR.
 918 3. Voting member in good standing.
 919 Duties:
 920 1. Will coordinate meetings inside Hospitals & Institutions.
 921 2. Will be responsible for adhering to the H&I handbook of Narcotics Anonymous.
 922 3. Will write or type monthly report to be submitted to the PR sub-committee.
 923 4. Will work in conjunction with the PR chair or PR vice chair to handle issues which may arise.
 924 5. Will attend all PR sub-committee meetings.

- 926 **5. Outreach Coordinator**
 927 Requirements:
 928 1. One year clean time.
 929 2. Six months' experience in PR.
 930 3. Voting member in good standing.
 931 Duties:
 932 1. Will attend all PR sub-committee meetings.
 933 2. Will write or type monthly report to be submitted to the PR sub-committee.
 934 3. Will coordinate meeting which visits are requesting support.
 935 4. Will work with Outreach Resources Information Booklet.

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- 226 **Section 7: Regional Committee Member (RCM)**
 227 **Qualifications:**
 228 A. Active for at least two (2) years in the service structure of NA.
 229 B. A suggested three (3) years of continuous abstinence from all drugs.
 230 C. One (1) year commitment.
 231 **Responsibilities:**
 232 A. To complete and sign a Memorandum of Financial Responsibility Form.
 233 B. In the absence of the Chairperson and the Vice-Chairperson to serve as Chairperson.
 234 C. To represent the FASC at the regular meetings of the Regional Service Committee (RSC).
 235 D. To provide the RSC Chairperson with additional agenda items, if appropriate, for the next regular meeting of
 236 the RSC prior to the meeting.
 237 E. To make a report to the FASC at each regular meeting covering the business of the previous RSC meeting.
 238 F. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
 239 FASC meeting.
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- 241 **Section 8: Regional Committee Member Alternate (RCM-A)**
 242 **Qualifications:**
 243 A. To complete and sign memorandum of financial responsibility form.
 244 B. Active for at least one (1) year in the service structure of NA.
 245 C. A suggested two (2) years of continuous abstinence from all drugs.
 246 D. One (1) year commitment.
 247 E. FASC may designate any qualified, active member of the Foothill Area as RCM-Alternate (RCM-A).
 248 **Responsibilities:**
 249 A. In the absence of the RCM to serve as RCM.
 250 B. Attend each RSC meeting.
 251 C. Attend all FASC meeting.
 252 D. To submit a typed or hand-written report for Area each month and prepare a year-end report for the May
 253 FASC meeting.
 254

- 255 **Section 9: Web Servant**
 256 **Qualifications:**
 257 A. Active for at least (1) year in the service structure of NA.
 258 B. A suggested two (2) years of continuous abstinence from all drugs.
 259 C. One (1) year commitment.
 260 **Responsibilities:**
 261 A. To complete and sign a memorandum of financial responsibility.
 262 B. To maintain the FASC website.
 263 C. To maintain the online meeting schedule (including sub- committee meetings), and FASC calendar of events.
 264 D. Coordinate with the regional web servant to insure proper FASC contact list is on record and FASC web link
 265 is accurate.
 266 E. To attend all FASC meetings and submit written monthly report.
 267 F. Maintain all web domain names and registrations.
 268 G. Possess Resources necessary to perform the duties as assigned. (Computer, printer, internet access, etc.)
 269 H. Basic computer and web experience.
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Article IX
FASC Meetings

- Section 1:* FASC regular meetings are the second (2nd) Sunday of each month unless otherwise ordered by the FASC.
- Section 2:* The regular meeting in April shall provide for elections as first order of business as provided for in Article VI, section 2.
- Section 3:* The regular meeting in May shall provide for year-end reports for out-going Officers and Sub-committee Chairpersons and assumption of duty for newly elected Officers and Sub-committee Chairpersons as the first order of business as provided for in Article VI, section 4.
- Section 4:* All special meetings called by the Chairperson of the FASC, or upon request of a participant of the FASC, shall be governed by these guidelines. All motions will be passed by simple majority of the voting participants in attendance at any special meeting. The purpose of the meeting shall be stated, no other business other than that which is stated will be conducted. At least eight (8) days advance notice shall be given prior to any special meeting.
- Section 5:* 2/3 of the voting participants shall constitute a quorum.
- Section 6:* Any participants of the FASC, except for the Chairperson, may entertain a motion. Only voting Participants (GSR's) may second a motion.
- Section 7:* All motions will be submitted in written form (forms available from secretary), and passed by simply majority. All voting will be conducted by a show of hands.
- Section 8:* All motions made shall be passed by 2/3 majority, regarding expenditure of FASC funds.

