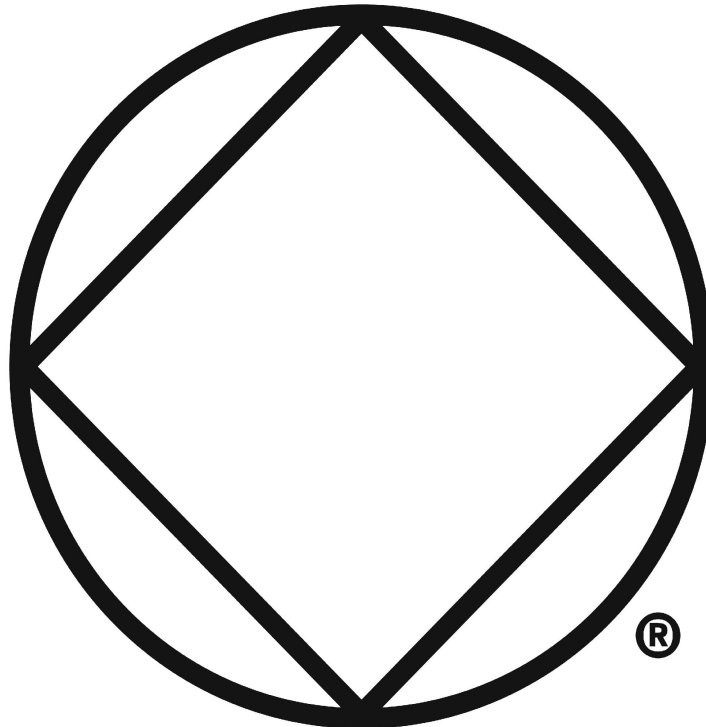


***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines



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

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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
WT -	Web Team

***SUN CITY AREA SERVICE COMMITTEE
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A. ASC Name and Purpose

The name of this committee shall be 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. In 1986 we became known as the Sun City Area of NA (*see appendix: Sun City Area of NA History*).

The service area includes, but is not limited to, Horry County South Carolina. Area membership is open to any group that wishes to join the Sun City Area of Narcotics Anonymous. In addition, a group must meet the requirements of the definition of an NA group as defined in "A Guide to Local Services in Narcotics Anonymous". The group must have met at least one time since the last SCASC meeting and be able to represent a group conscience. A member group of the SCASC is defined as follows: Any group willing to be represented by a GSR at all regularly scheduled meetings and special sessions of the SCASC.

All SCASC groups and Sub-committees, current or new, will meet monthly or as needed, to conduct Area business and must comply with the 12 steps, 12 Traditions and 12 Concepts of NA.

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups and Sub-committees 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. 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. Painfully, we have learned that internal strife cripples our fellowship and prevents us from providing the service necessary for growth.

SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)

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B. Participants

Voting members 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. GSRs cannot hold another area position while serving as a voting member;
2. Voting members must be physically present at the ASC meeting in order to vote;
3. If a GSR (group service representative) misses two consecutive meetings, they will have lost voting rights until they attend two consecutive ASC meetings, at which time they will regain voting rights at the second ASC meeting.

* Non-voting members of the ASC are Elected officers, Sub-committee chairpersons and “observers”.

** Observers are NA members not addressed elsewhere in this policy.

*** Only NA members have the specific right to request the floor.

**** “Behind The Walls” group is exempt from ASC attendance policy

C. New Area Groups

1. NA groups wanting to join the Sun City Area will be added to the meeting schedule at their first ASC by the SCANA Public Relations Sub-committee.
2. NA groups wanting to join the Sun City Area must have a representative attend two (2) consecutive ASC meetings in order to become a voting member. At the second meeting the GSR for that group will become a voting member and will be:
 - a. Provided a Home Group Starter Kit (NAWS item#9020) and an eight tier rack by the SCA Treasurer;
 - b. Provided with twenty-five keytags; (5) each for the following clean time recognition: welcome keytags, 30 day, 60 day, 90 day and 6 month by the SCA Treasurer;
 - c. Directed to the World Service Office for registration.

