

**SUN CITY AREA SERVICE COMMITTEE OF NARCOTIC ANONYMOUS
(SCASCNA)**

POLICY, PROCEDURE & GUIDELINES

Approved

March 15, 2014

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The PPG Sub-Committee is respectfully submitting the Sun City Area Service Committee of Narcotics Anonymous Policy, Procedure and Guidelines. Approved by the SCASCNA on 3/15/2014

In Loving Service,

PP&G Subcommittee

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I. Name & Defining

The name of this committee shall be called The Sun City Area Service Committee of Narcotics Anonymous (SCASCNA). With our first NA meeting, the gift of Narcotics Anonymous Recovery has been in Myrtle Beach South Carolina since 1978. We have grown from one meeting, to becoming part of the Carolina Region of NA, The First Carolina Area of NA and in 1986 we became known as the Sun City Area of NA (see section XXII for Sun City Area of NA History) .Defining SCASCNA: Narcotics Anonymous (NA) groups geographically located in North Myrtle Beach, Myrtle Beach, Conway, Surfside, Murrells Inlet and Georgetown County wishing to participate in the SCASCNA. All SCASCNA Meetings, current and new, must comply with the 12 steps, 12 Traditions and 12 Concepts of NA. SCASCNA groups and subcommittees meet monthly, or as needed, to conduct area business. The ASC will have a PO Box. Two ASC trusted servants (Facilitator and Treasurer) will have keys to the PO Box and check the PO Box once a week. The Secretary will be delegated as the backup if the need arises. Mailing address is: Sun City Area of NA, PO Box 626, Myrtle Beach, SC 29578-0626. The ASC meeting will be held on the third Saturday of each month at an agreed upon location and with the option to pay rent on a monthly, quarterly or annual basis as determined by the ASC Consensus.

II. Purpose of the Area Service Committee (ASC)

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups and subcommittees within the boundaries of the Sun City Area, to support the needs of these groups and to foster unity! Also, the ASC serves as a link between the groups and the Carolina Region of NA. For the purpose of these guidelines, the term Narcotics Anonymous Groups shall be defined as stated in the currently approved A Guide to Local Service in Narcotics Anonymous. The purpose of the ASC is to support the area, its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day- to-day situations and needs. As a whole, the SCASCNA supports the group conscience of the NA fellowship and will abide by the stated policies of the Carolina Region of Narcotics Anonymous (CRNA), The World Service Conference (WSC) and its service committees. Everything that occurs in NA service must be motivated by a desire to successfully carry the message of recovery to the addict who still suffers. It is for this reason that we began this work. We must always remember that, as individual members, groups and service committees, we are not and never should be in competition with each other. We have learned painfully that internal strife cripples our fellowship. It prevents us from providing the service for growth.

III. Participants

Decision-making participants of the SCASCNA are the Group Service Representatives (GSR) or, in the absence of the GSR, the Alternate GSR. For the purpose of these guidelines, the terms GSR and ALT GSR are defined below as stated in the currently approved NA Service Manual.

1. Only GSRs (or Alternate GSRs, in the absence of GSR) can make decisions.
 2. The GSRs cannot hold another area position while serving as a decision-making member.
 3. Decision-making members must be present at the ASC meeting to participate in the decision-making process.
 - 4) If a home group missed two consecutive meetings they are no longer an active participant in the area and have lost voting rights until they attend two consecutive ASC meetings at which on the second meeting will become an active participant with voting rights.
- * Non-deciding participants of ASC are officers and subcommittee chairpersons.
- * Observers are NA members not addressed elsewhere in this policy and will be classified as ASC observers. Only NA members have the specific right to request the floor.

IV. Quorum

1. To conduct ASC business, a simple majority or 51% quorum of area groups that are active participants with voting rights is required.
2. To change SCASCNA Policy, Procedures and Guidelines, a two thirds quorum of area groups that are active participants with voting rights is required.
3. In the event that quorum is not reached, no business will be conducted except for all reports, collect group donations, open forum and payment of the ASC priority expenses. Treasurer's report will follow and the ASC meeting will be adjourned.
4. The Area Facilitator or, in the event of the Area Facilitator's absence, the acting facilitator according to Section XIV (Ranking of Officers) will establish quorum for the sitting ASC after roll call and prior to the conducting of old business.

V: Business Procedure

1. All business conducted in Sun City ASC meetings shall be conducted utilizing a hybrid consensus decision process approach. Running a meeting by hybrid consensus is a simple, easily understood process. It allows the ASC to arrive at a conscience while practicing spiritual principles. It is supported by a) the sixth concept for service: Group conscience is the spiritual means by which we invite a loving God to influence our decisions for NA service b) The Second Tradition: A surrender to group conscience means we allow our fellowship to be shaped by a loving Higher Power. .
2. To provide sources and references for future policies and guidelines, the "A Guide to Local Service in Narcotics Anonymous" will be utilized.
3. It is suggested that Proposals be submitted in writing prior to the start of New Business. It is suggested that a proposal be tabled no more than two times. Proposals may be withdrawn only by the person introducing them. Any proposal not conscience by a home group or sub- committee will require a second from a GSR before being placed on the table for discussion and consensus.

VI: ASC Meeting Format

Sun City Area Service Committee Agenda

Date _____

SERENITY PRAYER: _____

12 TRADITIONS: _____

12 CONCEPTS: _____

SERVICE PRAYER: _____

NEW HOME GROUPS: _____

NEXT ASC DATE: _____

ROLL CALL	NAME	HOME GROUP	NAME
<input type="checkbox"/> Facilitator	_____	<input type="checkbox"/>	<input type="checkbox"/> An Active Change
<input type="checkbox"/> Secretary	_____	<input type="checkbox"/>	<input type="checkbox"/> Foot Prints in the Sand
<input type="checkbox"/> Treasurer	_____	<input type="checkbox"/>	<input type="checkbox"/> Back to Basics
<input type="checkbox"/> RCM	_____	<input type="checkbox"/>	<input type="checkbox"/> Bound for Freedom
<input type="checkbox"/> RCM Alt	_____	<input type="checkbox"/>	<input type="checkbox"/> Here and Now
<input type="checkbox"/> H&I	_____	<input type="checkbox"/>	<input type="checkbox"/> How It Works
<input type="checkbox"/> Lit Review	_____	<input type="checkbox"/>	<input type="checkbox"/> Hugs Not Drugs
<input type="checkbox"/> PP&G	_____	<input type="checkbox"/>	<input type="checkbox"/> Never Alone
<input type="checkbox"/> PR	_____	<input type="checkbox"/>	<input type="checkbox"/> New Day
<input type="checkbox"/> Special Events	_____	<input type="checkbox"/>	<input type="checkbox"/> Miracles In Progress
<input type="checkbox"/> Admin	_____	<input type="checkbox"/>	<input type="checkbox"/> Pawley Island Group
	_____	<input type="checkbox"/>	<input type="checkbox"/> Super Friends
	_____	<input type="checkbox"/>	<input type="checkbox"/> The Promise is Freedom
	_____	<input type="checkbox"/>	<input type="checkbox"/> TMAGNA
	_____	<input type="checkbox"/>	<input type="checkbox"/> Turning Point
	_____	<input type="checkbox"/>	<input type="checkbox"/> We Do Not Govern
	_____	<input type="checkbox"/>	<input type="checkbox"/> We Do Recover

QUORUM: _____

ACCEPTANCE OF MINUTES: _____

REPORTS: Facilitator/Secretary/Treasurer/RCM/Public Relations/Hospitals & Institutions/SP Events/Policy Procedure & Guidelines/Literature Review/Admin Board/ Home Groups

BREAK TIME: Start time: _____ End time: _____ ROLL CALL: GSR count _____ Quorum: _____

READING: A Vision For NA Service

OLD BUSINESS:

CONCERNS: _____

NEW BUSINESS:

Nominations:
Elections:
Proposals:

OPEN FORUM: (20 minutes) Start time: _____ End time: _____

FINAL TREASURER’S REPORT:

Beginning Balance _____
Income: _____
Disbursements: _____
Balance: _____

CLOSING: Time: _____

VII. ASC Officers and Sub-Committee Chairs

ASC Officers

Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, Alternate Regional Committee Member.

ASC Sub-Committee Chairs

Hospitals & Institutions Chair, Literature Review Chair, Policy, Procedure and Guidelines Chair, Public Relations Chair and Special Events Chair

VIII. Proposals

1. All proposals with their respective intents are to be made in writing to the secretary, using ASC Proposal form and will be archived in a reference binder.
2. Proposals may only be submitted by SCASCNA Trusted Servants (GSR, AGSR (in the absence of the GSR), Sub Committee Chairs (or in their absence, Vice-Chair)). Note: Sub- Committees may only submit proposals pertaining to the function of their committee.
3. After a proposal is read, the floor will be open for discussion on that proposal utilizing the Hybrid Consensus Decision as outlined in section XVIII of our guidelines.
4. If the proposal being presented for consideration was made on the floor, the maker has the ability to accept or not accept (friendly) adjusted amendments (changes to the original proposal) in addition to being able to table or withdraw the motion.

5. If the proposal being presented for consideration was conscientized by a Home Group, the GSR or Alt GSR has the ability to accept or not accept (friendly) adjusted amendments (changes to the original proposal) in addition to being able to table or withdraw the motion as long as such action is fundamentally in line with that Home Group Conscience.
- 6) During the Hybrid Consensus Decision Process (prior to the proposal being sent back for the Home Groups to vote), if two or more GSR's state "they need additional input from their home group", the proposal may be tabled until the following ASC at which time under old business the proposal will be presented as identified in section XIX.
7. Proposals may only be tabled two times.
8. The name of the group from which the proposal originates will not be published in the area minutes.
9. Once a proposal has been acted upon by the ASC body, the same proposal cannot be reconsidered for a period of three months.

