
Bay Cities Area Service Committee of Narcotics Anonymous

Guidelines

Approved
April 26, 2024

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ARTICLE I
DEFINITIONS AND PURPOSE

The Bay Cities Area Service Committee (hereafter referred to as BCASC) is a service committee created by the Groups of the Bay Cities Area of Narcotics Anonymous (hereafter referred to as BCANA) for the purpose of coordinating delivery of services between those groups, the area subcommittees, the Southern California Region of Narcotics Anonymous and the greater service structure of NA, as well as being a central point for communications between those groups and subcommittees.

The BCASC, Groups, Trusted Servants and Committees are to act in accordance with the 12 traditions and 12 concepts of service of Narcotics Anonymous at all times as well as having a working knowledge of the 12 Steps of Narcotics Anonymous. This also applies to all areas of these guidelines and shall be inferred throughout hereafter.

The area boundaries are roughly defined as follows: El Segundo Blvd to the 110 Freeway, 91 East to Lakewood Blvd. (Route. 19) to Carson St., East to the 605 Freeway, South and including Catalina Island.

ARTICLE II
FUNCTIONS

The functions of the BCASC shall be carried out at the monthly BCASC meeting and at special meetings (see Article III(l)(d)). In addition, many of the functions of the Bay Cities Area shall be carried out by a system of subcommittees including, but not limited to, the following:

- Activities Committee
- Conventions Committee
- Hospitals and Institutions Committee(H&I)

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- Literature Distribution Committee
- Men's Luncheon Committee
- Newsletter Committee
- Phonelines Committee
- Public Relations Committee (PR)
- Policy Committee
- Sponsorship Behind the Walls Committee (SBTW)
- Website Committee
- Welcoming Committee
- Women's Luncheon Committee

These subcommittees shall carry out their functions in accordance with their own guidelines (created by the subcommittee and ratified by the BCASC). These subcommittee guidelines are available upon request from the respective sub-committees and available on <http://baycitiesna.com>

The functions of the BCASC shall include, but not be limited to, the following:

1. To provide a forum (the monthly BCASC meeting) for NA groups to resolve their common concerns through their Group Service Representatives (GSRs).
2. To enable communication between groups, BCASC subcommittees, the BCASC as a whole and with the Southern California Regional Service Committee (SCRSC).
3. To provide a post office box for correspondence to the BCASC.
4. To elect a Regional Committee Member (RCM) and RCM Alternate for active participation in the SCRSC. The RCM will act as a liaison between the BCASC and the SCRSC.

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5. To elect a Regional Convention Representative (RCR) and Regional Convention Representative Alternate (RCRAAlt.) for active participation in the Southern California Regional Convention Committee (SCRCC) meetings.
6. To elect a Regional Youth Liaison (RYL) and the Regional Youth Liaison Alternate (RYL Alt.) that will act as a liaison between the BCASC and the Southern California Regional Narcotics Anonymous Youth Committee (SCRNAYC).
7. Be available to individual members of NA to inform them of how they can become more involved in service.

ARTICLE III
GUIDELINES

1. Operational Guidelines

- A. Elected trusted servants may serve for a term of one year. Two consecutive one-year terms is the maximum one can serve in the same position at the area level. If an officer can no longer fulfill their commitment, that office will be filled by election of a replacement as soon as possible. Until such a time, it will be filled by the most logical trusted servant available (see "Participants Section").
- B. Any elected officer or subcommittee chair may be removed from office at any time during their term by a 2/3 vote of the BCASC.
- C. Relapse by an elected member is considered an automatic resignation of their position.
- D. The BCASC shall hold regular monthly meetings. Special meetings may be called in either of two ways: 1) by a 2/3 vote of GSRs, or 2) by the Chair or Internal/External Vice Chairs (upon being apprised of a

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matter of special and major importance such as major policy changes or large and unusual expenditures). Reasonable notice of such special meetings must be given to all BCASC members.