D. 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 (H&I), Literature Review (LR), Policy, Procedure and Guidelines (PP&G), Public Relations (PR), Special Events (SE) and the Web Team (WT).

***SUN CITY AREA SERVICE COMMITTEE
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E. ASC Business Procedures

All business conducted in Sun City ASC meetings shall be conducted utilizing a hybrid consensus-based decision making (CBDM) process (section 18). Running a meeting following this approach allows the ASC to arrive at a conscience while practicing spiritual principles. This is supported by the Second Tradition: “A surrender to group conscience means we allow our decisions to be shaped by a loving higher power” and also follows the Sixth Concept for service: “Group conscience is the spiritual means by which we invite a loving higher power to guide us”. A Guide to Local Service in Narcotics Anonymous will be utilized when developing future policies, procedures and guidelines.

1. The Area Facilitator (or in the event of the Area Facilitator's absence, the acting facilitator, according to Page 8, Section I [Ranking of Officers]), will establish quorum for the sitting ASC after roll call and prior to conducting old business.
2. To conduct ASC business, a simple majority (or 51% quorum of area groups that are voting members) is required.
3. If quorum is not reached, no new or old business will be conducted except for all reports, collection of group donations, open forum and payment of the ASC priority expenses. The Treasurer's report will follow and the ASC meeting will be adjourned.
4. To change SCASCNA Policy, Procedures and Guidelines, two thirds (66%) quorum of area groups that are active participants with voting rights is required.

F. Proposals

Proposals that are sent back to home groups for group conscience are: (a) Policy changes; (b) CAR; (c) Regional proposals; (d) ASC Expenditures of \$500 (five hundred) or greater and (e) when two or more home groups request that the proposal be brought back to the home groups.

1. All proposals with their respective intents are to be made in writing to the secretary using the 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, the 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 (CBDM) process outlined in Section M of our guidelines. If the proposal being presented for consideration was made on the floor, the maker can accept or not accept (friendly) adjusted amendments (changes to the original proposal) in addition to being able to table or withdraw the proposal.

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

F. Proposals (Continued)

4. If the proposal being presented for consideration was made 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 proposal as long as such action is fundamentally in line with that Home Group Conscience.
5. 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 M.
6. The name of the group from which the proposal originates will not be published in the area minutes.
7. Proposals may only be tabled two times.
8. Once a proposal has been acted upon by the ASC body, the same proposal cannot be reconsidered for a period of three months.

G. Financial

1. 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.
2. All special events requiring seed money from the Area (over the \$300 Special Events operating budget) and/or requiring 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 budget not to exceed itemized cost to the ASC for approval.

***SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

G. Financial (Continued)

3. Activities should be fully self-supported, but the SCASCNA recognizes 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, or by 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 funds.
4. All treasury disbursements will be paid by check upon presentation of receipts to the ASC Treasurer in accordance with the 11th concept.
5. The treasurer's report will reconcile with the monthly statement from the bank.
6. Prudent Reserve is \$500.00, or at least one month's expenses of the ASC.
7. Quarterly: After all financial issues are dealt with, and after monthly bills are paid, any funds in the treasury over prudent reserve will be donated to the Carolina Region and NA World Services as follows: 75% to CRNA (Carolina Region) and 25% to WSO (World Services) in March/June/ September/ December.
8. The Regional donation will be sent quarterly regardless of the RCM's attendance at the Regional meeting.
9. When sending donations by mail, a receipt for the donation will be requested.
10. ASC Members attending Region on behalf of an ASC Sub-committee will be reimbursed by the ASC Treasurer for gas and lodging expenses if the distance traveled is 150 miles or more each way and must not exceed \$150 per day. For meetings less than 150 miles, the reimbursement will be for gas only, not to exceed \$100.00.
11. The Area will pay rent as needed for the following meetings; ASC, Special Events, PR, H&I, PP&G, Literature Review and the Web Team. The ASC will also pay the rent for any other special meetings involving Area concerns.