Article X
Standing Subcommittees

- Section 1:* The FASC may establish subcommittees as necessary to perform certain duties. These standing sub-committees may be formed upon approval by voting participants of the FASC. Standing sub-committees may include, but are not limited to: Public Relations (PR), Literature, Activities, and any other sub-committee which may be deemed necessary to carry out the work of the FASC. At the inception of these standing sub-committees a Chairperson will be elected by the voting participants of the FASC. Officers other than the Chairperson of each standing sub-committee shall be elected by the sub-committee membership. All standing sub-committee participants must sign the Memorandum of Financial Responsibility Form.
- Section 2:* All standing sub-committees of the FASC shall create and adopt guidelines which are consistent with the FASC guidelines, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- Section 3:* The guidelines of each standing subcommittee shall be subject to approval and review by the FASC.
- Section 4: Disbursement of Funds*
 - A. All sub-committees will establish a prudent reserve which is subject to FASC approval.
 - B. All sub-committee funds with exception of \$50 in petty cash, shall be held in a FASC bank account(s).

868 **Article IX- Requirements and Duties**

869 **1. Chairperson**

870 Requirements:

- 871 1. Two year's clean time.
- 872 2. One year experience in the PR sub-committee.
- 873 3. Voting member in good standing.

874 Duties:

- 875 1. Will schedule and conduct regular monthly meetings, and necessary additional meetings.
- 876 2. Will create, copy and distribute an agenda for each sub-committee meeting.
- 877 3. Will prepare a written monthly report to present at the monthly FASC meeting.
- 878 4. Will give a report at each FASC meeting on the functioning of the sub-committee's activities.
- 879 5. Will coordinate the responsibilities of the committee officers and group representatives.
- 880 6. Will coordinate the public relations speaking engagements communication with the public.

881 **2. Vice Chairperson**

882 Requirements:

- 883 1. One year clean time.
- 884 2. Six months' experience in the PR sub-committee.
- 885 3. Voting member in good standing.

886 Duties:

- 887 1. Will attend all PR sub-committee meetings and will stay in regular communication with the chairperson.
- 888 2. Will assume the responsibilities of the chairperson in the event of the chair absence.
- 889 3. Will work in conjunction with other PR sub-committee member to assist in carrying out their duties.
- 890 4. Will keep copy of the master phone list of volunteers.

891 **3. Secretary**

892 Requirements:

- 893 1. One year clean time.
- 894 2. Six months' experience in the PR sub-committee.
- 895 3. Voting member in good standing.

896 Duties:

- 897 1. Will attend all PR sub-committee meetings and will stay in regular communication with the chairperson.
- 898 2. Will record, copy and distribute minutes of all PR sub-committee meetings.
- 899 3. Will keep records of all the PR sub-committee members, including telephone number and/or email.
- 900 4. Will help the chair with all the PR sub-committee correspondence.
- 901 5. Will keep PR sub-committee files.

822 **Article VI- Elected Members**

- 823 The officers of PR are Chair, Vice Chair, Secretary, H&I coordinator, and Outreach Coordinator.
- 824 1. Chair is elected through the FASC.
- 825 2. All elected member may serve two consecutive terms maximum.
- 826 3. No member of the sub-committee can be elected as more than one officer position simultaneously.
- 827 4. During elections, the nominees shall leave the room following all discussion and prior to voting.
- 828 5. Elections will be decided by a simple majority. In the case of more than two candidates for a position
- 829 where no candidate receives a majority vote, the two candidates receiving the most votes will have a
- 830 second election between only those two candidates.
- 831 6. A trusted servant may be removed from their office for non-compliance only after that person has
- 832 been notified either by letter and/or phone call from the PR chairperson or designee stating that
- 833 concerns about their fulfillment of service responsibilities have been raised. If a member who is the
- 834 subject of a motion to be removed from office is present, and can address the concerns of their
- 835 fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call
- 836 will not be required. Non- compliance includes but is not limited to:
- 837 • **Relapse**
 - 838 • **Failing to perform the duties of the position**
 - 839 • **Two consecutive unexcused absences from PR meetings**
- 840 7. Be familiar with PR handbook.