- E. For the purpose of conducting Area business, a meeting or subcommittee failing to attend 3 consecutive BCASC meetings will be considered "inactive." Inactive status is not meant to be punitive, but is meant to help the Area attain a quorum (50% of active meetings make up a quorum) wherein inactive meetings are not counted when determining whether or not there is a quorum at BCASC meetings. A meeting can return to "active" status upon attending 2 consecutive BCASC meetings. Any meeting confirmed to be "permanently inactive" by the Welcoming Committee shall be removed from the BCANA meeting directory A new meeting is "active" at their first BCASC meeting.
- F. Every May the BCASC officers shall give their individual inventories to the BCASC. Subcommittee chairs shall give subcommittee inventories. The Chair shall also give the area's inventory as a whole. Inventories should reflect both the strengths and weaknesses of its service and trusted servants.
- G. The BCASC checking account shall require two signatures on its checks. The Chair, Vice Chairs, Treasurer shall all be co-signers of this account. A BCASC Financial Services Agreement is to be completed by all bank account signors.
- H. The BCASC shall make fiscal quarterly contributions to the SCRSC and/or NAWS. The BCASC shall maintain a prudent reserve of \$9,000.00. Balance may fall below prudent reserve, if necessary to pay fixed bills.
- I. Deposits to the BCASC account must consist only of cash, cashier's checks, money orders. No personal checks will be accepted.
All deposits must be deposited in the BCASC account within 7 business days.

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- J. The BCASC shall conduct its business by a simple majority of those voting. Decisions that affect money and guideline changes require a 2/3 vote. All guideline changes - will be referred to the monthly policy committee according to scheduled mentioned under sub-committees before an Area vote.
- K. Quarterly audits of subcommittee accounts shall be conducted at the monthly policy committee meeting. The BCASC Chair shall make a verbal report to the BCASC and a written report will be in the monthly policy committee minutes.
- L. Officers and Subcommittee Chairs, upon election to the BCASC may retain their GSR position but in so doing will only vote as a GSR. In the event of a vote involving sub-committee finances where the sub-committee chair is also a GSR, that GSR will be asked to abstain.
- M. All subcommittee chairs, vice-chairs and treasurers are to be affirmed at the monthly BCASC meeting. If there is no opposition, candidate is affirmed by acclamation. If there is opposition to the proposed candidate then a vote must be taken: such votes are determined by simple majority.
- N. All subcommittee bank account signors are to complete a BCASC Financial Services Agreement.
- O. All subcommittee bank accounts must use the BCASC P.O. Box as their mailing address or accordingly with bank requirements.
- P. Any subcommittee with a bank account that has not attended the monthly BCASC policy meeting and submitted the required Monthly Meeting Minutes and Financial Statement for three (3) consecutive months, at the discretion of the BCASC, will be required to surrender their bank account and petty cash to the BCASC treasurer. The sub-

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committee would have their bank account and petty cash returned once they have attended three (3) consecutive BCASC Policy Meetings and submitted their required monthly meeting minutes and financial statement. Any funding required during this period would have to be reviewed at the monthly BCASC Policy Meeting. The funding request once reviewed at the Policy Meeting would have to be approved at the monthly BCASC Business Meeting.

- Q. The RCM shall hold a bi-annual BCA CAR Workshop in a timely matter.
- R. A GSR may only represent one meeting.
- S. Every GSR is strongly encouraged to serve on a subcommittee.
- T. Activity-related ad-hoc committees/workgroups report to and follow the guidelines of the Activities Committee.
- U. All requests for NA literature by any institution or facility will be referred to the NAWS.
- V. The fiscal year for the BCASC shall begin on July 1st and end on June 30th of the following calendar year.
- W. The sitting BCASC shall submit an annual budget for area approval at the ASC meeting in May of each year. Any Subcommittee requests for budget amendment must be submitted to the Policy committee by March of each year. Subcommittee's that fail to submit budget proposals before the stated deadline, shall continue to follow the previous year's budget. Final budget proposals shall be approved by a 2/3 majority vote of the GSR's no later than than May.