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Policy, Procedure and Guidelines

G. Financial (Continued)

12. The ASC will pay for storage space which may be utilized by all Sub-committees within the Sun City area requiring its use.
13. Proposals requesting reimbursement for non-budgeted items greater than \$500 must be submitted to the ASC in writing and discussed under new business at the monthly meeting. At that time, the proposal will be tabled to Home Groups, according to ASC Policy, to vote upon and a group conscience decision brought back to the ASC the following month at which time the group votes will be tallied.
14. Special Events is directed by the ASC to reserve and prepay the camp ground for the upcoming camp out utilizing funds generated from the current camp out.
15. Funds generated by Special Events are to be held in “restricted funds” within the ASC Treasury for thirteen (13) months after the event to be used exclusively to fund ASC expenses.
16. H&I has a \$150 operating account which is to be used to purchase items to support the Sub-committee:
17. PR has a monthly budgeted amount of \$170.00 to support their Sub-committee.
18. The ASC is responsible for paying the yearly insurance on space used for activities.

H. Meetings

1. The Sun City Area PR Sub Committee will provide groups, in accordance with Public Relations Policy and Procedures, with meeting schedules which are updated monthly.
2. A wheelchair accessible symbol will be included in the meeting schedules for those meetings that are handicap accessible.
3. No meeting can be removed from the meeting schedules before that concern is brought to the ASC.
4. All NA meetings are fully self-supporting with the 7th tradition basket accountability.
5. NA meetings cannot be held in places where the property owner is not known or permission is not granted.

***SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

H. Meetings (Continued)

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

I. Ranking of ASC Officers and Sub-committee 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 individuals, in order, will assume the position: Co-Facilitator, RCM, Policy, Procedure and Guidelines Chair then the Secretary.

J. Elections and Nominations of Officers and Sub-committee Chairs

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

Nominations are required for all Sub- Committee Chairs and ASC Officers except in the case where the Alternate or 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 and is subject to the approval of the ASC body.

Nominations need to be submitted by an NA Sun City Area Home Group and/or 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 time a proposal is made to accept the nomination, provide his or her service record and answer any questions from the group. However, 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.

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

J. Elections and Nominations of Officers and Sub-committee Chairs (Continued)

1. Regional Service Committee Positions: October – September

These positions include RCM, Alt. RCM, H&I Chair, PR Chair, Literature Review Chair and Policy Procedure and Guidelines Chair. These positions, which are required to attend their respective Regional service committee meetings, will be announced in July, with nominations coming from the home groups and sub-committees in August, then back to home groups for voting in September and will begin serving in their position in October.

2. Area Service Committee Positions (elected officers): January - December

These positions include ASC Facilitator, Co-Facilitator, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer and Special Events Chair. Open ASC positions will be announced in October, with nominations coming from the home groups in November, then back to be voted on by home groups in December and will begin serving in their positions in January.

3. 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.

4. Removal from Office

A service member of the ASC may be removed from their position for noncompliance. A two-thirds vote (66.6%) of area voting participants is required for removal. In the event of noncompliance, the ASC Secretary will send written notice to the service member involved. Noncompliance includes, but is not limited to, the following:

- a) Loss of clean time;
- b) Non-fulfillment of position duties;
- c) Misuse of funds and/or literature;
- d) Unexplained absences from ASC meetings.

After the 2nd meeting missed, if the trusted servant has not contacted the 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 to continue their service commitment. If the person misses a 3rd consecutive ASC meeting, groups will be asked for nominations to fill that position.