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842 **Article VII- Special Rules**

- 843 1. All literature and supplies to be purchased and/or printed should use the discounts available to the
- 844 body.
- 845 2. Only N.A. approved literature will be used for projects, meetings, presentations, etc.
- 846 3. PR outreach shall be performed in teams.

847
848 **Article VIII- Motion and Voting Procedures**

- 849 1. Each PR member will carry one vote except for the Chairperson who may only vote in the case of a
- 850 tie.
- 851 2. Attendance of three consecutive meetings is required to establish voting privileges for group
- 852 representatives and general members. Upon attendance of the consecutive meeting members can vote.
- 853 3. All motions will require a simple majority except money matters, which require a two thirds majority.
- 854 4. Quorum must be established for a vote to be taken and must consist of fifty percent of the total
- 855 present voting members as of the beginning of the meeting.
- 856 5. Absence of three consecutive meetings will result in the loss of voting privileges and can result in
- 857 removal from roll call. Voting privileges can be reestablished upon attendance of three consecutive
- 858 meetings.
- 859 6. Elections will be held in the month of April.
- 860 7. Absence of two consecutive meetings by any elected member of the PR committee may be cause for
- 861 removal from office.

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**Article XI
Amendments**

To amend these guidelines a written motion must be submitted to the FASC, specifying Article No. and Section-No., line No., and intent. If and/or after this motion has been seconded, it will further be reviewed by an Ad-Hoc committee. The results of this review and the exact wording of the amendment(s) will be announced at the next regular FASC meeting. Voting on this motion will not take place earlier than twenty-eight (28) days following the Ad-Hoc committee's report.

**Article XII
Prudent Reserve**

Section 1: Prudent Reserve for the FASC shall be \$3000.00.

Section 2: Funds found to be in excess of the prudent reserve shall be reported by the treasurer to the FASC as per Article VIII, section 5, part F.

Section 3: All funds found to be more than the prudent reserve shall be disbursed by motion of the FASC, staying within FASC guidelines and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

**Article XIII
Guidelines for Reports**

Section 1: FASC Sub-committee Reports

- A. General reporting of the progress during the previous month.
- B. General reporting of communication with regional sub-committees.
- C. To report time and place of sub-committee meeting(s) and current activities.
- D. Give a brief, factual report, avoiding unnecessary conversation. Submit a typed (preferably) or handwritten report, including a **complete financial statement**, not to exceed one (1) page.

Section 2: FASC Officer Reports

- A. Reporting of business during previous month:
 - 1. Vice-Chair: general report of sub-committee's communication.
 - 2. Secretary: report secretarial expenditures and communication with GSR's.
 - 3. Treasurer: expenses and income of previous month, copy of the most recent bank statement, and the balance.
 - 4. RCM: pertinent communications to/from RSC and World Service Office (WSO) /World Service Committee (WSC). Notifications of voting issues are to be taken to RSC and the result of resolved and pending RSC/WSO/WSC issues.
 - 5. Web Servant: Brief report on website and any upcoming fees. (Domain names registration)
 - 6. Assistant Secretary, Assistant Treasure, and RCMA: only required to give area report in the absence of their counterpart.
- B. Give a brief, factual report, avoiding unnecessary conversation. Submit a typed (preferably) or hand-written report, **including a complete financial statement**, not to exceed one (1) page.

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ADDENDUM
Parliamentary Procedures
From
Robert's Rules of Order

Section 1: Main Motion- A main motion is a motion whose introduction brings business before the FASC. This motion may be made only when no other motion is pending.

Section 2: Amendments- An amendment is a motion to modify the working, and within certain limits, and meaning of a pending motion before it is acted upon. An amendment must in some way involve the same question that is raised by the motion in which it is applied. An amendment is debatable only if the motion to be amended is debatable.

