

**BAY CITIES AREA  
SPONSORSHIP BEHIND THE WALLS SUBCOMMITTEE  
GUIDELINES  
(Approved-1/26/24)**

**I. Bay Cities Area Sponsorship Behind The Walls (BCASBTW) Subcommittee General Purpose**

Our primary purpose is to provide through the mail a sponsor to work the Twelve Steps of Narcotics Anonymous to those people who are incarcerated in a correctional institution and are not able to meet potential sponsors at their local NA meetings. Sponsorship is provided until release. Our interactions will only be via US mail. Our mission is to ensure that any addict seeking recovery through a working knowledge of the Twelve Steps of Narcotics Anonymous has the opportunity to do so despite incarceration.

**II. BCASBTW Subcommittee Membership**

The BCASBTW Subcommittee shall consist of administrative officers: Chairperson, Vice-Chairperson, Secretary, Sponsors; and all involved members interested in BCASBTW Subcommittee work. The Chairperson and the Vice-Chairperson are the only officers affirmed by the Bay Cities Area Service Executive Committee. The BCASBTW Subcommittee will elect the Chairperson, Vice-Chairperson and Secretary. All BCASBTW Subcommittee members, except the Chairperson, may bring discussion motions to the floor. All voting members may participate in the decision making process in order to arrive at a group conscience.

**III. BCASBTW Subcommittee Function**

A.Subcommittee's responsibilities

1. All letters will be received via the Bay Cities Area NA general mailing address at  
c/o SBTW  
PO BOX 90453  
Long Beach CA 90809
2. No personal last names, addresses, or phone numbers of the sponsors, committee members or anyone else will be given to the sponsees.
3. Sponsors will use an alias only, as decided by the sponsor.
4. A "Correspondence Only" agreement will be filed with the BCASBTW Subcommittee.
5. Will screen potential Sponsors as to their willingness to follow the BCASBTW Guidelines and Procedures.

6. Sponsorship is provided until release with a suggested 2 month transition period while the sponsee seeks a sponsor on the outside.

7. Will screen potential sponsees and assign them to a sponsor.

#### B. Assigning sponsee

1. Sponsors from the BCASBTW Subcommittee will have a sponsee assigned by the BCASBTW Subcommittee.

2. The Sponsor must have had no prior knowledge of their assigned sponsee. This means they should have never met the person they will be assigned to sponsor at any time during their life.

C. After the Chairperson or the Subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.

D. The Chairperson may make inquiries of the status between the sponsor and sponsee.

E. Only inmates with one year or more to serve will be assigned a sponsor.

F. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacts with family members or friends will be made between the sponsor and sponsee. No letters to the Parole Board shall be written.

G. The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed.

H. All rules and regulations of the facility will be followed.

I. The BCASBTW Subcommittee will meet monthly.

J. Any inmate who thinks they have a problem with addiction may write the BCASBTW Subcommittee with any recovery related questions or concerns at any time.

K. All members of this the BCASBTW Subcommittee are encouraged to attend our monthly meeting: Loss of clean time or non-fulfillment of duties will result in member being asked to resign from their commitment.

L. The BCASBTW Subcommittee shall meet as needed to review guideline revisions.

M. The BCASBTW Subcommittee shall archive all contacts and procedures for use by future participants.

#### **IV. BCASBTW Subcommittee Voting/Elections**

- A. Voting members of the BCASBTW Subcommittee shall be the BCASBTW Vice-Chairperson, Secretary, Sponsors, and Members.
- B. Voting members are BCASBTW Subcommittee members who have attended two (2) consecutive BCASBTW subcommittee meetings.
- C. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance of two (2) consecutive meetings.
- D. The Chairperson only has a vote in the case of a tie.
- E. In the case of more than two (2) nominations for any office, a second Run-off ballot shall be taken of the two (2) top names.
- F. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position.
- G. Nominations shall take place in May and elections shall take place in June for all positions.