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2. Guidelines for an Area Vote

The Guidelines for an area vote are as follows:

A. A motion is made before the group for its consideration on any subject.

Most motions are derived from subcommittees, the steering committee, or GSRs. No principal motion can be made when any other motion is before the group. However, secondary motions can be made while a main motion is pending. These secondary motions are as follows: "referring" or "amending."

1. Referring: At anytime a member can refer - which means this motion takes precedence over any motion to amend. The form of this motion is: "to refer the subject to a committee or meetings." "Referring to" motions are seconded, discussed, and require a majority vote.

2. Amending: At anytime a member can amend a motion with the exception of a "referred" motion. An amendment may be inconsistent with one already adopted, or may directly conflict with the spirit of the original motion, but it must have a direct bearing upon the subject of that motion. Amendments are seconded, discussed and require a majority vote.

B. Discussion takes place with at least two pros and cons if hands are raised. Then, a vote is taken.

C. Motions that permanently affect our guidelines shall automatically be referred to the Policy Committee for exploration and exact wording. Then, the motion shall come back to the floor of the BCASC for further discussion and a final vote.

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3. Misconduct/Misappropriation/Misuse of BCASC Funds:

A. Definitions:

I. Misconduct:

Misconduct is defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts of NA Service, the guidelines of the BCASC, the guidelines of a BCASC Subcommittee or Ad hoc (if applicable), or violation of California city, state, or US federal law to the extent that such misconduct is detrimental to the NA Fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA Fellowship.

2. Misappropriation:

Misappropriation of funds includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes, but not limited to, the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory). All funds handled by subcommittees shall be turned over to treasurer within 24 hours of receiving.

B. Interim Action and Suspension:

Should any BCASC Executive Committee member, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused BCASC funds or have been involved in misconduct, the BCASC Executive Committee duly elected officers will vote, in person or remotely, to immediately "suspend" the member(s) involved from further area service pending further investigation

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C. BCASC Action, Removal, and Reinstatement:

The BCASC Executive Committee shall report findings of the suspected violation (s) outlined in this section to the BCASC. The BCASC may entertain a motion to remove the individual(s) from office or the committee "with cause," to reinstate, or to extend the investigation. Should the BCASC remove an officer(s) or member(s) with cause, the said individual's participation within the BCASC is immediately terminated.

1. Any member removed from office and/or committee by the BCASC for misappropriation may no longer represent themselves to the fellowship or service of the BCASC in any capacity for a period of five (5) years from the date of interim suspension.
2. Any member removed from office and/or committee by the BCASC for misconduct may no longer represent him/herself to the fellowship or service of the BCASC in any capacity for a period of two (2) to five (5) years, at the discretion of BCASC.

D. Restitution:

A member removed from office for the misappropriation or misuse of BCASC funds might be subject to criminal and civil legal proceedings.

Members removed from office for the misappropriation or misuse of BCASC funds may, at the discretion of the BCASC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused BCASC funds.

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ARTICLE IV
BCASC PARTICIPANTS AND OFFICERS

I. Participants and Voting Privileges

A. Definition:

The BCASC shall be comprised of an executive committee, a monthly policy committee, GSRs and their alternates. The executive committee is comprised of a Chair, Vice Chair of Internal Affairs, Vice Chair of External Affairs, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM and Alternate RCM, RCR and RCR Alternate, RYL and RYL Alternate and Calendar. The policy committee is comprised of the Executive Committee and all subcommittee chairs.

