

SUN CITY AREA SERVICE COMMITTEE  
OF NARCOTIC ANONYMOUS (SCASCNA)  
POLICY, PROCEDURE & GUIDELINES  
Updated December 2010  
**(All updates in bold lettering)**

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## I. Name & Defining

The name of this committee shall be called Sun City Area Service Committee of Narcotics Anonymous. (SCASCNA)

Defining SCASCNA: Narcotics Anonymous (NA) groups geographically located in North Myrtle Beach, Myrtle Beach, Conway, Surfside, Murrells Inlet & 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, Co-Facilitator, Treasurer or Secretary) will have keys to the PO Box and check the PO Box once a week. Mailing address is: Sun City Area of NA, PO Box 626, Myrtle Beach, SC 29578-0626. The ASC meetings will rotate through the groups in the area. The host group will volunteer their meeting space at the preceding ASC.

## 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 NA Service Manual.

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 as individual members, groups and service committees that 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.

\* 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 two/third quorum of existing area groups is required.
2. In the event that quorum is not reached, no business will be conducted except for payment of the ASC priority expenses. Treasurer's report will follow and the ASC meeting will be adjourned.
3. The Area Facilitator or, in the event of the Area Facilitator's absence, The Co-Facilitator will establish quorum for the sitting ASC prior to the conducting of old business.

### V: Business Procedure

1. All business conducted in Sun City ASC meetings shall be conducted utilizing a consensus approach. Running a meeting by consensus is a simple, easily understood process. It allows the ASC to arrive at a conscience without voting, or voting only as a last resort. It is supported by 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.*
2. To provide sources and references for future policies and guidelines, the "Guide to Local Service" 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 conscientized by a home group or sub-committee will require a

- second from a GSR before being placed on the table for discussion and consensus. Proposals may be withdrawn only by the person introducing them.
4. Consensus is reached when at least 80% of SCASCNA trusted servants are in “assent” or “assent with reservation”.
  5. If consensus cannot be reached after the initial discussion, it is suggested that the individuals blocking the consensus be able to articulate their concerns and objections so that they may be addressed. After a reasonable period of time the Facilitator has the option of continuing the consensus until consensus is reached, OR to bring it to a vote. Voting on a proposal occurs only when a proposal is not tabled, withdrawn, or passed/failed by consensus. A 2/3 vote of the GSRs is needed to pass such proposals. Only yes or no votes will be counted. In case of abstentions, the abstention will be recorded in the minutes.

## VI. Nominations & Voting of Officers

1. When voting on nominations of officers, a simple majority vote or 51% is required.

## VII. Proposals

1. All proposals and intent of proposal 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, 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.
3. After a proposal is read and has been seconded, the floor will be open for discussion on that proposal.
4. The maker may withdraw a proposal made on the floor. This does not include proposals made by groups or sub-committees. GSRs cannot table, change or withdraw a proposal concienced by their home group and brought to the ASC.
5. The name of the group by which the motion originates will not be published in the area minutes.

## VIII. New Area Groups

1. **NA groups wanting to join the Sun City Area should attend an Area meeting where:**
  - A) They will be directed to World Services for registration;**
  - B) They will receive a group starter kit; and**
  - C) They will be able to vote on Area proposals immediately.**
2. All NA meetings are fully self supporting with 7<sup>th</sup> tradition basket accountability.
3. NA meetings cannot be held in places where property owner is not known or permission is not granted.

## IX: Financial

1. The Sun City ASC will make donations to the Region.
2. All area events that will request a suggested donation and also require the expenditures of Area funds must be requested from the ASC two months prior to the event and then must submit an itemized cost list to ASC for approval.
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. (980801)
5. Prudent Reserve is \$250.00, or at least one month's expenses of the ASC (971101).
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.
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 (March 2000).
8. 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. For meetings less than 150 miles, the reimbursement will be for gas only, not to exceed \$200.00
9. The Area will pay rental space, as needed, for the following meetings – ASC, Special Events, PR, H&I and Literature Review and any other special meetings that involve area concerns.