IX. New Area Groups

- 1) NA groups wanting to join the Sun City Area must attend two consecutive ASC meetings in a row .On the second meeting will become an active participant with voting rights and will be:
 - A) Provided the Home Group Starter Kit 2013 Cost \$6.10 NAWS.
 - B) Provided Eight Tier Rack and Literature
 - C) Directed to World Services for registration.
 - D) Be added to the SCNA Meeting Schedule

X: Financial

1. All area events that will request seed money funding from the Area (above Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budgeted not to exceed itemized cost to the ASC for approval.
2. Special Events has a \$300 operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget. Activities should be fully self-supported, but the SCASCNA recognize that not every NA member is financially able to donate or purchase a ticket. We achieve the ability to be inclusive with everyone attending (no addict turned away) by offsetting the cost of those who can't afford to pay with events having a donation basket at the door of the event, and or ensuring that cost in support of those who cannot afford to pay are part of the overall cost of the event and is reflected in the cost of each ticket sold and or suggested donation for the event and or fund raisers and or asking the area for a donation of fund
3. All treasury disbursements will be paid by check upon presentation of receipts.
4. The treasurer's report will reconcile with the monthly statement from bank.
5. Prudent Reserve is \$400.00, or at least one month's expenses of the ASC.
6. Quarterly: If, after all financial issues are dealt with and after monthly bills are paid, the treasury exceeds prudent reserve, any funds over prudent reserve will be a donated to Region and World as follows: a. 75% to CRNA (Carolina Region Narcotics Anonymous) and; b. 25% to WSO. March, June,

September and December.

7. The Regional donation will be sent quarterly regardless of the RCM's attendance of the Regional meeting. When sending the donation by mail, a receipt of the donation will be requested. . All attendees of the Regional meetings will be reimbursed by Area Treasurer for gas and lodging expenses incurred if the distance is 150 miles or over each way not to exceed \$150 per day. For meetings less than 150 miles, the reimbursement will be for gas only, not to exceed \$100.00.

8. The Area will pay rental as needed, for the following meetings – ASC, Special Events, PR, H&I and Literature Review and any other special meetings that involve area concerns. The Area will also pay for Special Events storage space

9. Proposals presenting a non-budgeted item greater than \$500, must be submitted in writing to the ASC under new business, discussed utilizing the CBDM process. Then the proposal is sent back to the Home Groups so that a Group Conscience decision can be brought back to the ASC the following month. At which time under old business a vote will be taken.

10. Special Events Spring & Fall Camp Out: SE is directed by the ASC to reserve and prepay the camp grounds and pavilion for the following camp out utilizing funds generated from the current camp out. The cost will be reflected in the "Itemized Expense" of the financial report given by the SE Chair at the following ASC meeting.

11. H&I has a \$150 operating account which uses the funds to purchase items to support the sub-committee and brings in a receipt to the ASC in order to reimburse it's operating account.

12. PR has a monthly budgeted amount of \$170 each month to support their sub-committee.

13. Pay yearly Insurance for Special Events Activities

14. Funds generated by Special Events are to be held in the ASC Treasury for thirteen (13) months after the event to be used to fund only ASC expenses.

XI: Meetings

1. The Sun City Area PR Committee will provide its groups with meeting lists which are updated monthly.

2. A wheelchair accessible symbol will be included in the meeting list for those meetings that are handicap accessible.

3. No meeting can be removed from the meeting list before that concern is brought to the ASC.

4. All NA meetings are fully self-supporting with 7th tradition basket accountability.

5. NA meetings cannot be held in places where the property owner is not known or permission is not granted.

6. An NA meeting that that meets in the Sun City Area but does not attend ASC (not an active participant with voting rights) will still be listed in the meeting schedule, as long as it is a true NA meeting, operating within the 12 Traditions of Narcotics Anonymous.

XII. Administrative Board:

This board is established to comply with State and Federal regulations governing non-profit organizations. The board will be composed of Executive Director, Director, Secretary and Financial Officer. These officers will serve a three year term and are limited to serving two consecutive terms. Any member of the Sun City Area, who has 1 year of clean time and a willingness to serve, is eligible to serve

on the board. Members of the board will be nominated and voted on by the same process as all other Area Service Positions. The initial terms will be staggered to prevent all positions from changing at one time as follows:

Executive Director and Director...3 years
Financial Officer...2 years
Secretary...1 year

Any officer may be removed for cause by a vote of the ASC.

Cause may include: failure to attend 30 % of scheduled or specially called board meetings, failure to perform the duties of their office, relapse, misappropriation of funds, behavior that is unacceptable to the ASC, or other similar reasons.

The board will meet quarterly and as needed for special circumstances. Special meetings may be called at the request of the ASC and should be arranged by the secretary with every reasonable attempt made to reach all members of the board and schedule it accordingly. For the purpose of this board, a quorum will consist of 3 members. The officer chairing the meeting will only vote to break a tie.

Duties of Board Members: The board will meet quarterly and as needed for special circumstances. The members of the board are not voting members at the ASC. The financial officer will submit a financial report at each board meeting and prepare all reports as required by State of SC and IRS regulations. The Executive Director will sign and submit such forms and reports, and chair the board meetings. The Director will carry out the duties of the Executive Director in his/her absence. The Secretary will take minutes at each board meeting to be submitted to the ASC and kept on file in compliance with the State and Federal regulations for non-profit organizations.

XIII. Qualification and Duties of Service Positions

1. AREA LEVEL:

Area level positions to be defined: Facilitator, Co-Facilitator, Secretary, Alt. Secretary, Treasurer, Alt Treasurer, GSR, and Alt. GSR.

ASC FACILITATOR AND CO-FACILITATOR QUALIFICATIONS

1. Minimum of two years continuous clean time for Facilitator and one year clean time for Co-Facilitator.
2. One year service-related work for an Area Service Committee of NA.
3. Time and resources available to be an active participant.
4. Willingness and desire to serve.
5. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
6. Ability to demonstrate responsibility in their personal finances.
7. Has an NA Sponsor and NA Home Group

DUTIES OF FACILITATOR AND CO-FACILITATOR

1. Facilitate the ASC meeting within the 12 Traditions and 12 Concepts.
2. Is available to help resolve communication problems.
3. Notifies WSO of changes in trusted servant positions of the ASC.
4. The Facilitator will state and put to vote all proposals coming before the ASC during proceedings and announce the result of each vote.
5. Responsible to recognize members or observers who are entitled to address the area floor.
6. When in doubt, asks for help from policy, procedure and guidelines chair or other qualified members.
7. Appoints all Ad Hoc committees.
8. Notifies area when an officer is not present at ASC.
9. Provides assistance to sub-committee chair as needed, or by request, and stays informed of sub-committee activities.
10. In the event that a sub-committee chair position is vacant, the Facilitator or Co-Facilitator will assume the responsibilities of that chair to ensure that the sub-committee's work is carried out.
11. Is one of the co-signors on the ASC bank account.
12. One year service commitment for Facilitator and two year recommended commitment for Co-Facilitator (one year as co-facilitator and one as facilitator – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and does not require a nomination).

GSR AND ALT. GSR QUALIFICATIONS

1. Each Home Group sets their own qualifications for their GSR.
2. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Have an understanding of the SCASCNA policy.
4. Have a working knowledge of how the ASC runs and what goes on at the ASC.

DUTIES OF GSR & ALT. GSR

1. Must carry the conscience of your home group.
2. Should attend and stay through all ASC meetings.
3. Must give written and verbal report on status of home group.
4. Votes on all proposals on the ASC floor.
5. Brings home group monetary donation to the ASC to give to area treasurer.

ASC SECRETARY AND ALT. SECRETARY QUALIFICATIONS

1. Minimum of one year continuous clean time.
2. Active member of a SCASCNA Home Group.
3. Time and resources available to do the job.
4. Willingness and desire to serve.
5. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
6. Ability to demonstrate responsibility in their personal finances.
7. Has an NA Sponsor and NA Home Group

DUTIES OF ASC SECRETARY AND ALT. SECRETARY

1. Takes minutes at ASC meeting and types them.
2. Prints the minutes and distributes them by mail or email within 2 weeks following ASC meeting.
3. Keeps updated lists of ASC Representatives with their addresses, email addresses and phone numbers.
4. Notes in minutes any officers absent from ASC meeting.
5. All minutes of ASC to be archived in a reference binder.
6. Is one of the co-signers on the bank account.
7. The area Secretary will maintain (3) three extra copies of the SCASCNA Guidelines in the archives, as well.
8. One year commitment for Secretary and two year recommended commitment for Alt. Secretary (one year as Alt Secretary and one year as Secretary – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and does not require a nomination).

ASC TREASURER AND ALT. TREASURER QUALIFICATIONS

1. Minimum of two years continuous clean time for treasurer and for alt. treasurer.
2. Must have steady income.
3. Active member of a SCASCNA Home Group.
4. Time and resources available to do the job.
5. Willingness and desire to serve.
6. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
7. Has fulfilled a commitment as a Home Group Treasurer.
8. Ability to demonstrate responsibility in their personal finances.
9. Has an NA Sponsor and NA Home Group.

DUTIES OF ASC TREASURER AND ALT. TREASURER

1. Accepts and records all donations from home groups (and have that amount verified by another ASC member prior to leaving ASC meeting).
2. Gives a financial report at each monthly ASC meeting, which is incorporated in the area minutes.
3. Makes an annual report of all contributions/income and expenditures.
4. Distributes funds and pays bills accordingly.
5. Maintains a receipt book and receipts.
6. Maintains ASC bank account and balances the checkbook monthly.
7. Is one of the co-signers on the ASC bank account.
8. Insures that 4 signers are maintained on bank account signature cards. These signatures will consist of the current Facilitator, Co-Facilitator, Treasurer, and Secretary.
9. Has key to PO Box and distributes mail weekly.
10. Familiarizes Alt. Treasurer with all accounting procedures.

11. Provides assistance to sub-committee chair as needed, or by request, and stays informed of sub-committee activities.
12. All checks should be written during the ASC meeting except in very extenuating circumstances.
13. One year commitment and two year recommended commitment for Alt treasurer (one year as Alt Treasurer and one year as Treasurer – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and does not require a nomination).

2. REGIONAL LEVEL

Regional level positions to be defined: RCM, Alt. RCM, Policy, Hospitals and Institutions (H & I) Chair, H & I Alt. Chair, Literature Review Chair, Literature Review Alt. Chair, Public Relations (PR) Chair, PR Alt. Chair, Procedure and Guidelines (PP&G) Chair, PP&G Alt. Chair, Special Events (SE) Chair, and SE Alt. Chair.

Subcommittee chairs cannot act as or hold GSR or Alt. GSR positions.