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

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions

1. Facilitator and Co-Facilitator Qualifications

- a) Minimum of two years continuous clean time for Facilitator;
- b) Minimum of one-year continuous clean time for Co-Facilitator;
- c) One year service-related work for an Area Service Committee of NA;
- d) Time and resources available to fulfill the duties of the position;
- e) Willingness and desire to serve;
- f) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- g) Ability to demonstrate responsibility in their personal finances;
- h) Has an NA Sponsor and NA Home Group.

Facilitator and Co-Facilitator Duties

- a) Facilitates the ASC meeting within the 12 Traditions and 12 Concepts;
- b) The Facilitator is available to help resolve communication problems;
- c) The Facilitator notifies WSO of changes in trusted servant positions of the ASC;
- d) The Facilitator will state and put to vote all proposals coming before the ASC during proceedings and announce the result of each vote;
- e) The Facilitator is responsible to recognize members or observers who wish to address the area floor;
- f) When in doubt, asks for help from the policy, procedure and guidelines chair or other qualified members;
- g) The Facilitator appoints all Ad Hoc committees;
- h) The Facilitator and the Co-Facilitator are co-signors on the ASC bank account;
- i) Notifies the area body when an officer is not present at the ASC;
- j) The Facilitator aids the sub-committee chairs as needed or by request;
- k) In the absence of the ASC Facilitator, the Co-Facilitator assumes all duties of the ASC Facilitator;
- l) If a Sub-committee Chair position is vacant, the ASC Facilitator and/or Co-Facilitator will assume the responsibilities of that Chair person to ensure that the sub-committee's work is carried out;
- m) Stays informed of all Sub-committee activities.

Facilitator and Co-Facilitator Length of Service Commitment

One year commitment for Facilitator and two year recommended commitment for Co-Facilitator (one year as Co-Facilitator and one year 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.

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

2. Secretary and Alternate Secretary Qualifications

- a) Minimum of one-year continuous clean time;
- b) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- c) Has an NA Sponsor and NA Home Group;
- d) Has the ability to demonstrate responsibility in their personal finances;
- e) Has the time and resources available to fulfill the duties of the position;
- f) Has the willingness and desire to serve.

Secretary and Alternate Secretary Duties

- a) Takes minutes at ASC meeting and types them;
- b) Prints the minutes and distributes them by mail or email within 2 weeks following ASC meeting;
- c) Keeps updated lists of ASC Representatives with their addresses, email addresses and phone numbers;
- d) Notes in the minutes any officers absent from ASC meeting;
- e) Archives all minutes of ASC in a reference binder;
- f) Secretary is one of the co-signers on the bank account;
- g) The Area Secretary will maintain (3) three extra copies of the SCASCNA Guidelines in the archives.

Secretary and Alternate Secretary Length of Service Commitment

One year commitment for Secretary and two year recommended commitment for Alternate Secretary (one year as Alternate Secretary and one year as Secretary). The transition is assumed but is not automatic. The Alternate Secretary position is subject to the approval of the ASC body and does not require a nomination.

3. Treasurer and Alternate Treasurer Qualifications

- a) Minimum of two years continuous clean time for both Treasurer and Alternate Treasurer;
- b) Must have a steady income;
- c) Must have the time and resources available to fulfill the duties of the position;
- d) Willingness and desire to serve;
- e) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;

***SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

3. Treasurer and Alternate Treasurer Qualifications (Continued)

- f) Has fulfilled a commitment as a Home Group Treasurer;
- g) Ability to demonstrate responsibility in their personal finances;
- h) Has an NA Sponsor and NA Home Group.