Section 3: Motion to table- A motion to table may be applied only to a main motion that is pending. At the time of a motion to table is made, intent is to be given. The motion to table is in order to:

- A. To get further information.
- B. There is more pressing business to deal with.

A motion that is tabled remains on the table until it is taken up by the FASC following a motion to do so, or at a specified time stated in the motion to table, or during unfinished business (old business) at the next FASC meeting. The motion is not intended to kill a motion or suppress debate on it.

Section 4: Motion to refer to committee- When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, an ad-hoc committee, so that a question may be carefully investigated and put into better condition for the FASC to consider. Unless specified, the issue will be brought up at the next FASC meeting by the committee. Debate on a motion to refer to committee will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion or instructions to the FASC and not as to the merits of the main motion. If passed there will be two (2) pros and two (2) cons on the original motion as to obtain information to give direction to the FASC.

Section 5: Motion to refer to Groups or RSC- When a motion to refer to groups or RSC is made; it is to send an item of business to the groups or RSC for their consideration. The issue will be voted on at the next FASC meeting. Debate on a motion to refer to groups or RSC will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two (2) pros and two (2) cons on the original motion to give information to the groups of RSC.

Section 6: Unanimous consent- This is a method that allows the FASC to move quickly through routine business or questions that have little or no importance. If the Chairperson senses no opposition to the motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If a member objects to this, the matter will go to a vote as prescribed to the motion.

Section 7: Motions to reconsider- Meant to bring an item that has already been dealt with back to the floor. This is used to permit correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. This motion may only be made by a voting participant who voted on the prevailing side of a member who spoke in debate to the prevailing side of the motion. After the end of the next FASC meeting it would no longer be in order to reconsider a motion. A motion may be reconsidered more than once.

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FASC Public Relations Sub-Committee
Guidelines
Revised August 06, 2019
Approved 10-13-2019

Article I- Name

The name of this committee shall be known as the Foothill Area Sub-Committee Public Relations of Narcotics Anonymous, hereafter known as FASCPR.

Article II- Boundaries of Service

The boundaries of service are to serve the FASC with in its geographical area.

Article III- Purpose

The purpose of the FASCPR is to inform the public that Narcotics Anonymous exists and to create and maintain relationships with various public entities. It offers recovery from active addiction and information about how and where to find recovery. All activities directed to that end shall be carried out according to the Twelve Steps and Traditions of Narcotics Anonymous, as well as the 12 concepts and the Public Relations Handbook.

Article IV- Function

1. To open and maintain lines of communication between:
 - 1) N.A. and the public.
 - 2) All FASC Sub-Committees.
 - 3) FASC.
2. To respond to all requests for relations in a timely and effective manner.
3. To be sure that those requests are handled at the appropriate level of service. We are to always remember our ninth tradition which states sub-committees are directly responsible to those they serve.

Article V- Membership

The FASCPR committee will be made up of the following positions:

1. FASCPR Officers:

- Chairperson
- Vice Chairperson
- Secretary
- H&I coordinator
- Outreach coordinator

2. Group Representatives:

Each group is encouraged to have a PR representative attend the monthly FASCPR meeting.

3. General Members:

Any additional members of Narcotics Anonymous wishing to participate in the public relations are welcome to attend sub-committee meetings at any time.

- 737 **Section 2- Vice-Chairperson**
 738 1. Performs any and all duties of the Chairperson pertaining to the FASCL sales functions in
 739 his/her absence.
 740 2. Count all money and receipts at the end of any sales functions with the Chairperson or
 741 with another designated officer.
 742

- 743 **Section 3- Treasurer**
 744 1. Is responsible for all monetary transactions which include collection of money/receipts at
 745 any sales function.
 746 2. Count all money and receipts at the end of any sales function with the Chairperson or
 747 with another designated officer.
 748

- 749 **Section 4- Secretary**
 750 1. Maintains a list of commitments by the FASCL members for duties to be performed for
 751 sales functions.
 752 2. Is responsible for any/all correspondence.
 753