REGIONAL COMMITTEE MEMBER RCM AND ALT RCM QUALIFICATIONS

1. Minimum of three years continuous clean time abstinence for RCM and two years for Alt. RCM.
2. Active member of Sun City Area group.
3. One year experience as RCM Alternate or Regional participant.
4. Ability to demonstrate responsibility in their personal finances.
5. Has an NA Sponsor and NA Home Group

DUTIES OF RCM AND ALT RCM

1. Communicates with Regional Service Committee.
2. Attends all the RSC meetings, provides a report to the RSC of activities within the area and an updated meeting list.
3. Takes donation to RSC.
4. Attends all ASC meetings and gives a report as to what is going on with the Regional Service Committee and to take information back to groups for group feedback/group conscience.
5. Obtains copy of CAR – Conference Agenda Repost and coordinates area participation for voting on those proposals.
6. Keeps informed of activities in the region and keeps region informed of activities within the area.
7. Helps ALT RCM get acquainted with duties and responsibilities of RCM and both try to combine trips to the Region as much as possible.
8. One year commitment for RCM and two year recommended commitment for Alt. RCM (one year as Alt RCM and one year as RCM – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and does not require a nomination).

ASC SUB COMMITTEES: Qualifications and Duties of Subcommittee Chairs and Alt. Chairs will be determined by the subcommittees themselves, approved by the ASC and will be submitted for inclusion in section XIII Qualifications & Duties of Service Positions 2 and section XXI Sub-Committees of this document.

HOSPITALS AND INSTITUTIONS CHAIR AND ALT CHAIR QUALIFICATIONS

1. Minimum of 2 years continuous clean time for H&I Chair; 2 year for ALT. H&I Chair
2. Time and resources available to do the job.
3. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. An understanding of the SCASCNA Policy.
5. Has an NA Sponsor and NA Home Group
6. Willingness to serve.

DUTIES OF HOSPITALS AND INSTITUTIONS CHAIR AND ALT CHAIR

1. Maintains order in sub-committee meetings
2. Prepares an agenda for each sub-committee meeting
3. Ensures that the Traditions and Policies are upheld
4. Maintains communication of H&I sub-committee business to ASC providing a monthly report
5. Attends the Regional H&I Meetings presenting report of activities to sub-committee
6. Provides drafts of correspondence to facilities served by sub-committee
7. Maintains meeting referral information to region (Carolina Regional Meeting Directory)
8. Facilitates sub-committee meetings once a month.
9. Gives a written and oral report to the ASC meeting each month.
10. Attends the Regional H&I Meetings presenting report of activities to sub-committee
11. One year commitment for H&I Chair and two year recommended commitment for Alt H&I Chair (one year as Alt H&I Chair and one year as H&I Chair – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination).

LITERATURE REVIEW CHAIR AND ALT CHAIR QUALIFICATIONS

1. Minimum of 2 years continuous clean time for LR Chair; 1 year for ALT. LR Chair
2. Time and resources available to do the job.
3. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. An understanding of the SCASCNA Policy.
5. Has an NA Sponsor and NA Home Group
6. Willingness to serve.

DUTIES OF LITERATURE REVIEW CHAIR AND ALT CHAIR

1. Submits verbal and written reports to the ASC each month.
2. Attends the Regional Literature Review Meetings presenting report of activities to sub-committee
3. Facilitates sub-committee meetings once a month.

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4. Coordinates Literature Review Process submitted by the World and Region.
5. One year commitment for LR Chair and two year recommended commitment for Alt LR Chair (one year as Alt LR Chair and one year as LR Chair – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination).

POLICY, PROCEDURE AND GUIDELINES CHAIR AND ALT CHAIR QUALIFICATIONS

1. Minimum of 2 years continuous clean time for PPG Chair; 1 year for ALT. PPG Chair
2. Time and resources available to do the job.
3. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. An understanding of the SCASCNA Policy.
5. One year experience as a GSR or PPG Sub-Committee member
6. Has an NA Sponsor and NA Home Group
7. Willingness to serve.

DUTIES OF THE POLICY, PROCEDURE AND GUIDELINES CHAIR AND ALT CHAIR

1. Assists with policy information during ASC.
2. Keeps ledger of all proposals passed or failed at ASC.
3. Reviews subcommittee policy for compliance to the ASC.
4. Submits verbal and written reports to the ASC each month
5. Reads duties and requirements for open elections
6. Attends the Regional PP&G Meetings when required presenting report of activities to sub-committee
7. Facilitates sub-committee meetings once a month.
8. One year commitment for PPG Chair and two year recommended commitment for Alt PPG Chair (one year as Alt PPG Chair and one year as PPG Chair The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination).

PUBLIC RELATIONS CHAIR AND ALT CHAIR QUALIFICATIONS

1. Minimum of 2 years continuous clean time for PR Chair; 1 year for ALT. PR Chair
2. Time and resources available to do the job.
3. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. An understanding of the SCASCNA Policy.
5. Willingness to serve.
6. Has an NA Sponsor and NA Home Group

DUTIES OF THE PUBLIC RELATIONS CHAIR AND ALT CHAIR

1. Submits verbal and written reports to the ASC meeting each month.
2. Facilitates PR Subcommittee meetings
3. To fulfill the responsibilities of all open positions within the PR Subcommittee
4. Try to attend the four (4) Regional PR meetings.

5. Keep the ASC informed of all PR activities, events and needs by submitting a written report at every ASC meeting.
6. Develop and stylize subcommittee policies, as needed, in accordance with the Guide to Public Relations Handbook, Guide to Phonelines, Guide to Local Service, Website Guidelines, and Sun City Area Policy.
7. Maintain open communication with the H&I chairperson.
9. Holds sub-committee meeting once a month
10. One year commitment for PR Chair and two year recommended commitment for Alt PR Chair (one year as Alt PR Chair and one year as PR Chair – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination).

SPECIAL EVENTS CHAIR AND ALT CHAIR QUALIFICATIONS

1. Minimum of 2 years continuous clean time for SE Chair; 1 year for ALT. SE Chair
2. Time and resources available to do the job.
3. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. An understanding of the SCASCNA Policy.
5. Ability to demonstrate responsibility in their personal finances.
6. Has an NA Sponsor and NA Home Group
7. Willingness to serve.

DUTIES OF THE SPECIAL EVENTS CHAIR AND ALT CHAIR

1. Submits verbal and written reports at ASC meeting each month. This will include a report of an event along with a financial statement balance that reflects the itemized expenditure and income (donation or suggested cost)
2. All area events that will request seed money funding from the Area (above Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budgeted not to exceed itemized cost to the ASC for approval.
- 3) Special Events has a \$300 operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget. Activities should be fully self-supported, but the SCASCNA recognize that not every NA member is financially able to donate or purchase a ticket (no addict turned away).
4. Returns funds to the area after an event has been hosted and bills have been paid.
5. Attends all ASC meetings or arranges for representation of the committee to attend.
6. Is responsible for the solicitation, implementation and coordination of activities for the Sun City Area fellowship
7. Coordinates Unity Day Event with World Services Unity Event when applicable.
8. Coordinates yearly Fall and Spring Camp Outs
9. Facilitates sub-committee meeting once a month

10. Maintains and keeps inventory of all SCASCNA SE equipment and supplies that are stored. Access to the inventory is under lock and key with the SE Chair, ASC Facilitator and any other individual identified by the SCASC having keys.

11. One year commitment for SE Chair and two year recommended commitment for Alt SE Chair (one year as Alt SE Chair and one year as SE Chair – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination).

XIV. Ranking of ASC Officers and Subcommittee Chairs

Facilitator (officer)

Co-Facilitator (officer)

Secretary (officer)

Alternate Secretary (officer)

Treasurer (officer)

Alternate Treasurer (officer)

Regional Committee Member (RCM) (officer)

Alternate Regional Committee Member (Alt RCM) (officer)

Policy, Procedure and Guidelines Chair (sub-committee chair)

All ASC officers unable to make the ASC must contact the Secretary. If the Secretary is unavailable, contact the ASC Alternate Secretary. If the Alt. Secretary is unavailable, contact the ASC Facilitator. When the Facilitator is unavailable to hold the ASC meeting, the following, in order, will assume the position: Co-Facilitator, RCM, Policy, Procedure and Guidelines Chair, then the Secretary.

XV. Elections and Nominations of Officers and Subcommittee Chairs

To be elected an ASC Officer and ASC Sub-Committee Chair, a simple majority vote, 51% or greater, is required.

Nominations are required for all Sub- Committee Chairs and ASC Officers except in the case where the Alt - Co ASC Officer Position served its first year and is in transition for the second year and therefore does not require a nomination. The transition is assumed, but is not automatic; it is subject to the approval of the ASC body.

Nominations need to be submitted by a NA Sun City Area Home Group and Sub-Committee (Sub-Committees can only nominate chair positions which serve their Sub-Committee). Nominees must be present at the Area Service Committee meeting at which the nomination is made to accept the nomination, provide his or her service record and answer any questions from the group. Nominees do not need to be present at the ASC meeting when voting takes place. If present, the nominee should leave the room while discussion and voting take place.

1. Regular Process

Regional Level Service Positions

All open positions that are linked to the Regional service committee will be announced in July, with nominations coming from the home groups and sub-committees in August, to be voted on in September and begin serving their position in October. These include RCM, Alt. RCM, H & I Chair, P R Chair, Literature Review Chair, and Policy Procedure and Guidelines Chair.

ASC Level Officer Service Positions

Open positions that are officers of the ASC (except RCM & Alt RCM) and Special Events Chair will be announced in October, with nominations coming from the home groups in November, to be voted on in December and begin serving their position in January. These include ASC Facilitator, Co- Facilitator, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer and Special Events Chair.

2. Irregular Process

If there is an open position, and no nominations from a Home Group and or Sub-Committee, a nomination may be made by one of the GSRs present at the ASC meeting and seconded by another of the GSRs present. If the nominee accepts, the nominee will be appointed acting and the nomination will go back to the home groups to be voted on at the following ASC.

XVI. Removal from Office

A service member of the ASC may be removed from their position for noncompliance. A two- thirds vote of area voting participants is required for removal. In the event of non-compliance, the ASC Secretary will send written notice to the service member involved. Non-compliance includes, but is not limited to, the following:

1. Loss of clean time.
2. Non-fulfillment of position duties.
3. Misuse of funds and/or literature.
4. Unexplained absences from ASC meetings.