## X: Meetings

1. The Sun City Area PR Committee will provide its groups with meeting lists.
2. A wheelchair accessible symbol will be included in the meeting list for those meetings that are handicap accessible.
3. **NA groups wanting to join the Sun City Area should attend an Area meeting where:**
  - A) They will be directed to World Services for registration;**
  - B) They will receive a group starter kit; and**
  - C) They will be able to vote on Area proposals immediately.**
4. No group can be removed from the meeting list before that concern is brought to the ASC.
5. All NA meetings are fully self-supporting with 7<sup>th</sup> tradition basket accountability.

6. NA Meetings cannot be held in places where property owner is not known or permission not granted.

## XI. Qualification and Duties of Positions

### **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 the SCASCNA.
3. Time and resources available to be an active participant.
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. One year service commitment for Facilitator and two year commitment for Co-Facilitator (one year as co-facilitator and one as facilitator – subject to the approval of the ASC body, but does not require a nomination).

### DUTIES OF FACILITATOR AND CO-FACILITATOR

1. Facilitate the ASC meeting within the 12 traditions and 12 concepts.
2. Can vote only to break tie.
3. Is available to help resolve communication problems.
4. Notifies WSO of changes in trusted servant positions of the ASC.
5. The Facilitator will state and put to vote all proposals coming before the ASC during proceedings and announce the result of each vote.
6. Responsible to recognize members or observers who are entitled to address the area floor.
7. When in doubt, asks for help from policy, procedure and guidelines chair or other qualified members.
8. Appoints all Ad Hoc committees.
9. Notifies area when an officer is not present at ASC.
- 10. Provides assistance to sub-committee chair as needed, or by request, and stays informed of sub-committee activities.**
- 11. 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.**
- 12. Is one of the co-signors on the ASC bank account.**

### 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. One year commitment.
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.

### DUTIES OF ASC SECRETARY AND ALT. SECRETARY:

1. Takes minutes at ASC meeting and types them.
2. Prints minutes and distributes them by mail with 2 weeks following ASC meeting.
3. Keeps updated lists of ASC Representatives with their addresses.
4. Calls area meeting to order in the absence of the Facilitator, Co-Facilitator and RCM.
5. Notes in minutes any officers absent from ASC meeting.
6. All minutes of ASC to be archived in a reference binder.
7. Assumes the responsibility of Facilitator in the absence of Facilitator and Co-Facilitator.
8. Is one of the co-signers on the bank account.
9. The area Secretary will maintain (3) three extra copies of the SCASCNA Guidelines in the archives as well.

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. One year commitment.
8. Has fulfilled a commitment as a Home group Treasurer.

DUTIES OF ASC TREASURER AND ALT. TREASURER

1. Accepts and records all donations from home groups.
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 Alt. Treasurer.**
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. 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.**

**REGIONAL LEVEL:**

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

1. Minimum of 3 years continuous clean time abstinence for RCM and 2 for Alt. RCM.
2. Active member of Sun City Area group.
3. One year commitment for RCM and 2 for Alt. RCM.
4. One year experience as RCM Alternate or Regional participant.

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 Report 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.

POLICY, PROCEDURE AND GUIDELINES CHAIR AND ALT CHAIR QUALIFICATIONS:

1. Minimum of 2 years continuous clean time for RCM; 1 year for ALT. RCM..
2. One year commitment.
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. 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. Must go to regional subcommittee when applicable.
5. Must stay entire ASC meeting.

**NOTE: TO BE DEFINED – Qualifications and Duties**

**H & I Chair (and Alt. Chair), Literature Review Chair (and Alt. Chair), PR Chair (and Alt. Chair), and Special Events Chair (and Alt. Chair).**

## XII. Ranking of Officers and Subcommittee Chairs

Facilitator  
Co-Facilitator  
Secretary  
Alternate Secretary  
Treasurer  
Alternate Treasurer  
Regional Committee Member (RCM)  
Policy, Procedure and Guidelines 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 Chair.