- 754 **Section 5- FASCL Member**
 755 1. Officers are to be chosen by the FASCL voting members.
 756 2. FASCL members are responsible to carry out designated duties.
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418 **Section 8:** Request to modify or withdraw- This request may be made to the maker of the original motion upon his/her
 419 acceptance of a suggestion from another member. After the motion is made, it belongs to the FASC as a whole and the
 420 maker must request the FASC's permission. The Chairperson will then treat this as a unanimous consent manner, that
 421 is, if there is no objection then permission is granted to modify or withdraw the motion. If there is an objection, the
 422 request is put to a vote, which is not debatable.
 423

424 **Section 9:** Motion to call the vote- (to call the question)-The motion must be seconded and allows for one (1) pro one
 425 and (1) con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to
 426 a vote without any further amendment or debate. This motion is not meant to suppress information but rather to
 427 expedite the process.
 428

429 **Section 10:** Point of information- This is a question directed to the Chairperson to obtain information concerning
 430 parliamentary procedure or the motion that is pending. This allows a member to ask a question without making a
 431 statement or giving information regarding a motion that is pending.
 432

433 **Section 11:** Point of order- When a member feels that the rules, policy or guidelines of the FASC are not being
 434 adhered to, they can make a "point of order" which; in effect, is asking the Chairperson to decide of whether the
 435 procedure the member is pointing out is being violated.
 436

437 **Section 12:** Appeal the decision of the Chairperson- Any two (2) members have the right to appeal the Chairperson's
 438 ruling on questions relating to parliamentary procedure. By one (1) member making the appeal and another seconding
 439 it, the question is taken from the Chairperson and given to the FASC for final decision. The Chairperson shall speak
 440 con to the motion and the maker of the appeal shall speak pro to the appeal, not to exceed one (1) minute each.
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FASC Activities Sub-Committee

Guidelines

Revised 08-06-19

Approved 10-13-2019

Article I- Name

The name of this committee shall be the Foothill Area Activities Sub-Committee, hereafter referred to as FAASC.

Article II- Boundaries

To serve the Foothill Area Service Committee (FASC) with in its' geographical area.

Article III- Purpose

To provide activities / functions for the FASC, and to provide donations over and above the FAASC prudent reserve.

Article IV- Membership

Membership is open to any interested members of Narcotics Anonymous.

Article V- Voting

1. Voting participants are to include FAASC officers, except the Chairperson, who only votes in case of a tie.
2. Upon attendance of a second consecutive meeting you become a voting member. Voting privileges are lost with two consecutive absences, including officers.

Article VI- Officers/Elections

1. Officers of the FAASC shall be: Chairperson, Vice Chairperson, Secretary, Treasurer, and any appointed AD-HOC Committee Chairperson.
2. Officers of the FAASC, excepting the Chairperson, shall be elected in May. The Chairperson is elected to the position through the FASC.
3. Officers are elected for a one-year term: no officer may serve more than two consecutive terms in the same office.
4. The Chairperson of the FAASC may establish an AD-HOC Committee necessary to perform certain duties.

Article VII- Removals

Any officer or voting member can be removed from their position for non-compliance, which includes but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their position.
- C. Two consecutive absences w/o notice. Members may resign at any time: Officers are encouraged to give one-month notice.

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Secretary

Qualifications:

1. Minimum six (6) months abstinence.
2. Be willing to serve at least one (1) year.

Duties:

1. Record minutes of each FASCL meeting.
2. Responsible for all incoming and outgoing correspondence.
3. Acts as custodian of the FASCL archives

Treasurer

Qualifications:

1. Minimum two (2) years abstinence.
2. Be willing to serve at least one (1) year.
3. One (1) year of active service.

Duties:

1. Maintain a record of cash flow.
2. Oversees cash flow.
3. To be receiver and depositor of all funds of the FASCL.
4. To provide written monthly financial reports.
5. Be responsible for petty cash of \$50.00 for expenses.

Article X- Operational Guidelines

Section 1- The FASCL shall hold monthly meeting in a place as geographically centered as possible with in the area boundaries on the first and third Sunday of each month. (Or regular meeting agreed upon date and a time).