B. Participants, Voting Participants, and Observers:

Participants in the BCASC shall include, but are not limited to, the following:

1. Interested NA members
2. Group Service Representatives (GSRs) and Group Service Representative Alternates
3. BCASC Subcommittee Chairs
4. The Officers, as follows:
 - Chair
 - Vice Chair of Internal Affairs
 - Vice Chair of External Affairs
 - Secretary
 - Co-Secretary
 - Treasurer
 - Co- Treasurer

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- Regional Committee Member
- Regional Committee Member Alternate
- Regional Convention Representative
- Regional Convention Representative Alternate
- Regional Youth Liaison
- Regional Youth Liaison Alternate
- Regional LGBTQ Liaison
- Regional LGBTQ Liaison Alternate

Voting participants of the BCASC are the GSRs of each "active" area meeting and the Subcommittee Chairs (see Article III(l)(e)); however, only GSRs can vote on money matters and Conference Agenda Report (CAR) issues). If the GSR is not able to attend the business meeting, than that group's GSR Alternate will become the voting participant and will represent their group's conscience. In the event that a Chair of a subcommittee is unable to attend, that subcommittee will send their Vice Chair to represent their group conscience. The Chair of the Area will become a voting participant only in case of a tie vote among other voting participants.

In case of the temporary absence of the Chair, ascension to the Chair shall be in the following order:

1. Vice Chair of Internal Affairs
2. Vice Chair of External Affairs
3. Regional Committee Member
4. Treasurer
5. Secretary
6. Regional Committee Member Alternate

Participants of the BCASC may entertain motions and participate in discussion of motions on the floor (when recognized by the Chairper-

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son); however, only voting participants have the right to make and second motions and vote on motions. Any NA member may attend the BCASC business meetings as an observer and may participate in discussion of motions on the floor when recognized by the Chair.

Any participant, voting participant, or observer may:

1. Purchase literature from the BCASC Literature Distribution Committee.
2. Have his/her meeting listed in the Bay Cities Area Meeting Directory and Southern California Regional Meeting Directory.
3. Have the BCASC helpline refer addicts seeking recovery to their meeting.

1. General Area Service Commitments

A. GSR AND GSR ALTERNATE

In honoring group autonomy as outlined in our 4th tradition, groups participating in the BCASC determine the qualifications for their GSR and GSR alternate if applicable. Groups may wish to consult the GTL-SNA for general guidance.¹ Active Groups without a current GSR may still be represented in the ASC by attending meetings with a temporary or interim representative.

¹ Available at <https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>

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B. QUALIFICATIONS AND DUTIES OF OFFICERS

Unless otherwise noted, the BCASC shall hold elections for its officers at the regular meeting in June of each year. The qualifications and duties of the officers are as follows:

I. Chair

(a) Qualifications:

Candidates for Chair shall meet the following requirements.

- 1) FIVE YEARS of continuous clean time.
- 2) THREE YEARS of service experience as a committee member or group officer.
- 3) Willingness and availability to serve.

(b) Duties:

- 1) Preside over and provide an agenda for BCASC meetings.
- 2) Work with and assist the other officers of the BCASC.
- 3) Handle all correspondence for the BCASC and PO Box.
- 4) Serve as custodian of all BCASC files and archives.
- 5) Vote on motions on the floor of the BCASC meetings in case of a tie among voting participants.
- 6) Notify and express concern to any groups whose GSR has not attended 2 consecutive BCASC meetings.
- 7) Be a co-signer of the BCASC bank account.
- 8) To be available to individual members of the BCASC to provide information about involvement in service, the NA Service Structure, the Twelve Traditions, the Twelve Concepts and how the BCASC functions.
- 9) To train the Vice Chair(s) in the performance of the duties of the Chair.
- 10) Ensure and assist in regularly scheduled audit of all sub-committees that handle money.

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- 11) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Area Workshop (SCRAW), and BCA CAR workshop.

2. Vice Chairs

The office of Vice Chair shall be a two-person position consisting of Vice Chair of Internal Affairs and Vice Chair of External Affairs. The two officers shall switch offices on 6-month intervals (June and December) until their commitments are completed.

(a) *Qualifications:*

Each candidate for Vice Chair shall meet the following requirements:

- 1) FOUR YEARS of continuous clean time
- 2) TWO YEARS of service experience as a committee member or group officer
- 3) Willingness and availability to serve.