After the 2nd meeting missed, if the trusted servant has not contacted ASC Facilitator or Co- Facilitator, a volunteer from the ASC will contact the trusted servant and ask why they have been absent and if they are planning on continuing their service commitment. If the person misses a 3rd consecutive ASC meeting, groups will be asked for nominations for that position.

XVII. Vocabulary For SCASCNA Guidelines

SCASCNA - Sun City Area Service Committee Narcotics Anonymous

GSR - Group Service Representative

WSO - World Service Office

CRNA - Carolina Region Narcotics Anonymous
CAR - Conference Agenda Report
RCM - Regional Committee Member
PR - Public Relations
H&I - Hospitals and Institutions
PP&G - Policy, Procedure & Guidelines
SE – Special Events

XVIII. Hybrid Consensus Decision Process

Simple explanation

A Hybrid Consensus is a process by which a common mind of the meeting is sought about the wisest way forward on a particular issue at the time.

It is supported by a) The Sixth Concept for Service: Group conscience is the spiritual means by which we invite a loving God to influence our decisions for NA service b) The Second Tradition: A surrender to group conscience means we allow our fellowship to be shaped by a loving Higher Power.

- a) A cooperative process for making decisions in which everyone supports the conscience (decision) of the group.
- b) Decisions should reflect the integrated will of the whole group
- c) Preserves the interest and integrity of all participants

A problem-solving orientation for people who wish to work together

- a) Searching together for the best solution for the group.
- b) A question process.
- c) Have respect for each other while engaging in the proposal process.

Overview Proposals

Proposals are made by any SCASCNA trusted servant (GSR, A-GSR (in the absence of the GSR), Sub Committee Chairs (or in their absence, Vice-Chair). Note: Sub- Committees may only submit proposals pertaining to the function of their committee). Decisions will be made by consensus. Consensus is reached when 80% or greater of SCASCNA trusted servants (“active participants with voting rights attending the ASC meeting”) vote yes.

The process identified below helps:

1. To ensure that all GSR’s fully understand each proposal so that when the GSR votes on the floor or brings back the proposal to their Home Group for a Group Conscience, they are able to clearly explain the proposal.

1. Proposals that are sent back to the Home Groups for Group Conscience:

- a) Policy Changes
- b) CAR
- c) Regional Proposals
- d) Expenditures of Five Hundred (\$500) or greater
- e) When two or more groups request that the Proposal be brought back to the Home Groups

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2. Proposals that are not sent back to the home groups and decided at the ASC via the CBDM Process
 - a) Business

XIX Guidelines for Hybrid Consensus Decision Process

1. Bring proposals to the body.
 - a. Proposals brought forth via a GSR or Alt from their Home Group
 - b. Proposals brought forth via a GSR or Alt from the ASC Floor
 - c. Proposals brought forth via a Sub Committee Chair or Alt

2. Sequence

A. Open up the floor first for clarifying questions about the pros (intent and impact) of the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).

B. Facilitator asks whether anyone has any objections about the proposal. These are heard, and they may be answered or the proposal may be adjusted with a friendly amendment.

C. Once all objections have been heard and answered or adjusted with a friendly amendment, the facilitator will restate the proposal (or adjusted proposal if friendly amendments were added) and will ask the body, "Are there any objections?" At this point, only participants who still have a fairly strong objection to the adjusted proposal should try to be recognized by the Facilitator in order to explain their objection. In the case of such an objection, the discussion should continue to allow for further adjustments (friendly amendments) to the proposal for the purpose of getting to a final proposal that is acceptable by the body.

D. If two or more GSR's state "they need additional input from their home group", the proposal may be tabled until the following ASC at which time under old business the proposal will be presented as identified in section XIX A.

E. If at any time the maker of the proposal feels that the proposal has been modified too significantly, the maker has the ability to table or withdraw the proposal from consideration or ask that the modifications (adjustments / friendly amendments) be withdrawn and the original proposal go forward as first proposed.

F. At this point of the Hybrid Consensus Decision Process, proposals that have been identified in our guidelines XVIII Overview of Proposals:

Under Section # 1

a) Will be sent back to the Home Groups for Group Conscience so that at the following ASC under old business, the Home Groups will then bring back their Group Conscience (Block, No or Yes) and the

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Facilitator will ask for a vote. When voting, the facilitator will ask in the following order: Block, No, Yes. If the number of yes votes are 80 % or greater, then a consensus will be declared and the proposal is considered adopted. If the number of yes votes are not 80% or greater, or if a block is offered and accepted by two thirds majority vote of all GSR's present (active participants with voting rights), the proposal is not adopted.

Under Section # 2

Will continue with the CBDM Process:

a) At the end of a discussion the Facilitator will ask for a vote. When voting, the facilitator will ask in the following order : Block, No, Yes . If the number of yes votes are 80 % or greater, then a consensus will be declared and the proposal is considered adopted. If the number of yes votes are not 80% or greater, or if a block is offered and accepted by two thirds majority vote of all GSR's present(active participants with voting rights), the proposal is not adopted.

3. As participants in a discussion, members can have the following positions:

a. Block – This is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of No votes, the block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. A member who blocks should be able to clearly articulate which Tradition or Concept or other principle fundamental to N.A. is violated by the proposal.

b. No Vote – It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block

c. Yes Vote – This means that I can support the proposal, all things considered. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it.

XX Subcommittees:

In some ways, the relationship between and ASC and its subcommittees is very similar to the relationship between NA groups and their ASC: in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services – H&I, PR, Activities and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because the ASC must be accountable to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees. The balance between accountability and

delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

- 1) The purpose of sub-committees is to plan and implement activities and deal with special matters that require much more effort than a monthly meeting.
- 2) These sub-committees are created by the ASC and are directly responsible to the ASC.
- 3) The ASC will elect the Chair of each sub-committee.
- 4) The sub-committee will elect their Co Chair, Secretary and Treasure.
- 5) Each sub-committee will determine the qualifications and duties of all trusted servant positions within the sub-committee to be submitted for approval by the ASC.
- 6) Each sub-committee will develop (and update when necessary) their guidelines and submit them to the ASC for approval and inclusion in the SCASCNA PPG.
- 7) Any major actions that may affect NA as a whole must be approved by the ASC before being carried out by the sub-committee, in order to insure that the NA Traditions are upheld.
- 8) Each sub-committee chair will submit a written report to the Areas Secretary at each ASC meeting. (to be included in the areas minutes)
- 9) Administrative functions can be handled within the sub-committee (which includes: planning, scheduling, sub-committee meetings, typing reports ect.)
- 10) Each sub-committee will hold at least one regularly scheduled meeting per month to be announced to all groups.
- 11) Each sub-committee chair will establish lines of communications with the appropriate RSC and WSC sub-committee.
- 12) Sub-committees will follow the handbook / guide for their respective sub-committee.
- 13) Sub-committees will be represented at their respective RSC sub-committee meetings as per sub-committees chair duties.
- 14) Sub-committees may only submit proposals pertaining to the functions of their sub-committee.

XXI. Sub-Committee Guidelines

1. AD-HOC COMMITTEE

I) The Facilitator of the Area Service Committee shall have the authority to appoint Ad-Hoc Committees (from available volunteers) for such special purposes as may, from time to time, be deemed necessary by the ASC to fulfill its function.

II) The purpose, membership and duration of existence of any such Ad-Hoc Committee shall be specifically designated by the ASC at the time of the appointment

2. ADMINISTRATIVE BOARD

Sun City Area of Narcotics Anonymous

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BYLAWS

ARTICLE I

NAME AND PRINCIPAL OFFICE OF THE ORGANIZATION

- Section 1. This organization shall be known as Sun City Area of Narcotics Anonymous.
- Section 2. Its principal office is located at 3116 Shetland Lane #32 in Myrtle Beach, South Carolina; provided, however, that the principal office may be changed from time to time by vote of the Area Service Committee (ASC).

ARTICLE II

PURPOSE (MISSION)

- Section 1. The purpose of the Sun City Area of Narcotics Anonymous is to assist the groups in the area to carry the message of recovery to the still suffering addict.
- Section 2. The Sun City Area of Narcotics Anonymous is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. Notwithstanding any other provisions of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

ARTICLE III

AFFILIATION WITH CAROLINAS REGION

- Section 1. The Sun City Area of Narcotics Anonymous is a part of the Carolinas Region of Narcotics Anonymous.

ARTICLE IV

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MEMBERSHIP

- Section 1. MEMBERS: The membership of the Sun City Area of Narcotics Anonymous is in accordance with the Policies and Procedures of the Sun City Area of Narcotics Anonymous.
- Section 2. RIGHTS AND RESPONSIBILITIES: Members must meet the clean time requirements to be elected to serve on the Administrative Board. The members of the Administrative Board will be nominated by the home groups in the same manner as the chair of any sub-committee. The Area Service Committee (ASC) will vote on all Administrative Board members and any changes to these bylaws. All members shall be entitled to attend and be heard at meetings of the Administrative Board.
- Section 3. VOTING: Voting for the Administrative Board will be done in accordance with the Sun City Area of Narcotics Anonymous Policies and Procedures, as would be the case for any other subcommittee.
- Section 4. ANNUAL MEETING: The Administrative Board will meet with the ASC at the final meeting of the ASC for the fiscal year to complete and submit all necessary reports and documents for approval before filing with the State Dept of Revenue and the IRS.
- Section 5. QUORUM: The quorum for conducting business is those members present at any meeting.
- Section 6. SPECIAL MEETINGS: Special meetings of the Administrative Board may be called by the ASC at any time the ASC may deem necessary. The ASC will contact the Secretary of the Administrative Board, who must make every reasonable effort to reach all other Administrative Board members and advise them of the date, time, location and purpose of the meeting. Only business directly related to the reason for the special meeting will be discussed or acted on at this meeting.

ARTICLE V

AUTHORITY OF THE BOARD

- Section 1. The Sun City Area of Narcotics Anonymous is incorporated in the state of South Carolina as a nonprofit, public benefit corporation and is subject to the South Carolina Non-profit

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Corporation Act of 1994. The Board of the Sun City Area of Narcotics Anonymous, on behalf of the members of the Sun City Area of Narcotics Anonymous and the citizens of South Carolina, shall see to it that the organization achieves what it should and avoids what is unacceptable in achieving its mission.

Section 2. The Administrative Board of the Sun City Area of Narcotics Anonymous shall develop and establish such policies as necessary to insure implementation of effective and efficient organization, programs, and services and to assure that such programs are relevant to its mission and community needs.