When the Facilitator is unavailable to hold the ASC meeting, the following, in order, will assume the position: Co-Facilitator, Secretary, RCM, then the Policy, Procedure and Guidelines Chair.

## XIII. Elections and Nominations of Officers and Subcommittee Chairs:

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

Special Events Chair will be announced in July, with nominations coming from the home groups in August, and to be voted on in September and begin serving their position in October.

All open positions that are officers of the ASC 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. Chair, Treasurer, Alt. Treasurer.

**Nominations need to be submitted by a NA Sun City Area home group. Nominees must be present at the Area Service Committee meeting at which the nomination is made. Nominees do not need to be present at the ASC meeting when voting takes place.**

## XIV. Removal from Office

A service member of the ASC may be removed from their position for non-compliance. 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 2<sup>nd</sup> meeting missed, if 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 person misses 3<sup>rd</sup> consecutive ASC meeting, groups will be asked for nominations for that position.

## XV. 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 an area committee must account 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 creation subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

## VOCABULARY FOR SCASCNA GUIDELINES

SCASCNA	Sun City Area 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

### **CONSENSUS DECISION MAKING: Simple explanation**

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.

A cooperative process for making decisions in which everyone consents to the decisions of the group

- Not everyone's first preference necessarily, but true consent
- Decisions should reflect the integrated will of the whole group
- Preserves the interest and integrity of all participants

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

- Not a process for determining whose ideas are best, but searching together for the best solution for the group
- A questioning process, not the "okey-dokey"
- The decision is in this room – our job is to find it
- Have respect and enjoy creative conflict

### **CONSENSUS DECISION MAKING: 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 at least 80% of SCASCNA trusted servants are in assent or assent with reservation.

#### **Guidelines for Consensus-Based Decision Making (CBDM):**

1. Bring proposals to the body.
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be adjusted.
4. Once all reservations have been heard and answered, the facilitator will restate the adjusted proposal and will ask the body, “Do we have a consensus?” 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 to the proposal for the purpose of getting to a final proposal that is acceptable by the body. The goal of all proposal discussions is to get to a point where the facilitator can ask if we have a consensus and hear no objections.
5. As participants in a discussion, members can have the following positions:
  - a. **Assent** – 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. Assent is signified by remaining silent.
  - b. **Assent with Reservations** – This is not materially different from “a” (above), and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don’t want to object more strongly, but they do want to note that they have reservations. It is done by raising your hand and simply saying when the Facilitator calls on you, “Assent with reservations.” The assumption is that the reservations have been heard already, and you’re simply noting that you can support the proposal, and continue to have these reservations.
  - c. **Stand Aside** – A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a “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. One of the group’s guidelines needs to be how many or what proportion of stand-asides indicates a consensus too weak to adopt the proposal.
  - d. **Block** – This is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of stand-asides, 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 articulate which tradition or concept or other principle fundamental to N.A. is violated by the proposal.

6. If at the end of a discussion, there are objectors that cannot either Assent or Assent with Reservation, the Facilitator may ask for a count of the members that wish to Stand Aside. If the number of these is less than 20% of the participants (meaning that greater than 80% of the body is in consensus), then a consensus will be declared and the proposal is considered adopted.
7. If at any time the maker of the proposal feels that the proposal has been modified too significantly, the maker has the ability to withdraw the proposal from consideration.
8. Proposals presenting a non-budgeted item greater than \$1000.00 must be submitted in writing to the GSR at least 60 days in advance of being considered at the SCASCNA. If such a proposal is presented at the SCASCNA that has not been sent out to GSRs, it will automatically be sent back to home groups for consideration and will be tabled at the SCASCNA until the next monthly meeting.