Treasurer and Alternate Treasurer Duties

- a) Accepts and records all donations from home groups (and have that amount verified by another ASC member prior to leaving ASC meeting);
- b) Gives a financial report at each monthly ASC meeting, including copies of the most recent bank statements (without copies of checks), which is incorporated into the area minutes;
- c) Makes an annual report of all contributions/income and expenditures;
- d) Distributes funds and pays bills accordingly;
- e) Maintains a receipt book and writes receipts for all monies received as donations from home groups;
- f) Maintains ASC bank account and balances the checkbook monthly;
- g) The Treasurer is one of the co-signers on the ASC bank account;
- h) Insures that 4 signers are maintained on bank account signature cards. These signatures will consist of the current Facilitator, Co-Facilitator, Treasurer and Secretary;
- i) Has a key to the PO Box and distributes mail weekly;
- j) Treasurer should familiarize the Alternate Treasurer with all accounting procedures;
- k) Aids Sub-committee chairs as needed, or by request, and stays informed of Sub-committee activities;
- l) All checks should be written during the ASC meeting except in very extenuating circumstances.
- m) Upon request, the ASC Treasurer will setup and pay (with ASC funds) for ZOOM accounts to be used by Sub-committees and the Area Service Committee to hold scheduled meetings remotely when necessary.
- n) The ASC Treasurer will open a Venmo account to collect 7th tradition funds donated to the ASC.

Treasurer and Alternate Treasurer Length of Service Commitment

One-year commitment for Treasurer and two-year recommended commitment for Alternate 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.

**SUN CITY AREA SERVICE COMMITTEE
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K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Positions with Regional Responsibilities

All Sub-committee Chairs & Alternate Chairs, RCM & Alternate RCM have regional responsibilities. Sub-committee Chairs cannot act as, or hold, a GSR or Alternate GSR position.

4. Regional Committee Member and Alt. RCM Qualifications

- a) Minimum of three years continuous clean time for RCM and two years for Alternate RCM;
- b) Active member of Sun City Area;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions & 12 Concepts of NA;
- d) Must have one year experience as an Alternate RCM or Regional participant;
- e) Ability to demonstrate responsibility in their personal finances;
- f) Has an NA Sponsor and NA Home Group;
- g) Must have the time and resources available to fulfill the duties of the position.

Regional Committee Member and Alt. RCM Duties

- a) Communicates with the Regional Service Committee;
- b) Attends all the RSC meetings and provides a report to the RSC of activities within the Sun City Area along with an updated meeting list;
- c) Takes donation from the Area Service Committee to the Regional Service Committee;
- d) Attends all ASC meetings and gives a report as to what is going on with the Regional Service Committee and takes information back to groups for their feedback/group conscience;
- e) Obtains copies of the CAR (Conference Agenda Report) and coordinates area participation for voting on the proposals contained therein;
- f) Keeps informed of activities in the region and keeps the region informed of activities within the area;
- g) The RCM helps the Alternate RCM get acquainted with duties and responsibilities of the RCM and both try to combine trips to the Region as much as possible.

Regional Committee Member and Alt. RCM Length of Service Commitment

One-year commitment for RCM and two-year recommended commitment for the Alternate 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.

***SUN CITY AREA SERVICE COMMITTEE
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K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

5. Sub-Committees

In some ways, the relationship between the ASC and its sub-committees is very similar to the relationship between NA groups and their ASC. In other ways, the relationship is quite different. Just as groups create an area committee to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering its direct services (H&I, PR, Special Events, etc.). If area sub-committees are to serve effectively, the ASC must delegate to 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 sub-committees, the ASC generally maintains 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 sub-committees, those sub-committees will not be able to serve well. On the other hand, if the ASC delegates too much authority to its sub-committees, the ASC 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 sub-committees, giving them sufficient liberty to serve freely while still maintaining their accountability