ARTICLE VI

ADMINISTRATIVE BOARD MEMBERSHIP

Section 1. APPOINTMENT AND NUMBER. The ASC, in service to the groups, shall elect the

Section 2. TERMS. Terms of directorship are for three (3) years or until expiration of a term if the appointment is to fill a vacant position. Directors shall hold their offices until their successors are elected and qualified, except, however, no single term of a director may exceed three (3) years. A director may be elected to two (2) successive three-year terms. At the end of a director's service, the former director may not be re-elected to the Board for at least one year. The board will be divided into three classes, so that one or two members of future boards will be eligible for re-election or rotate off to be replaced by new board members each year.

Section 3. RESIGNATIONS AND REMOVALS. Resignations from the Administrative Board shall be submitted in writing by the resigning Director to the Executive Director (or Director in the event that the Executive Director resigns) and the Secretary of the ASC. Upon a majority vote, the ASC may remove a director from office for inability or failure to perform the function of a board member as determined by the ASC. A director automatically resigns his or her position by failing to comply with the meeting attendance requirement. The ASC may temporarily fill the vacant position with a new board member until the last ASC meeting of the fiscal year, when a slate of new board nominees is presented for election.

Section 4. COMPENSATION. No director shall be compensated for his or her services as a director. The ASC may provide for reimbursement from Sun City Area of Narcotics Anonymous funds for pre-approved travel expenses or other out-of-pocket expenses incurred in the pursuit of service to the Sun City Area of Narcotics Anonymous.

Section 5. INDEMNIFICATION. The Sun City Area of Narcotics Anonymous shall, to the fullest extent permitted by the South Carolina Nonprofit Corporation Act of 1994, indemnify all persons whom it may indemnify pursuant thereto, so long as such persons have conducted themselves in good faith and reasonably believed their conduct not to be opposed to the organization's best interests.

ARTICLE VII

QUALIFICATIONS AND DUTIES OF DIRECTORS

Section 1. The qualifications for the Executive Director are three years of clean time and a willingness to serve. The Executive Director shall preside at all meetings of the Administrative Board, assure the integrity of the Board's process and represent the Board at the monthly ASC meeting. The Executive Director will be certain that the liability insurance for the Sun City Area Special Events of NA is maintained in force, that all documentation and returns are signed and filed with the State of SC and IRS to maintain our 501-C3 status as a non-profit organization, as required by law, report to the ASC at its monthly meeting and be the Legal Agent of Contact for the Sun City Area.

Section 2. The qualifications for the Director are one year of clean time and a willingness to serve. The Director shall perform the duties of the Executive Director in case of the absence of that officer. The Director will also assist the Executive Director with his or her duties and sign any documents of financial returns and required by law.

Section 3. The qualifications for the Secretary are one year of clean time and a willingness to serve. The Secretary shall perform the duties of the Executive Director in case of the absence of both the Executive Director and the Director and will assure the integrity of the Administrative Board's minutes and records. The Secretary will send official notice of all quarterly Administrative Board meetings to the members of the Administrative Board and secure a location for the meeting, take the minutes of that meeting and provide them to the next ASC meeting. The Secretary will sign and send all financial forms and returns to the State and IRS, as required by law.

Section 4. The qualifications for the Finance Director are three years of clean time and a willingness to serve.

The Finance Director shall perform the duties of the Executive Director in case of the absence of the Executive Director, Director, and Secretary and will assure the integrity of the organization's financial assets and records. These duties include, but are not

limited to: Signing all tax forms for filing with the State of South Carolina and the Internal Revenue Service, collecting financial reports from the ASC Treasurer and requesting any funding necessary for filing taxes, insurance and any other expenses associated with maintaining out 501-C3 status.

ARTICLE VIII

BOARD MEETINGS

- Section 1. PARLIAMENTARY PROCEDURES. The Administrative Board shall conduct business in accordance with parliamentary procedures adopted in Administrative Board policy.
- Section 2. REGULAR MEETINGS. The Administrative Board will meet quarterly to assure that the Sun City Area of Narcotics Anonymous is in compliance with the requirements of the IRS related to non-profit organizations. The Administrative Board will also have a representative at each monthly ASC meeting to report on the activities of the board.
- Section 3. SPECIAL MEETINGS. See ARTICLE IV, Section 6
- Section 4. MINUTES OF MEETINGS. The Administrative Board of the Sun City Area of Narcotics Anonymous shall keep written minutes of all of its meetings. Such minutes shall include but not be limited to:
- a. The date, time and place of meeting;
 - b. The directors recorded as either present or absent;
 - c. The substance of all matters proposed, discussed or decided and at the request of any director, a record, by individual director, of any votes taken, and
 - d. Any other information that any director requests be included or reflected in the minutes.
- Section 5. QUORUM. A majority of the directors then in office shall constitute a quorum. Action may be taken by majority vote of the directors present at any meeting.
- Section 6. ATTENDANCE. A director's absence from more than 30% of the Administrative Board's regularly scheduled meetings in any fiscal year will be interpreted as his/her resignation from the Administrative Board.

ARTICLE IX

STANDARDS OF CONDUCT

Section 1. Each director of the Administrative Board of the Sun City Area of Narcotics Anonymous shall discharge his or her duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he or she reasonably believes to be in the best interest of the organization. Refer to Administrative Board policy for specific procedures required to handle Conflicts of Interest.

ARTICLE X **FISCAL YEAR**

Section 1. The fiscal year of the Sun City Area of Narcotics Anonymous shall be the calendar year.

ARTICLE XI **DISSOLUTION**

Section 1. The organization may be dissolved by act of the ASC. In the event that the organization is dissolved, the Administrative Board is responsible to dispose of the assets or the proceeds of the sale of the assets of the organization, having first ensured that outstanding debts are paid, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to the federal government, or a state or local government, for a public purpose.

ARTICLE XII **AMENDMENTS**

Section 1. These bylaws may be amended at any ASC meeting in accordance with the Policies and Procedures of the Sun City Area of Narcotics Anonymous.

ARTICLE XIII

RATIFICATION/REPLACEMENT

Section 1. These bylaws shall take effect at any regular or special meeting upon approval by the ASC.

3. HOSPITALS AND INSTITUTIONS (H&I approved 2013)

Purpose: The purpose of the Sun City Area H&I Subcommittee of Narcotics Anonymous is to carry the NA message of recovery to addicts that do not have full access to regular NA meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those

attending to some of the basics of the NA program.

I) Function: Carry the NA message of recovery by:

- A. Providing literature, speakers and panel members to facilities
- B. Conducting two (2) learning days or workshops per year
- C. Performing any other activities that benefit the H&I for this area

II) Subcommittee Membership

- A. Any NA member may become a fully participating H&I member upon attendance of their first subcommittee meeting
- B. Suggesting that all subcommittee members attend at least one yearly Learning Day or Workshop to be re-orientated (required yearly)

III) Guidelines for Trusted Servants:

A. Chair – elected by ASC (Area Service Committee)

1. Requirements

- a. Minimum of two (2) years clean
- b. Serves a one year term

2) Responsibilities

- a. Facilitates and maintains order in monthly sub-committee meetings
- b. Prepares an agenda for each sub-committee meeting
- c. Ensures that the Traditions and Policies are upheld
- d. Maintains communication of H&I sub-committee business to ASC providing monthly report
- e. Attends the Regional H&I Meetings presenting report of activities to sub-committee
- f. Provides drafts of correspondence to facilities served by sub-committee
- g. Maintains meeting referral information to region (Carolina Regional Meeting Directory)

B. Vice-Chair – elected by H&I Sub-committee

1) Requirements

- a. Minimum of two (2) years clean
- b. Serves a one year term (automatically nominated for Chair after one (1) year as Vice-Chair) – The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination.

2) Responsibilities

- a. Helps Chair facilitate and maintain order in sub-committee meetings
- b. Serves as the Chairperson in case of his/her absence or if the Chair position becomes vacant, serves as Chair until a new Chairperson is elected by ASC

- d. Ensures that Traditions and Policies are upheld
- e. May have other responsibilities as they become necessary

C. Secretary- elected by H&I Sub-committee

1) Requirements

- a. Minimum of six (6) months clean
- b. Serves a one year term

2). Responsibilities

- a. Takes an accurate set of minutes at each sub-committee meeting, makes them available to members as needed and maintains an ongoing file with all previous months minutes
- b. keeps a current list of members who have been oriented to include their name, phone number, clean date, date oriented and which facility or facilities they wish to serve
- c. May have other responsibilities as they become necessary

D. Panel Coordinator

1).Requirements

- a. Minimum of two (2) years clean
- b. Serves a six month term

2) Responsibilities

- a. To see that the meetings/ presentations are conducted in accordance with policies and guidelines of H&I sub-committee and the facility
- b. Acts as the contact between the sub-committee and that specific facility
- c. Agrees to attend meetings alongside the H&I chairperson to meetings with facility's coordinator when necessary to discuss changes, issues or to simply maintain open communication with that facility

E. Panel Leader

1) Requirements

- a. Minimum of two(2) years for Jails, Prisons and Psychiatric facilities
- b. Minimum of 1 year clean time for treatment centers
- c. Serves a one month term

2. Responsibilities

- a. Maintain an atmosphere of recovery and structure during meeting
- b. Will inform Panel Coordinator when unable to conduct a scheduled H&I meeting
- c. Ensure that all panel members adhere to the facilities rules as well as the H&I policies/ guidelines
- d. Will provide a monthly report of their facility to the subcommittee to include literature needs
- e. Must be oriented

F. Panel Member

1) Requirements

- a. Minimum of one (1) year clean for Psychiatric Facilities
- b. Minimum of six (6) months clean for all Treatment Centers, Jails and Prisons

2) Responsibilities

- a. Adheres to the facilities rules as well as H&I policies/ guidelines
- b. Agrees to inform the Panel Coordinator when unable to fulfill their commitment
- c. Will keep in mind that he/she may be seen as a representative of NA and agrees to conduct themselves responsibly
- d. Must be oriented

IV) Guidelines for Guest

1. Requirements

- a. Must be approved by Panel Coordinator
- b. Minimum of 3 months clean

2. Responsibilities

- a. Unable to share while present at facility
- b. Adhere to the facilities rules as well as the H&I policies and guidelines
- c. Agrees to always keep in mind that he/she may be seen as a representative of NA and should conduct themselves responsibly

V) Removal of Trusted Servants

- 1. Relapse- a relapse during a term will be considered immediate involuntary resignation
- 2. Missing sub-committee meetings-after missing 2 consecutive sub-committee meetings the trusted servant will be contacted and if a third (3rd) meeting is missed, it will be considered an automatic resignation (applies to Chair, Vice-Chair, Secretary and Panel Coordinator's)
- 3. Failure to meet stated responsibilities may result in dismissal as determined by the members of the H&I Sub-committee
- 4. Any concerns regarding the Chairperson's performances should be taken to the Area Service Committee

VI) Sub-committee Meetings

- A. Meetings to be held once a month to last approximately one (1) hour, date and time will be whatever is agreed upon by the sub-committee
- B. Format- Chair will conduct meeting and in his/her absence Vice-Chair or Secretary
 - 1. Serenity Prayer
 - 2. Read 12 Traditions
 - 3. Read 12 Concepts
 - 4. Read Previous months minutes
 - 5. Old Business (anything left from previous month)
 - 6. New Business (anything new, concerns, motions, etc)
 - 7. Establish date, time and location of next meeting
 - 8. Close meeting
- C. Voting- simple majority of those in attendance

VII. Funding/ Budget

A. H&I has a \$150 operating account to support their needs. Upon expenditures, request for reimbursement to their operating account is made at the SCASCNA meeting by submitting receipts to the ASC treasure.