(b) *Duties of Vice Chair of Internal Affairs*

- I) Serve as a liaison and keep an open line of communication with the Activities, Convention, Men's Luncheon, Women's Luncheon, and Welcoming Committee by one of three methods: attendance of their meetings, by phone or by e-mail.
- 2) Work with and assist the other officers of the BCASC.
- 3) Be prepared to perform the duties of the Chairperson and to do so in case of the Chair's absence.
- 4) Be a co-signer of the BCASC bank accounts.
- 5) Ensure and assist in regularly scheduled audit of all sub-committees that handle money.
- 6) Preside over and provide an agenda for monthly policy committee meetings.

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- 7) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Area Workshop (SCRAW), SCA CAR workshop and BCASC meetings.
- 8) Keep an updated version of all guidelines and distribute to all interested NA members.

(c) *Duties of Vice Chair of External Affairs*

- I) Serve as a liaison and keep an open line of communication with Hospitals & Institutions, Literature Distribution, Newsletter, Phonelines, Public Relations, Sponsorship Behind the Walls and Website Committees by one of three methods: attendance of their meetings, by phone, or by-email.
- 2) Work with and assist the other officers of the BCASC.
- 3) Be prepared to perform the duties of the Chairperson and to do so in case of the absence of officers (in accordance with the order of ascension as stated in the "Participants Definition" section of these guidelines).
- 4) Be a co-signer of the BCASC bank accounts.
- 5) Ensure and assist in regularly scheduled audit of all subcommittees that handle money.
- 6) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Area Workshop (SCRAW), BCA CAR workshop and BCASC meetings.

3. Treasurer

(a) *Qualifications:*

Candidates for treasurer shall meet the following qualifications:

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- 1) FIVE YEARS of continuous clean time.
- 2) TWO YEARS service experience as a committee member or GSR.
- 3) Willingness and availability to serve.

(b) *Duties:*

- 1) Act as custodian of the BCASC bank account and keep the SCASC financial ledger.
- 2) Make available a monthly written report of all contributions and expenditures, and have' available deposit slips or copies thereof at all BCASC meetings.
- 3) Make an annual statement at the end of their term of office.
- 4) Ensure that fiscal quarterly donations from the BCASC to the SCRSC and/or NAWS are made when the BCASC exceeds its prudent reserve (in accordance with Operational Guide #8).
- 5) Be prepared to perform the duties of the Chair and to do so in case of the absence of officers (in accordance with the order of ascension as stated in the "Participants Definition" section of these guidelines).
- 6) Be a co-signer of the BCASC bank account.
- 7) Ensure and assist in regularly scheduled audit of all sub-committees that handle money.
- 8) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Area Workshop (SCRAW), BCA CAR workshop and BCASC meetings.

4. Co- Treasurer

(a) *Qualifications:*

Candidates for Co- Treasurer shall meet the following requirements:

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- 1) FIVE YEARS of continuous clean time.
- 2) ONE YEAR service experience as a GSR or committee member.
- 3) Willingness and availability to serve.

(b) *Duties:*

- 1) Assist Treasurer in keeping records.
- 2) Assist Treasurer in preparing written reports.
- 3) Assist Treasurer in preparing an annual statement at the end of the Treasurer's term of office.
- 4) Assist the Treasurer in ensuring that fiscal quarterly donations from the BCASC to the SCRSC and/or NAWS are made.
- 5) Be prepared to perform the duties of the Treasurer in his/her absence.
- 6) Attend monthly policy committee meetings, special meetings, CAR workshop, and BCASC meetings.

5. Secretary

(a) *Qualifications:*

Candidates for Secretary shall meet the following qualifications:

- 1) TWO YEARS of continuous clean time.
- 2) ONE YEAR service experience as a GSR or committee member.
- 3) Willingness and availability to serve.