6. Sub-Committee Purpose and Responsibilities

- a) 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.
- b) These Sub-committees are created by the ASC and are directly responsible to the ASC.
- c) The ASC will elect the Chair of each Sub-committee.
- d) The Sub-committee will elect their Co Chair, Secretary and Treasurer.
- e) Each Sub-committee will determine the qualifications and duties of all trusted servant positions within the Sub-committee to be submitted for approval to the ASC.
- f) 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.
- g) Any major actions that may affect NA must be approved by the ASC before being carried out by the Sub-committee, in order to ensure that the NA Traditions are upheld.
- h) Each Sub-committee chair will submit a written report to the Areas Secretary at each ASC meeting (to be included in the areas minutes).
- i) Administrative functions can be handled within the Sub-committee (which includes planning, scheduling, Sub-committee meetings, typing reports etc.).
- j) Each Sub-committee will hold at least one regularly scheduled meeting per month to be announced to all home groups.
- k) Each Sub-committee chair will establish lines of communications with the appropriate RSC and WSC Sub-committee.
- l) Sub-committees will follow the handbook/ guide for their respective Sub-committee.
- m) Sub-committees will be represented at their respective RSC Sub-committee meetings as set forth in their Sub-committee chair duties.
- n) Sub-committees may only submit proposals pertaining to the functions of their Sub-committee.

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

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

7. Hospitals and Institutions Chairperson and Alt. Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for H&I Chair and 2 years for Alternate H&I Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) Has an understanding of the SCASCNA Policy, Procedures and Guidelines
- e) Has an NA Sponsor and NA Home Group;
- f) Willingness to serve.

Hospital and Institutions Chairperson and Alt. Chairperson Duties

- a) Maintains order in 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 by providing a written and oral report each month;
- e) Attends the Regional H&I meetings and presents a report of activities;
- f) Provides drafts of correspondence to facilities served by the sub-committee;
- g) Maintains meeting referral information to region (Carolina Regional Meeting Directory);
- h) Facilitates sub-committee meetings once a month.

Hospital and Institutions Chairperson and Alternate Chairperson Length of Service Commitment

One-year commitment for H&I Chairperson and two-year recommended commitment for the Alternate Chairperson (one year as Alternate H&I Chairperson and one year as H&I Chairperson). The transition is assumed but is not automatic; it is subject to the approval of the ASC body and does not require a nomination.

8. Literature Review Chairperson and Alternate Chair Qualifications

- a) Minimum of 2 years continuous clean time for LR Chair and 1 year for ALT. Literature Review Chairperson;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) An understanding of the SCASCNA Policy;
- e) Has an NA Sponsor and NA Home Group;
- f) Must have the willingness to serve.

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

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

8. Literature Review Chairperson and Alternate Lit. Review Chair Duties

- a) Submits verbal and written reports to the ASC each month;
- b) Attends the Regional Literature Review Meetings presenting a report of the activities of the Sub-committee;
- c) Facilitates Sub-committee meetings once a month;
- d) Coordinates Literature Review Process submitted by the World and Region.

**Literature Review Chairperson and Alt. Literature Review Chair
Length of Service Commitment**

One-year commitment for LR Chair and two-year recommended commitment for Alt. LR Chair (one year as Alt. LR 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.

**9. Policy, Procedure and Guidelines Committee Chairperson and Alt. Chairperson
Qualifications**

- a) Minimum of 2 years continuous clean time for PPG Chair and 1 year for Alternate PPG Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) Has an understanding of the SCASCNA Policy;
- e) One-year experience as a GSR or PPG Sub-committee member;
- f) Has an NA Sponsor and NA Home Group;
- g) Willingness to serve.

**Policy, Procedure and Guidelines
Chairperson and Alternate Chairperson Duties**

- a) Assists with policy information during ASC;
- b) Keeps ledger of all proposals passed or failed at ASC;
- c) Reviews Sub-committee policy for compliance to the ASC;
- d) Submits verbal and written reports to the ASC each month;
- e) Reads duties and requirements for open positions;
- f) Attends the Regional PP&G meetings when required presenting a report of activities to the Sub-committee;
- g) Facilitates Sub-committee meetings once a month.