4. LITERATURE REVIEW

I Purpose

1. Literature Review Committee deals with our primary purpose as it is achieved in printed material.

II Function

1. This committee does this by participating in the development (input And review) and approval of current NA literature seeking to become conference approved.
2. Makes recommendations to the ASC in regards to this process.

5. POLICY, PROCEDURE & GUIDELINES (PPG)

I. PPG Function / Purpose

1. Receives and considers any input referred by the Area Service Committee (ASC) that affects the policy of the ASC and upon deliberation gives recommendations and motions to the area.
2. Also gives any response to any issues regarding tradition and policy violations.
3. When a debate becomes too lengthy on the area floor, on a particular issue, the ASC Facilitator has the right to forward this issue to the PPG Sub-Committee to investigate and suggest guidelines pertaining to policy and / or traditions.
4. The PPG Sub-Committee will have a bi-yearly review and input of the Area's PP&G for updates, adjustments and changes.

II. Meetings

1. On the third Saturday of each month, immediately following the ASC meeting located at the Recovery Warehouse

III. Voting Participants

1. Must attend two consecutive meetings to obtain the ability or familiarity with voting procedures at which time will become an active participant with voting rights
2. A member who misses two consecutive meetings will lose their vote at the following meeting they attend.
3. All others will be considered observers
4. A simple majority or 51 % rules

IV. Qualifications and Duties of Sub-Committee Chair, Alt Chair and Secretary

1. Chair Qualifications
 - a. Two years clean time
 - b. Living Recovery by application of the twelve steps, twelve traditions and twelve concepts of NA
 - c. One year prior experience as a GSR or sub-committee member
 - d. Willingness to serve
 - e. Has an NA Sponsor and NA Home Group
2. Chair Duties
 - a. Facilitates sub-committee meetings once a month.
 - b. Submits written and oral reports to the ASC meeting each month
 - c. Follows meeting format
 - d. Assists with Policy and Guidelines information during Area Services
 - e. Reads duties and requirements for open positions
 - f. Keeps record of attendance
 - g. Keeps ledger of all motions passed or failed at ASC
 - h. Attends the Regional PP&G Meetings when required presenting report of activities to sub-committee.
 - i. Must stay for the entire ASC meeting
3. Co- Chair Qualifications
 - a. One year clean time
 - b. Living Recovery by application of the twelve steps, twelve traditions and twelve concepts of NA
 - c. Time and resources available to do the job
 - d. Two year commitment, one year as Co-Chair and one as Chair– The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and needs a recommendation.
 - e. Willingness to serve
 - f. Has an NA Sponsor and NA Home Group
4. Co-Chair Duties
 - a. Assumes Chair duties in the absence of the chair

5. Secretary Qualifications
 - a. Has one year clean time
 - b. Willingness to serve
 - c. Has a NA Sponsor and NA Home Group

6. Secretary Duties
 - a. Keeps records of all meetings
 - b. Types updated policy

6. PUBLIC RELATIONS

Submitted by the PR Subcommittee of Sun City NA December 20, 2011

Mission Statement

We the Sun City Area Public Relations Subcommittee do hereby state our intent to carry out our primary purpose as stated in the basic text of Narcotics Anonymous (to carry the message to the addict who still suffers), we pledge to follow the policies and guidelines as set forth by the Sun City Area Service Committee, and this, the Public Relations Subcommittee. We also pledge to retain as individual members of the Public Relations subcommittee, a sense of honesty, integrity, and commitment given to us by the Twelve Steps of Narcotics Anonymous. Furthermore, we pledge to follow the dictates of the Twelve Concepts of Service as adopted by the Sun City Area Service Committee in setting up and maintaining this said committee. Most importantly, we pledge to follow the Twelve Traditions in all of our committee activities, so as to preserve the integrity of the fellowship of Narcotics Anonymous.

I. Purpose

The primary purpose of this subcommittee is to inform addicts and others in the community at large of the availability of recovery from drug addiction through Narcotics Anonymous. The general purpose of the P.R. Subcommittee is to inform the public, inside and outside the fellowship, that Narcotics Anonymous exists and offers recovery from addiction. The P.R. Subcommittee also provides information about how and where to find Narcotics Anonymous meetings. All Public Relations information activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

II. Functions and Responsibilities:

- a. To open and maintain lines of communications between NA and the public.

- b. To respond to all requests for information in a timely and effective manner, and to ensure that all requests are handled at the appropriate level of service.
- c. Coordination between the Public Relations and Hospitals and Institutions Subcommittees is important to all, in carrying the NA message effectively and avoiding duplication of efforts.
- d. To maintain and coordinate the phone line as directed by the Sun City Area of Narcotics Anonymous.
- e. To maintain the Sun City website as directed by the Sun City Area of Narcotics Anonymous.
- f. To carry out the purpose of the Sun City Area Service Committee, and to be directly responsible to the Sun City ASC and all the homegroups of the Sun City Area.
- g. Refer to the Guide to Public Information handbook when doing all projects, as well as archives of the World Service P.R. Committee and the Carolina Region.
- h. Refer to the Policy for the Sun City Area Service Committee of Narcotics Anonymous and follow their lead as directed.
- i. Refer to the Official Website Guidelines for the Sun City Area Narcotics Anonymous and follow their lead as directed.
- j. To encourage groups to submit current group update forums to the Sun City Area PR Subcommittee on a regular basis.
- k. To participate in the annual event known as Carolina Assembly Weekend in conjunction with the Carolina Region H&I Subcommittee.
- l. To coordinate and maintain Public Service Announcements to the media. Following the guidelines established in the Guide to Public Information, PSA's for local newspaper, television, and radio will be handled directly by the Sun City Area Public Relations Subcommittee.
- m. The Public Relations Subcommittee should develop, produce, and distribute area meeting lists to home groups and to the H&I Subcommittee as needed.
- n. To regularly make info available to appropriate professionals via info packets and presentations in order that they may direct addicts to our meetings. To develop, organize, and implement various projects according to the approved Guide to P.I. Handbook (i.e. poster drives, event information booths, etc.)

III. Procedures:

a. Meetings:

1. Regular Meetings: This committee will meet regularly at a designated time and place that will be well publicized throughout the Sun City Area of Narcotics Anonymous. All NA members are encouraged to attend.
2. Special Meetings: The Chairperson may call special meetings. The purpose, the place, and the time shall be stated in a call. Except in cases of emergency, or as approved during a Regular PR Subcommittee meeting, at least seven (7) day notice shall be given.

b. Members:

1. Regular Members: All meetings are open to interested members of NA, with special encouragement to all Homegroup Liaisons, GSR's and Subcommittee Chairpersons to attend.

Any NA member may become a fully participating PR Subcommittee member upon attendance of their first subcommittee meeting.

2. Officers and their duties:

a. Chairperson:

The Sun City Area of Narcotics Anonymous ASC elects the Chairperson for a one (1) year term.

The Chairperson's duties include:

1. Attend all ASC meetings.
2. Chair PR Subcommittee meetings
3. To fulfill the responsibilities of all open positions within the PR Subcommittee
4. Try to attend the four (4) Regional PR meetings.
5. Keep the ASC informed of all PR activities, events and needs by submitting a written report at every ASC meeting.
6. Develop and stylize subcommittee policies, as needed, in accordance with the Guide to Public Relations Handbook, Guide to Phonelines, Guide to Local Service, Website Guidelines, and Sun City Area Policy.
7. Maintain open communication with the H&I chairperson.
8. Requirements:
 - i. Two years continuous clean time.
 - ii. Previous service experience at the Area level or within the PR Subcommittee.
 - iii. Ability to organize and give the committee direction and incentive.
 - iv. Willingness to give the time and resources necessary to fulfill the position.
 - v. A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

b. Vice-Chairperson:

The Sun City Area Public Relations Subcommittee elects the Vice-Chairperson for a one (1) year term.

The Vice-Chairperson's duties include:

1. To work closely with and assist the Chairperson in carrying out the duties of the PR Subcommittee.
2. To carry out the responsibilities delegated by the Chairperson, the subcommittee and/or the ASC.

3. Requirements:

- i. One (1) year continuous clean time.
 - ii. Previous service experience at area level or in the PR Subcommittee.
 - iii. Ability to assume responsibilities in the Chairperson's absence.
 - iv. Willingness to give the time and resources necessary to fill the position.
- A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

c. Secretary:

The Sun City Area PR Subcommittee elects the Secretary for one (1) year term. Secretary's duties include:

1. Record minutes of each meeting.
2. Help handle correspondence as directed by the Chairperson of the PR Subcommittee.
3. Requirements:
 - i. Six months continuous clean time.
 - ii. Willingness to give the time and resources necessary to fulfill the position. Ability to develop written material in a clear, concise manner.

IV. Policies and Accountability:

- a. This Committee is responsible to the Sun City Area Service Committee and all the home groups in the Sun City Area.
- b. The meetings of the committee may be conducted at the discretion of the Chairperson, with or without parliamentary procedures, as long as the meetings run in an orderly manner and each member is given equal opportunity to speak.
- c. The Sun City Area PR Subcommittee has elected to use conscientious based decision making as their voting process.