**V. BCASBTW Subcommittee Qualifications and Responsibilities of Officers, Sponsors, and Members**

A. Chairperson

1. Is elected by the BCASBTW Subcommittee group conscience of the Subcommittee and must be affirmed by the A.S.C.
2. Must have a minimum clean time of four (4) years.
3. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
4. Mediates all BCASBTW Subcommittee meetings with the general understanding of Parliamentary Procedure utilizing *Roberts Rules of Order*.
5. Prepares a report for each BCASCNA monthly meeting and adheres to all RSC guidelines and makes all motions on behalf of, and is the voice of the Subcommittee.
6. Prepares a budget with the BCASBTW subcommittee to be submitted for the approval of the BCASCNA in May for their upcoming year.
7. Coordinates and is responsible for all work done by the BCASBTW Subcommittee.
8. Ensures that BCASBTW guidelines, and NA Traditions and Concepts are being followed.

9. Coordinates the Sponsor screening process.
10. Performs initial correspondence with inmates.
11. Maintains communications with all Sponsors and Officers.
12. Must be available to answer questions, and give presentations.
13. Must attend Regional SBTW Committee meetings as an Area Service Representative and give a status report as needed.
14. Oversees that all correspondence are logged properly.
15. If necessary may be removed by a simple majority vote of the BCASBTW Subcommittee.
16. MUST ATTEND THE BCASCNA MONTHLY POLICY MEETING.

B. Vice-Chairperson

1. Is elected by the group conscience of the BCASBTW Subcommittee and must be affirmed by the area.
2. Must have a minimum clean time of three (3) years.
3. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
4. Works with the Chairperson to ensure the smooth operation of the BCASBTW Subcommittee, using a general understanding of Parliamentary Procedure utilizing *Robert's Rules of Order*.
5. Performs the duties of the Chairperson when absent.
6. If necessary, may be removed by a simple majority vote of the subcommittee.
7. Orders literature from the World Service Office (WSO) and confirms orders with sponsors.
8. Keep an accurate log of all literature orders processed.
9. Will retrieve from PO BOX and re-mail correspondence to sponsors as necessary

C. Secretary

1. Is elected by the *BCASBTW* Subcommittee.

2. Must have a minimum clean time of three (3) years.
3. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Clerical skills are highly suggested.
5. Must keep an accurate set of minutes of all BCASBTW Subcommittee meetings and learning session topics discussed: they should be ready for distribution to all Subcommittee members within 14 days.
6. Will maintain an accurate and up-to-date list of all BCASBTW sponsors and their contact information.
7. If necessary, may be removed by a simple majority vote of the BCASBTW Subcommittee.

#### D. Sponsor

1. Must have a minimum clean time of two (2) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
3. Must utilize the *NA Step Working Guides, It Works How and Why, Introduction to Narcotics Anonymous*.
4. Must be off parole/probation.
5. No convictions for at least one year.
6. Should attend all the monthly BCASBTW subcommittee meetings.
7. Must meet all of the requirements of the screening process.
8. Must read and sign the BCASBTW Subcommittee Correspondence Only Agreement.
9. Must have an NA Sponsor and carry a clear NA message.
10. Must always keep in mind that we are representing the BCASBTW Subcommittee when interacting with sponsees.
11. Must reply to any letter within two weeks or less from the date the sponsor receives the letter.
12. The sponsor is responsible to report when he or she is no longer available to be a Sponsor to

their assigned sponsee(s).

13. Must abide by the guidelines of the BCASBTW Subcommittee and the rules of the institutions.
14. Request necessary literature from the BCASBTW Vice-Chairman via email for sponsee.
15. Must fill out all required monthly logging and *Sponsor Reports*.
16. If necessary, may be removed by a simple majority vote of the SBTW subcommittee.
17. Must abide by the guidelines of our Subcommittee and the rules of the institution

#### E. Member

1. Any member of the fellowship who wishes to better carry the message by participating in the BCASBTW Subcommittee.
2. Must attend two consecutive meetings to be eligible to vote.
3. Members lose their vote upon the absence of two consecutive meetings.