Section 2- Special meetings may be called by a simple majority vote or by the Chairperson's request.

Section 3- To establish a quorum there must be a minimum of three (3) voting members present.

Section 4- Any monetary transaction or purchase for the FASCL shall be voted upon by a 2/3 majority vote of the FASCL sub-committee.

Section 5- Budget is established at \$2000.00 per month.

Section 6- In the event there is a need to amend the budget the Chairperson, upon a 2/3 majority vote of the FASCL, will submit a request to the FASC for approval.

Section 7- After sales functions, all money shall be counted and recorded by two officers of the FASCL, Chairperson and treasurer or two (2) officers previously designated.

Section 8- The guidelines may be amended by 2/3 majority vote at a regular meeting or special meeting called to amend the guidelines, as needed. Amendments are subject to the FASC approval.

Section 9- All active members of the FASCL have a right to make a motion and second a motion.

Article XI- Functions

Section 1- Chairperson

1. With the Vice-Chair, oversees and maintain a supply of inventory before and after each sales function.
2. Arranges for the purchase of all necessary supplies for literature committee.

643 **Section 7-** A Chairperson elected to a Sub-Committee before the month of April in any given year is also
644 subject to elections of officers in the regular meeting of the FASC in April.
645 **Section 8-** Sub-Committee Chairperson and officers of that committee to be subject to the FASC
646 Guidelines.

647
648 **Article VIII- Removals**

649 **Section 1-** An officer, or voting member may be removed from their position for non-compliance
650 Including but not limited to:
651 **A.** Loss of abstinence.
652 **B.** Non-fulfillment of the duties of their position.
653 **C.** Absence at two (2) consecutive meetings of the FASCL without prior notice.
654 **D.** Lack of participation in the Foothill Area.

655 **Section 2-** An officer or Sub-Committee Chairperson may resign by providing the Chairperson with written
656 notice at least three (3) weeks in advance of the upcoming regular meeting of the FASC.

657
658 **Article IX- Duties of the Officers**

659 **Chairperson**

660 **Qualifications:**

- 661 1. Minimum two (2) years abstinence.
- 662 2. Be willing to serve at least one (1) year.
- 663 3. One (1) year of active service.

664 **Duties:**

- 665 1. Preside over FASCL meetings as per Roberts Rules of Order, and over all literature
666 committee functions.
- 667 2. Provides agenda for FASCL meeting.
- 668 3. To attend all FASC meetings to submit the FASCL monthly report, to include its financial
669 report.
- 670 4. Responsible for getting appropriate FASCL information to the FASC.

671
672 **Vice Chairperson**

673 **Qualifications:**

- 674 1. Minimum two (2) years abstinence.
- 675 2. Be willing to serve at least one (1) year.
- 676 3. One (1) year of active service.

677 **Duties:**

- 678 1. Perform any and all duties of the Chairperson in his/her absence.
- 679 2. Responsible for the housing and distributing of all inventory on hand.
- 680 3. Keep an updated inventory of all items owned by the FASCL: books/handouts/chips/etc.
681 and the whereabouts of said items at all times.
- 682 4. Vice-Chairperson or other voting members of the FASCL to be present with Treasurer
683 for the ordering and purchase of inventory.
- 684 5. Be present to count inventory and receipts at the end of sales functions.

512 **Article VIII- Duties of Officers**

513 **Chairperson**

514 **Qualifications:**

- 515 1. Two (2) years abstinence.
- 516 2. Be willing to serve at least one (1) year.
- 517 3. One (1) year of active service.

518 **Duties:**

- 519 1. Preside over all FAASC meetings, as per Roberts Rules of Order, and over all
520 activities/functions.
- 521 2. Provide an agenda for all FAASC meetings.
- 522 3. Attend all FASC meetings and submit the monthly FAASC report, including up-to-date
523 financials.
- 524 4. To be a co-signer on the FAASC checking account when applicable.
- 525 5. Provide a monthly inventory report to the FASC.
- 526 6. To be added to access list at FASC storage facility.

527 **Vice Chairperson**

528 **Qualifications:**

- 529 1. Two (2) years abstinence.
- 530 2. Be willing to serve at least one (1) year.
- 531 3. One (1) year of active service.