V. Discussion Limits:

- a. Anyone in attendance at a Sun City Area PR Committee meeting has a voice on the floor.
- b. Anyone in attendance at a Sun City Area PR Committee meeting can ask for the redress of a topic during new business.

VI. Quorum:

- a. A group conscience is the spiritual principle by which all decisions shall be made in the Committee. Once consensus has been reached. We all work together to achieve this goal.

VII. Reports:

- a. All reports included in the minutes are to be typed or computer-generated; hand-written reports will be summarized at the discretion of the Secretary.

VIII. Meeting Format:

- a. Open with the "We" version of the Serenity Prayer.
- b. Read service prayer.
- c. Read the Twelve Traditions.
- d. Read the Twelve Concepts.
- e. Report on projects from last month.
- f. Report on projects for coming month.
- g. Open discussion on upcoming projects.
- h. Concerns and shared solutions forum.

- i. Set time and place of next meeting.

IX. Removal of Officers:

- a. Loss of abstinence
- b. Non-fulfillment of duties of the position.
- c. Absence of two consecutive or any three ASC meetings within one service term without prior notification to the ASC Chairperson.
- d. See Sun City Area Policy for further information on the removal of officer process.

X. Project Groups:

- a. Project groups will be formed to accomplish certain tasks. The PR Subcommittee must review final projects completed by the project group. Project groups will dissolve when the project is complete.

XI. Responsibilities of Committee Members:

- a. All Public Relations Committee members need to be thoroughly familiar with the NA program and be able to provide accurate information about the NA fellowship.
- b. All Public Relations Committee members need to be thoroughly familiar with the Guide to Public Information, particularly when they are working on a project that is covered in the handbook.

XII. Funding:

- a. Area Service Committee funds PR Subcommittee travel expenses and learning day expenses. Any requests for funds must be turned into the ASC in written form one ASC prior to event.
- b. Area allots up to \$170.00 per month for literature, printing and other expenses (to be determined). PR Subcommittee chair is responsible for compiling order, getting check from treasurer, and mailing order form.
- c. The Subcommittee Chairperson on an “as needed basis” will request any other monies needed to fulfill the subcommittee’s purpose.

7) SPECIAL EVENTS

Guidelines for the Special Events Subcommittee of the Sun City Area Service Committee

I. Definition and Purpose of the Subcommittee:

The Sun City Area Special Events Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, which is dedicated to providing the Sun City Area with recovery-oriented events, activities, and merchandise while fostering a broader sense of unity for its members. All funds generated through the Subcommittee belong to the SCASCNA.

As a Subcommittee of the Sun City Area Service Committee NA (SCASCNA) we shall maintain effective communication and cooperation with the SCASCNA . Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings this Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA and the resources of A Guide to Local Services.

II. Functions of the Subcommittee:

- a. Holds regularly scheduled monthly meetings.
- b. Communicates and disburses all information to and from volunteers.
- c. Prints and copies fliers, etc.
- d. Distributes Activities flyers to all groups via SCASCNA meetings.
- e. Provides representation and participation in the SCASCNA
- f. Coordinates the development of new events at the area level
- g. Assists, if possible, other NA service bodies upon their request.
- h. Elects and/or appoints members to fulfill the needs of the Subcommittee.
- i. In an atmosphere of celebrating recovery, provides functions for the fellowship to have fun while fostering a broader sense of unity for its members.
- j. Carries the NA message to the addict who still suffers.
- k. Maintains an archive of all minutes.
- l. Coordinating the “ SCNA Unity Day”, Spring Camp Out and Fall Camp Out

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. All positions, with the exception of the Chairperson, who is elected by the SCASCNA , are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will

automatically assume the position of the chairperson until the next SCASCNA meeting where a new Chairperson will be elected or appointed.

IV. Definition of a Member of the Subcommittee

A member is defined as an NA Member who is present at the Subcommittee's meeting and identifies himself or herself as a member of the Subcommittee.

V. Duties and Qualifications of Elected Committee Members:

a. Chairperson: Elected by the SCASCNA and shall fulfill the SCASCNA requirements of a Subcommittee Chairperson.

Qualifications:

1. Minimum of 2 years continuous clean time for SE Chair
2. One year commitment for SE Chair
3. Time and resources available to do the job.
4. Should be working in the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA.
5. An understanding of the SCASCNA Policy.
6. Ability to demonstrate responsibility in their personal finances.
7. Has an NA Sponsor and NA Home Group
8. Willingness to serve.

Duties:

1. Submits verbal and written reports at ASC meeting each month. This will include a report of an event along with a financial statement balance that reflects the itemized expenditure and income (donation or suggested cost)
2. All area events that will request seed money funding from the Area (above Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budgeted not to exceed itemized cost to the ASC for approval.
3. Returns funds (above operating budget) to the area after an event has been hosted and bills have been paid.
4. Attends all ASC meetings or arranges for representation of the committee to attend.
5. Is responsible for the solicitation, implementation and coordination of activities for the Sun City Area fellowship
6. Coordinates Unity Day Event with World Services Unity Event when applicable.
7. Coordinates yearly Fall and Spring Camp Outs
8. Facilitates sub-committee meeting once a month
9. Prepares an agenda for and maintains order at each subcommittee meeting.
10. Maintains and keeps inventory of all SCASCNA SE equipment and supplies that are stored in (?). Access to the unit is under lock and key with the SE Chair and ASC Facilitator having keys.

b. Vice-Chairperson: elected by the Subcommittee.

Qualifications:

1. One year continuous clean time
2. Two year recommended commitment (one year as Alt Chair and one year as Chair SE) The transition is assumed, but is not automatic; it is subject to the approval of the ASC body and requires a nomination.
3. Ability to demonstrate responsibility in their personal finances.
4. Has an NA Sponsor and NA Home Group
5. Willingness to serve

Duties to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the SCARCNA.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Attends individual group consciences where applicable and appropriate (i.e. when a group will be hosting an event).

c. Secretary: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events: to include rules and regulations, price, and contact information.

d. Treasurer: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Maintaining a simple set of accounting books for the Subcommittee.
2. Reconciles the balance sheet of funds for each event.

VI. Voting Participants and Procedures

- a. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters concerning Activities work within the SCASCNA.
- b. All voting matters shall be decided by a simple majority.

VII. Management of Funds

- a. Two Subcommittee members shall count all funds acquired at any Activities Subcommittee function/event – at least one being an elected member
- b. A receipt must accompany all expenditures.
- c. All funds shall be forwarded to the Treasurer of SCASCNA by the next SCASCNA meeting.
- d. An itemized accounting statement for all functions/events shall be provided for review at each SCASCNA monthly meeting.
- e. All area events that will request seed money funding from the Area (above Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budgeted not to exceed itemized cost to the ASC for approval.
- f. Special Events has a three hundred dollar operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget.
- e. Unless otherwise noted in our SCASCNA PPG, Special Events Guidelines or directed by the Area Service Committee of Sun City Area of NA, special event activities (dances, baseball games, bowling, cookouts, campouts, golfing, etc....) should be self-supporting. This is achieved in numerous ways while planning an event. We work together to ensure that the overall cost of the event is covered whether it's by members bringing food while getting together or with a recommended donation or ticket sale for each member attending an event that has an overall cost associated with it. At the same time we recognize that not every NA member is financially able to donate or purchase a ticket. We achieve the ability to be inclusive with everyone attending (no addict turned away) by offsetting the cost of those who can't afford to pay with events having a donation basket at the door of the event, and or ensuring that cost in support of those who cannot afford to pay are part of the overall cost of the event and is reflected in the cost of each ticket sold and or suggested donation for the event and or fundraising and or asking the area for a donation of funds.
- f. Special Events Spring & Fall Camp Out: SE is directed by the ASC to reserve and prepay the camp grounds and pavilion for the following camp out utilizing funds generated from the current camp out. The cost will be reflected in the "Itemized Expense" of the financial report given by the SE Chair at the following ASC meeting.
- g. Funds generated by Special Events are to be held in the ASC Treasury for thirteen (13) months after the event to be used to fund only ASC expenses.

IIX. Flyers

- A. All flyers must be reviewed and approved by the Subcommittee prior to distribution.

G. Sun City Area Committee Web Site

Website www.suncityna.org

Official Website guidelines for The Sun City Area Narcotics Anonymous
Submitted by the PR Subcommittee of Sun City NA December 19, 2009

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Website Guidelines for www.suncityna.org

Official Website guidelines for The Sun City Area Narcotics Anonymous
Submitted by the PR Subcommittee of Sun City NA December 19, 2009

1) Domain

The official web site for the Sun City Area Narcotics Anonymous shall have the domain name of www.suncityna.org and shall be the sole official internet presence for our area. The domain name and site hosting will be registered under the area name, and paid for by the area. No names of trusted servants will be listed as owner, administrative or technical contacts, as the domain registration records are viewable by the public.

2) Purpose

In keeping with our primary purpose of carrying the NA message to all addicts who still suffer, the purpose of this site is to be a resource for:

☑ Newcomers and those that think they might have a problem with drugs ☑ Professionals, including Government officials, Medical & Health Care Professionals, Counselors, Social Workers, Business Leaders, and clergy members ☑ Members of Narcotics Anonymous and recovering addicts ☑ Other non-members of NA who have an interest in our fellowship

3) Principal Basis

The governing principals and guidelines for the Sun City Area website and these website guidelines are listed below in order of importance:

- a. The Twelve Traditions
- b. The Twelve Concepts
- c. Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT).
- d. The Sun City Area Service Committee Guidelines
- e. The World Service Organization Paper titled "PR and the World Wide Web"

4) Traditions Eleven & Twelve

A) Security Overview

Maintaining personal anonymity is the primary concern in developing the Sun City site, and will be the overriding consideration in all content that will be allowed on the site.

b. Moderation

Whenever ANY content is added to the site by GSR's or Subcommittee Chairs, webservants will be notified immediately of the content change via email. Any content that possibly violates tradition twelve will be blocked until reviewed by the PR Subcommittee, and the individual posting the content will be notified of this action via email.

c. Pictures

With the exception of design graphics used in the site layout, no images whatsoever will be allowed on the site without the approval of the PR Subcommittee.

d. Email

For security reasons, all trusted servant email accounts (user@suncityna.org) will be set up on an off-site email provider, with access via that provider's webmail. The individual email account records will contain no information (name, personal email address, etc.) whatsoever. Webservants will have the ability to create accounts and reset passwords, but will not be able to retrieve the account password or view the accounts emails. When a new trusted servant replaces the old, the account password will be reset, and a temporary password will be provided to the new servant.