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

9. **Policy, Procedure and Guidelines Chairperson and Alternate Chairperson Length of Service Commitment**

One year commitment for PPG Chair and two year recommended commitment for Alternate PPG Chair (one year as Alt. PPG Chair and one year as PPG Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

10. **Public Relations Chairperson and Alternate Chairperson Qualifications**

- a) Two years continuous clean time for Chair and one year for Alternate;
- b) Previous service experience at the Area level or within the PR Sub-committee;
- c) Ability to organize and give the committee direction and incentive;
- d) Willingness to give the time and resources necessary to fulfill the position;
- e) A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

Public Relations Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports to the ASC meeting each month;
- b) Facilitates PR Sub-committee meetings;
- c) To fulfill the responsibilities of all open positions within the PR Sub-committee;
- d) Try to attend all Regional PR meetings annually;
- e) Keep the ASC informed of all PR activities, events and needs by submitting a written report at every ASC meeting;
- f) Develop and stylize Sub-committee policies, as needed, in accordance with the Guide to Public Relations Handbook, Guide to Phoneline, Guide to Local Service, Website Guidelines and Sun City Area Policy;
- g) Maintain open communication with the H&I chairperson;
- h) Holds Sub-committee meeting once a month.

Public Relations Chairperson & Alternate Chairperson Length of Service Commitment

One year commitment for PR Chair and two year recommended commitment for Alternate PR Chair (one year as Alt. PR Chair and one year as PR Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

***SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

11. Special Events Chairperson and Alternate Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for SE Chair and 1 year for Alternate SE Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) An understanding of the SCASCNA Policy;
- e) Ability to demonstrate responsibility in their personal finances;
- f) Has an NA Sponsor and NA Home Group;
- g) Must have the Willingness to serve.

Special Events Chairperson and Alternate Chairperson Duties

- a) 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);
- b) 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 amount, not to exceed the itemized cost, to the ASC for approval;
- c) 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);
- d) Returns funds to the area after an event has been hosted and bills have been paid;
- e) Attends all ASC meetings or arranges for representation of the committee to attend;
- f) Is responsible for the solicitation, implementation and coordination of activities for the Sun City Area fellowship;
- g) Coordinates Unity Day Event with World Services Unity Event when applicable;
- h) Coordinates yearly Fall and Spring Camp Outs;
- i) Facilitates Sub-committee meeting once a month;
- j) Maintains and keeps inventory of all SCASC 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.

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

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

11. **Special Events Chairperson and Alternate Chairperson
Length of Service Commitment**

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. The Transition is subject to the approval of the ASC body and requires a nomination.

12. **Web Team Chairperson and Alternate Chairperson Qualifications**

- a) Two years continuous clean time for Chair and one year for Alternate Chairperson;
- b) Previous service experience at the Area level or within the PR Sub-committee;
- c) Ability to organize and give the committee direction and incentive;
- d) Must have, or acquire, the technical knowledge needed to maintain the content of the website;
- e) Willingness to provide the time and resources necessary to fulfill the position;
- f) A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

Web Team Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports to the ASC meeting each month;
- b) Facilitates Web Team Sub-committee meetings;
- c) To fulfill the responsibilities of all open positions within the Web Team Sub-committee;
- d) Try to attend the four (4) Regional Web Team meetings annually;
- e) Keep the ASC informed of all Sub-committee activities, events and needs by submitting a written report at every ASC meeting;
- f) Develop and stylize Web Team policies, as needed, in accordance with the Guide to Local Service, the Website Guidelines and the Sun City Area Policy;
- g) Holds Sub-committee meeting once a month.

**Web Team Chairperson & Alternate Chairperson Length of Service
Commitment**

One year commitment for Web Team Chair and two year recommended commitment for Alternate Web Team Chair (one year as Alt. Web Team Chair and one year as Web Team Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

***SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service - Area Service Positions (Continued)

ASC Sub-committees (Continued)

13. Group Service Representative and Alternate GSR

- a) Each Home Group sets their own qualifications for their GSR;
- b) Should be working within the guidelines of the 12 Steps, 12 Traditions & 12 Concepts of NA;
- c) Understands the SCASCNA policy;
- d) Have a working knowledge of how the ASC is facilitated.