(b) *Duties:*

- 1) Record, type, and distribute the minutes of all BCASC regular and special meetings.
- 2) Maintain current list of all BCASC participants and meetings.
- 3) Work with the Chair in the following manner:

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- i) Assist with correspondence.
- ii) Ensure that the Chair is aware of absences of representatives from any groups or subcommittees.
- 4) Be prepared to perform the duties of the Chair and to do so in case of the absence of officers (in accordance with the order of ascension as stated in the "Participants Definition" section of these guidelines).
- 5) Attend and serve as secretary of the monthly policy committee meetings.
- 6) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Workshop (SCRAW), Conference Agenda Report (CAR) workshop, and BCASC meetings.
- 7) Keep an updated version of all guidelines.

6. Co-Secretary

(a) *Qualifications:*

Candidates for Co-Secretary shall meet the following qualifications:

- I) ONE- YEAR continuous clean time.
- 2) SIX MONTHS service experience equivalent to that of a GSR.
- 3) Willingness and availability to serve.

(b) *Duties:*

- 1) Attend all BCASC meetings, the Policy meeting, and all special committee meetings.
- 2) To assist in the duties of the Area Secretary during BCASC meeting.
- 3) Be prepared to perform the duties of the Secretary and to do so in case of his/her absence.

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C. QUALIFICATIONS AND DUTIES OF REGIONAL REPRESENTATIVES

I. Regional Committee Member (RCM) and Alternate

(a) *Qualifications:*

Candidates for RCM and for RCM Alternate shall meet the following qualifications:

- I) FIVE YEARS of continuous clean time (FOUR YEARS for the RCM Alternate)
- 2) ONE YEAR of service experience as a committee member or GSR

(b) *Duties:*

- I) Work with and assist the other officers of the BCASC.
- 2) Prepare and submit to the BCASC Secretary, Chair, and Vice Chairs a written summary of their oral report, regarding the SCRSC and the NA World Service (NAWS). To be included in the minutes of the BCASC.
- 3) Be prepared to perform the duties of the Chairperson and to do so in case of the absence of officers (in accordance with the order of ascension as stated in the Participants Definition section of these guidelines).
- 4) Serve as liaison and keep an open line of communication between the BCASC and SCRSC.
- 5) RCM: To train the RCM Alternate in the performance of the duties of the RCM.
- 6) RCM ALTERNATE: To be prepared to perform the duties of the RCM and to do so in case of their absence.
- 7) Ensure and assist in regularly scheduled audit of all sub-committees that handle money.
- 8) Put on a bi-annual BCA CAR Workshop in a timely manner.

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- 9) Attend monthly policy committee meetings, special committee meetings, Southern California Regional Area Workshop (SCRAW), SCA CAR workshop, SCRSC, and BCASC meetings.
2. **Regional Convention Representatives (RCR) and Alternate**
The BCASC shall hold elections for its Regional Convention Representative and Regional Convention Representative Alternate at the regular BCASC meeting following the convention each year. Their qualifications and duties are as follows:
 - (a) **Qualifications:**
 - I) THREE YEARS of continuous clean time.
 - 2) The willingness, desire, interest and availability to serve
 - (b) **Duties:**
 - I) Attend all BCASC and SCRCC committee meetings.
 - 2) Attend and vote at a subcommittee of the SCRCC as a representative of the BCA.
 - 3) Accumulate a list of possible leaders, readers, and speakers within the BCA.
 - 4) Prepare and submit a written summary of their oral report, regarding the SCRCC meeting and the BCASC to be included with the minutes.
3. **Regional Youth Liaison (RYL) and Alternate.**
The BCASC shall hold elections for Regional Youth and Regional Youth Liaison Alt. at the regular June BCASC meeting each year. The qualifications for these positions are as follows.
 - (a) **Qualifications:**
 - I) Have at least one (1) year clean time, one (1) year for the Alternate.
 - 2) Have at least six (6) months experience in Narcotics Anonymous service.

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- 3) Have the ability to attend all S.C.R.N.A.Y.C. committee meetings, Bay Cities Area Special Policy and Business meetings. Alternate will attend in the absence of the RYL.