Any emails sent to a trusted servant via the email response forms (located on various pages) will be sent directly to the servant's email account. These emails or email addresses will not be stored anywhere on the site or in a database on the web host server.

No personal email addresses will be allowed to be viewable on the website - offending content will be immediately removed, and the content poster will be notified of the action. Temporary user@suncityna.org addresses may be set up as available for special event or ad-hoc subcommittee use as needed.

It will be the responsibility of all Homegroups and Subcommittee chairpersons to notify the PR Subcommittee of any changes in contact persons and email addresses to be forwarded to.

e. Cookies

Cookies are files that are given to Web Browsers by Web sites to track user preferences and to "shortcut" future visits to Web pages. When a user views a Web page, the server has the option of receiving a "Cookie" that was previously placed on the user's Browser. The server may also "give the Browser a Cookie", to be returned by that Browser the next time that the user visits the Web site. Cookies are always stored on the visitor's computer.

The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies.

The use of cookies is required for anyone that logs on to the site (webservants and trusted servants) for the following purpose:

- * To allow the site software to distinguish individual visitors if more than one registered user or servant is signed in
- * To allow the registered user or servant to have their local computer "remember" login information as a convenience. The Sun City site will not automatically log personal data nor do we link information automatically logged by other means with personal data about specific individuals. The site will not use cookies to store personal data nor will it link non-personal information stored in cookies with personal data about specific individuals. The Sun City PR Subcommittee will not report any information whatsoever to any third party interests.

f. Trusted Servants

Trusted servants have their suncityna.org email addresses listed on the website. For that reason it is particularly important that their name is never used on the site. Any reference to a trusted servant will be only by title (e.g. H&I Chair) and never by name.

Trusted servants are held to the same anonymity standards as anyone else using the site. The content they post is subject to these guidelines, and they may be locked from posting content to this site for repeatedly violating these guidelines.

g. Anniversaries and Events

Every member of the Sun City Area has the right to protect their own anonymity in a manner that they choose. The policy on posting anniversaries and events that pertain to particular individuals is described under tradition four (below).

5. Tradition Seven

The Sun City Area Narcotics Anonymous website (www.suncityna.org) web site shall be wholly owned and operated by and in the name of Sun City Area Narcotics Anonymous, at the Sun City Area mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:

- * Web Site Server hosts & Domain registration authorities
- * Web designers, developers or engineers

Any domain, hosting, software development fees (for services not provided my individuals that are not members of the Sun City Area) are to be paid by the Sun City Area in accordance with tradition seven.

a. Software to maintain the site

There is no need for special software to design, implement, or administer the website. Any individual with internet access, any web browser, and the proper administrative permissions can administer any aspect of the website, therefore no software purchase is required.

b. Software used to create the site

All website pages, scripts, and software not written by members of the PR subcommittee consist of Open-Source software freely available to the public. A description of the Open-Source Software concept is available at http://en.wikipedia.org/wiki/Open-source_software. A complete listing of all Open-Source software used on the site will be furnished to anyone upon request to the PR Subcommittee.

c. External Links .

Links from the Sun City site to other websites are provided only as follow: & Links to official NA websites & Links to sites that provide free services to all users, and that enhance the usability of the Sun City website. Any links to external service providers will have a disclaimer stating NA's non- affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

6. Tradition Four

The Sun City Area website will feature pages for each individual homegroup. Each homegroup page will feature only content that is submitted and approved by that homegroup, including page blurbs, meeting dates and formats, and anniversary celebrations and homegroup events. In other words, this information is added to the site much in the same way that it is relayed to the ASC and other homegroups via the group's GSR. In addition, individual homegroups will be able to submit their own news items for inclusion in the "News" section of the site. All content submitted to the site by the individual homegroups is subject to these website guidelines, as spelled out by tradition four.

a. Personal Anonymity

Every member of Narcotics Anonymous has the right to protect their own anonymity in a manner that they choose. One addict might be comfortable identifying himself with his first name in an open NA meeting, yet be appalled at the thought of having their first name appear on a public website. Other addicts might be disappointed at not having their anniversary listed on the site. The

decision whether or not to use names or list anniversaries for individual addicts is not for the ASC or PR Subcommittee to make.

In the case of the information listed on the Sun City Area website, it is the responsibility of the homegroups to determine the wishes of their individual members. In the case of anniversaries, there are three options available:

- I. To list the first name of the member at their request
- II. To list only that there is an anniversary celebration and not list the member's name
- I. To not list the anniversary celebration at all.

No webservants will override the decision of the member or homegroup, provided that the member's anonymity is blatantly violated contrary to these guidelines and tradition twelve (e.g. if the member's first AND last name is listed).

It will be the responsibility of all Homegroups to notify the PR Subcommittee of any anniversaries to be included in the Meeting Calendar.

7. Tradition Eight

At some time in the future, there might be a need for professional assistance in either maintenance or redesign work on the Sun City NA site. Any expenditure will be made as provided by in the Sun City ASC guidelines.

8. Subcommittees

Just as with homegroups, each Sun City Area Subcommittee will have its own web page, and its content will be under direct control of the particular subcommittee. In accordance with tradition twelve and these guidelines, personal anonymity must be preserved at all cost.

It will be the responsibility of all Subcommittees to notify the PR Subcommittee of any content to be included on that subcommittee's page.

9. Website Oversight

The Sun City Area website (www.suncityna.org) is developed and maintained by the area's PR Subcommittee on behalf of the Sun City Area Service Committee. The individuals primarily responsible for the site will be the two Webservants.

Requirements for webservants:

- a. Minimum two years continuous abstinence from all drugs.
- b. Must have or acquire the technical knowledge to maintain the content of the site.
- c. Must be an active member of the Sun City PR Subcommittee
- d. One year commitment.

Trusted webservants may appoint, as needed, assistants with necessary technical skills to assist in site maintenance and oversight, and who would perform their duties under the direct supervision of the trusted webservants.

Requirements for webservant assistants:

SCASCNA Policy Procedure & Guidelines – Approved 3/15/14 Revised 6/21/14, 10/18/14, 9/19/15, 10/15/16

- e. Minimum one year continuous abstinence from all drugs.
- f. Must have or acquire the technical knowledge to maintain the content of the site.
- g. Must be an active member of the Sun City PR Subcommittee
- h. Commitment (by task or term) to be determined by the trusted webservant.

In addition to these positions, the Sun City ASC Chairperson would assume the role of a special administrator, who would hold in his/her possession all passwords required to effectively administer the site (domain name passwords, web hosting & database passwords, and website administrator passwords.) For security reasons, these primary passwords will be changed any time a new ASC Chairperson or trusted webservant takes office.

10. Errors and Rectifications

The Sun City Area Service Committee and PR Subcommittee have made their best efforts to assure that the area website will be compliant with these guidelines. Any errors that are discovered will be corrected as soon as possible after they are reported. Any errors or content that violate the twelve traditions will be corrected immediately by either correcting the errors, or taking the site off-line if the errors cannot immediately be corrected.

Every effort has been made to make the area website as secure as possible. In this day and age, there is no such thing as "bulletproof" security; as new security methods arise, so do the efforts by some individuals to circumvent them. So every effort will be made by the PR Subcommittee to maintain the site's security at the highest levels within our means.

The highest and best security that the Sun City Area can offer is the vigilance of our members. Many eyes can spot things that may be overlooked by two. This site belongs to all members, and all are invited to participate in its use, content, and oversight.

Attachment A – Privacy Policy

Our privacy policy covers The Sun City Area Narcotics Anonymous and its Web site.

We are committed to protecting the anonymity of all users of this website.

At no time will we ever request your real name - in areas where it is possible to reveal your name, specific instructions will be provided on how not to do so.

You can access our Web site home page and browse our site without disclosing your personal data. The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies. Cookies are used for those that register to post on our Recovery Forum for the purpose of user convenience and for the site software to distinguish between users. We do not use cookies to store personal data nor do we link non-personal information stored in cookies with personal data about specific individuals. No third-party or tracking cookies are used.

Links from the Sun City site to other websites are provided only as follow:

- * Links to official NA websites

* Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

Sun City NA cannot, however, be responsible for maintaining visitor privacy and/or anonymity on outside websites linked to from the Sun City website, including websites published by other Narcotics Anonymous service bodies. Visitors are urged to familiarize themselves with the privacy policies of those websites.

We do not give visitors to our Web site the option of using a secure transmission method to send us their personal data.

We have implemented security policies, rules and technical measures to protect the limited personal data that we have under our control from:

- * Unauthorized access
- * Improper use or disclosure
- * Unauthorized modification
- * Unlawful destruction or accidental loss

All our volunteers and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

There are no national laws or self-regulatory schemes applicable to our web site or organization, nor are there any global or regional regulatory or self-regulatory schemes applicable to our web site or organization. We are committed to maintaining the provisions of this privacy policy in strict adherence to the anonymity traditions of our fellowship.

XXII Sun City Area of Narcotics Anonymous History

The New Day Home Group of Narcotics Anonymous started having meetings around 1978 at St. Philip's Lutheran Church on 62nd Ave Myrtle Beach South Carolina where it still meets today. Jude and Andy A., as founding members along with a few others, started the group while attending AA.

During an AA Convention On October 10, 1981 while sharing under the bleachers of Myrtle Beach High School, members of New Day, Clean and Green along with two other home groups voted to form the Carolina Regional Service Committee.

On February 19, 1983 the "First Carolina Area" was formed as an Area of the Carolina Region. The New Day Home Group was a member.

On September 1983, "Serenity Fest" area convention was hosted by the First Carolina Area.

On April 5, 1986, the Sun City Area of Narcotics Anonymous attended their first Carolina Regional Service Committee as a newly formed area of the Carolina Region of Narcotics Anonymous.

As of May, 2015:

The gift of Narcotics Anonymous Recovery has been in Myrtle Beach for 37 Years.

The Sun City Area of Narcotics Anonymous was formed out of the First Carolina Area of the Carolina Region in April 1986 and has been an active Area of the Carolina Region of Narcotics Anonymous for the past 29 years.