Duties of GSR and Alternate GSR

- a) Must carry the conscience of their home group;
- b) Should attend all ASC meetings and stay in attendance for the entire time;
- c) Must give written and verbal report on status of home group;
- d) Votes on all proposals on the ASC floor;
- e) Brings home group monetary donation to the ASC to give to area treasurer.

L. Ad-Hoc Committee

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 be deemed necessary by the ASC to fulfill a particular function;

An Ad-Hoc Committee reports information to the ASC with suggestions regarding its created purpose. It is the decision of the ASC what steps will be taken next;

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

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

M. Consensus Based Decision Making (CBDM)

A Hybrid Consensus is a process by which a common meeting of the minds 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 and;
- b) The Second Tradition: A surrender to group conscience means we allow our fellowship to be shaped by a loving Higher Power.

In the spirit of:

- a) A cooperative process for making decisions in which everyone supports the conscience (decision) of the group;
- b) Decisions reflecting the integrated will of the whole group;
- c) Preserving the interest and integrity of all participants;
- d) A problem-solving orientation for people who wish to work together;
- e) Searching together for the best solution for the group;
- f) A questioning process; and
- g) Having respect for each other while engaging in the proposal process.

1. Proposal Overview

Proposals are made by any SCASCNA trusted servants; GSR, Alternate GSR (in the absence of the GSR) and/or Sub Committee Chairs (or Vice Chairs in their absence).

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:

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 can clearly explain the proposal.

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

Policy, Procedure and Guidelines

M. Consensus Based Decision Making (CBDM) (Continued)

1. Proposal Overview (Continued)

- a) Proposals that are sent back to the Home Groups for Group Conscience:
 - i) Policy Changes
 - ii) CAR
 - iii) Regional Proposals
 - iv) Expenditures of Five Hundred (\$500) or greater
 - v) When two or more groups request the Proposal be brought back to Home Groups
- b) Proposals that are not sent back to the home groups and decided at the ASC utilizing the CBDM Process:
 - i) Business
 - ii) Housekeeping

N. Guidelines and Procedures for Consensus Based Decision Making

1. Bring Proposals to the ASC body:

- a) Proposals brought forth via a GSR or Alternate from their Home Group;
- b) Proposals brought forth via a GSR or Alternate from the ASC floor;
- c) Proposals brought forth via a Sub Committee Chair or Alternate.

**** Proposals brought forth from the ASC floor must be seconded by a GSR.**

2. Sequence

- a) Open 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 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.

SUN CITY AREA SERVICE COMMITTEE
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Policy, Procedure and Guidelines

N. Guidelines and Procedures for Consensus Based Decision Making (Continued)

2. Sequence (Continued)

- 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.
- e) If at any time the maker of the proposal feels that the proposal has been modified too significantly, the maker can 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 Making Process, proposals that have been identified in *Section M. Consensus Based Decision Making (CBDM)* of the SCASCNA Policy, Procedures and Guidelines.

Under Section 1. (Proposal Overview)

- 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, Stand Aside, No, Yes) and the Facilitator will ask for a vote.

When voting, the facilitator will ask in the following order: Block, Stand Aside, 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. (Sequence)

Will continue with the CBDM Process:

At the end of a discussion, the Facilitator will ask for a vote. When voting, the Facilitator will ask in the following order: Block, Stand-Aside, No, Yes. 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 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.

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

Policy, Procedure and Guidelines

N. Guidelines and Procedures for Consensus Based Decision Making (Continued)

Under Section 2. (Sequence) (Continued)

3. As participants in a discussion, members can have the following positions:(Continued)
 - b) **Stand-Aside** – A Stand-Aside vote is provided when someone wishes to object, but not block the proposal. You may agree with the decision but unable to support it because you don't have the time or energy. *A "Stand Aside" vote does not count as a No vote and is not used to calculate the total percentage of groups voting (only No votes and Yes votes are used).*
 - c) **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.
 - d) **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.