(b) **Duties:**

- I) Attend at least one (I) youth meeting in the Bay Cities Area regularly.
- 2) Attend the monthly S.C.R.N.A.Y.C. committee meeting and give a report on youth activity/meetings in the area.
- 3) Attend the monthly Bay Cities Area Special Policy meeting. Alternate in the absence of the RYL.
- 4) Attend the monthly Bay Cities Area Business meeting and give a report on business conducted at the S.C.R.N.A.Y.C. committee meeting. Alternate in the absence of the RYL

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4. Regional LGBTQ Liaison and Alternate

(a) *Qualifications:*

- 1) Have at least one (1) year clean time.
- 2) Have at least six (6) months experience in Narcotics Anonymous service.
- 3) Have the ability to attend all S.C.R.N.A.L.G.B.T.Q. Committee meetings, BCA Policy meetings and BCA Business meetings.

(b) *Duties:*

- 1) Attend the monthly S.C.R.N.A.L.G.B.T.Q. Committee meeting.
- 2) Attend the monthly Bay Cities Area Policy meeting.
- 3) Attend the monthly Bay Cities Area Business meeting and give a report on business conducted at the S.C.R.N.A.L.G.B.T.Q. Committee meeting.

D. QUALIFICATIONS AND DUTIES OF SUBCOMMITTEE CHAIRPERSONS

(a) *Qualifications:*

Subcommittee Chairs and Vice Chairs shall meet the following qualifications:

- 1) The willingness, desire, interest and availability to serve.
- 2) Continuous clean time requirement determined by the guidelines of their respective subcommittee.

(b) *Duties:*

- 1) Attend all BCASC regular and special meetings, the CAR workshop and all Policy committee meetings.
- 2) Attend all meetings of the subcommittee they represent.

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- 3) Inform their subcommittee about what is happening at the BCASC and how Area meetings request their service.
- 4) Represent their subcommittee's group conscience by voting on motions not pertaining to money matters or CAR issues at the BCASC meeting.
- 5) Prepare the following:
 - i) A written report of their subcommittee's activities and financial transactions of the past month. Copies of this report are to be given to the Chairperson, both Vice Chairpersons and the Secretary of the BCASC, RCM and RCM Alternate.
 - ii) An oral report to the BCASC - to Calendar concerning the time and place of their next meeting, their activities, needs and other relevant information.
 - iii) Guideline review as follows: **July:** none. **October:** Activities Committee, Convention Committee, Bay Cities Area. **January:** Hospitals & Institutions Committee, Literature Distribution Committee and Newsletter Committee. **April:** Phonelines Committee, Public Relations Committee and Website Committee.

E. Additional General Area Service Commitments

1. Calendar Coordinator and Alternate:

(a) Qualifications:

shall meet the following qualifications:

- 1) ONE Year clean time requirement.
- 2) Familiarity with word processing.
- 3) Willingness and availability to serve.

(b) Duties:

- 1) To collect area calendar information and subcommittee chair reports via e-mail or telephone.

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- 2) To create and make copies of a monthly area calendar with all area events and subcommittee meetings on one side and brief subcommittee chair reports on the other side.
- 3) To attend all BCASC meetings to distribute the monthly calendars and give the calendar report.
- 4) To attend all Policy Committee Meetings and any other special meetings of the executive body.
- 5) If the calendar person is unable to attend the ASC meeting it is the responsibility of the calendar person to send someone else to fulfill the commitment.

2. Welcoming Committee:

(a) Qualifications:

Shall meet the following qualifications:

- 1) ONE Year clean time requirement.
- 2) Familiar with Excel
- 3) Willingness and availability to serve.

(b) Duties:

- 1) Maintain current meeting status.
- 2) Welcome new GSR's and alternates to the BCASC meeting.
- 3) Establish quorum at the beginning of the BCASC meeting.

F. Business Meeting Commitments

I. Coffee:

(a) Qualifications:

shall meet the following qualifications:

- 1) Willingness and availability to serve.

(b) Duties:

- 2) Must arrive 60 minutes prior to BCASC to setup coffee for participants and clean up after the meeting.