532 **Duties:**

- 533 1. Perform any/all duties of the Chairperson in their absence.
- 534 2. To be a co-signer on the FAASC checking account when applicable.
- 535 3. To be responsible for the housing and distribution of all FAASC inventory on hand.
- 536 4. To provide a monthly report of all inventory items to the FAASC Chair.
- 537 5. To be added to access list at FASC storage facility.

538 **Secretary**

539 **Qualifications:**

- 540 1. Six (6) months abstinence.
- 541 2. Be willing to serve at least one (1) year.

542 **Duties:**

- 543 1. Record minutes of each FAASC meeting and provide copies at the next regularly scheduled
544 meeting.
- 545 2. Be responsible for all correspondence.
- 546 3. Act as custodian for all FAASC meetings.
- 547 4. Responsible for printing/distribution of all flyers.

548 **Treasurer**

549 **Qualifications:**

- 550 1. Two (2) years abstinence.
- 551 2. Be willing to serve at least one (1) year.
- 552 3. One (1) year of active service.

553 **Duties:**

- 554 1. Custodian of the FAASC bank account.
- 555 2. Co-signer on the FAASC checking account when applicable.
- 556 3. To be the receiver/depositor of all FAASC funds. Turns funds over to the FASC treasurer
557 ASAP.

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Ad-hoc Committee Chair and Officers

1. Ad-hoc Chair and officers are subject to the FAASC Guidelines.

Article IX- Operational Guidelines

1. The FAASC shall hold its' meetings twice a month in a geographically centrally located place within the FASC boundaries.
2. Special meetings can be called at the Chairpersons request or by a majority vote.
3. Any financial transactions for/by the FAASC must be passed by 2/3 majority.
4. A quorum shall consist of three or more voting members present.
5. The FAASC shall maintain a prudent reserve of \$1000.00 this is to include all saleable stock on hand and a monetary reserve.
6. In the event a need is seen to increase/decrease the prudent reserve, the Chairperson, upon a 2/3 vote by the FAASC, will submit a request to the FASC for consideration.
7. After each function/activity the treasurer and one other officer of the FAASC shall count and record all monies and FAASC merchandise within 24 hours.
8. These guidelines can be amended by a 2/3 vote of the FAASC. All amendments will be submitted to the FASC for its approval.

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**FASC Literature Sub-Committee
Guidelines**

Revised August 6, 2019
Approved 10-13-2019

Article I- Name

The name of this committee shall be known as the Foothill Area Sub-Committee Literature of Narcotics Anonymous. Hereafter known as FASCL.

Article II-Boundaries of Service

The boundaries of service are to serve the FASC with in its geographical area.

Article III- Purpose

Section 1- To provide Literature to the FASC.

Section 2- To enhance the primary purpose of carrying the message to addicts through promoting unity in the Fellowship by the successful distribution / management of NA literature, etc.

Article IV- 6th Tradition

In keeping with the 6th Tradition, we are not affiliated with any outside organizations. Special prices are not given to organizations.

Article V- Membership

Membership of the FASCL shall be open to any interested member.

Article VI- Voting

Section 1- Voting participants are to include the FASCL officers, but to exclude chairperson, except in the case of a tie.

Section 2- You are a voting member upon attendance of two (2) consecutive committee meetings. You must Re-establish your voting rights if you miss two (2) consecutive meetings, not to exclude its officers.

Article VII- Officers and Elections

Section 1- It is suggested that all interested members have a willingness to serve.

Section 2- The officers of the FASCL shall be the Chairperson, Vice-Chair, Secretary, Treasurer, and any appointed Sub-Committee Chairperson.

Section 3- The officers of the FASCL shall be elected officers of the body of the FASCL, except for the Chairperson. The Chairperson is elected to the position through FASC as provided in their guidelines, Article VI, SECTION 2

Section 4- All officers, except for the Chairperson, as provided for in Article VI, SECTION 2, shall be elected in the month of May.

Sections 5- All the officers elected through the FASCL are elected to serve one (1) year. These officers may serve no more than two (2) consecutive terms in any office position.

Section 6- No officer shall hold more than one office at one time.