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3) Set-up/Clean-up:

a. *Qualifications:*

shall meet the following qualifications:

2) Willingness and availability to serve.

b. *Duties:*

I) Must arrive one hour prior to BCASC to set up chairs and tables. Clean up after the meeting.

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ARTICLE V
AREA SUBCOMMITTEES

BCASC maintains standing subcommittees to help further our primary purpose, but each has been established to focus their efforts in specific ways to serve the area, the community at large or both. Subcommittees with bank accounts will be subject to quarterly audits per the Policy Committee guidelines.

Additionally, ad-hoc committees or workgroups may be formed either by the ASC or a subcommittee as needed to fulfill special needs of the groups, area and/or subcommittees.

Specific operational guidelines for each subcommittee can be found at <http://baycitiesna.com/> or by inquiring with the BCASC or individual subcommittee members.

Briefly, their purposes are as follows:

Activities:

To serve the multiple purposes of planning and hosting events for fellowshipping, education of our membership, building area unity and fundraising to support the area and our primary purpose.

Convention:

To coordinate and conduct a biennial Bay Cities Area Convention by and for members of Narcotics Anonymous.

Hospitals & Institutions:

To carry the Message of Recovery in Narcotic Anonymous to addicts unable to attend our regular meetings.

Literature Distribution:

To purchase and sell NA approved literature at the area level.

Bay Cities Area Service Committee of Narcotics Anonymous

Guidelines

Men's Luncheon:

To plan and host this annual event for fellowshipping, building unity, advancing our primary purpose and raising funds for the BCASC.

Newsletter:

To write, collect material for, edit, produce and distribute a monthly newsletter for the Bay Cities Area.

Phonelines:

To train volunteers to work on and maintain the Bay Cities Area Helpline 24 hours per day, every day without exception.

Policy:

Policy committee exists to streamline area business, performing audits, guideline reviews, and studying policy implications of any motions before the BCASC.

Public Relations:

To inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.

Sponsorship Behind the Walls:

To provide a sponsorship link through mail for working the Twelve Steps of Narcotics Anonymous for those people who are incarcerated and are not able to meet potential sponsors at their local NA meetings.

Welcoming:

To maintain current meeting status and welcome new GSRs and alternates to the Area Service Committee meeting. This also serves to help establish current quorum and provide information for outreach to inactive groups.

Website:

To develop and maintain the area website at <http://baycitiesna.com/> and all tasks related to the site.

Bay Cities Area Service Committee of Narcotics Anonymous
Guidelines

Women's Luncheon:

To plan and host this annual event for fellowshipping, building unity, advancing our primary purpose and raising funds for the BCASC.

Bay Cities Area Service Committee of Narcotics Anonymous
Guidelines

SCHEDULE A

ABBREVIATIONS

ASC	Area Service Committee (GSR Meeting)
BCA	Bay Cities Area
BCAAC	Bay Cities Area Activities Committee
BCACC	Bay Cities Area Convention Committee
BCALDC	Bay Cities Area Literature Distribution Committee
BCANA	Bay Cities Area of Narcotics Anonymous
BCANC	Bay Cities Area Newsletter Committee
BCASC	Bay Cities Area Service Committee (GSR Meeting)
BCAPLC	Bay Cities Area Phone Lines Committee
BCAWC	Bay Cities Area Website Committee
BOD	Board of Directors
CAR	Conference Agenda Report
GSR	General Service Representative
GTLSNA	Guide to Local Services in Narcotics Anonymous
H&I	Hospitals & Institutions
IP	Information Pamphlet
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PR	Public Relations
RCM	Regional Committee Member
RCR	Regional Convention Representative
RSC	Regional Service Committee
RYL	Regional Youth Liaison
SBTW	Sponsorship Behind the Walls
SCRAW	Southern California Regional Assembly Workshop
SCRSC	Southern California Regional Service Committee (the region)
WB	World Board
WSC	World Service Conference