

**Sacramento Fellowship of Narcotics Anonymous
Area Service Committee (SacFNA-ASC) Guidelines and Board of Directors (BOD) By-Laws**

SECTION ONE: Purpose/Mission Statement

The purpose of the SacFNA-ASC is to serve the common needs of members of Narcotics Anonymous by providing a forum which brings together group representatives in order to

- 1) promote our primary purpose;
- 2) help the groups deal with their day to day problems and needs;
- 3) promote communication between and among groups and with NA as a whole;
- 4) provide a structure that develops, coordinates and maintains services on behalf of NA.

As a service committee of Narcotics Anonymous, this body seeks to further our primary purpose through the guidance of a Higher Power, the 12 Steps, 12 Traditions, 12 Concepts and the *Guide to Local Services*, to ensure that we conduct our business in a productive and spiritual environment.

SECTION TWO: Geographical Boundaries

In general, the service area of the SacFNA-ASC includes groups in Sacramento County, bounded by the American River on the North and the Sacramento River on the West, and any groups in outlying areas that wish to be members of the Sacramento Fellowship.

SECTION THREE: Governing Principles and Procedural References

- A. Twelve Traditions of Narcotics Anonymous.
- B. The Twelve Concepts of NA Service.
- C. The SacFNA-ASC Bylaws.
- D. *A Guide to Local Service*.
- E. Appendix A: PowerPoint Notes on Consensus Decision Making
- F. Common sense and spiritual principles.

SECTION FOUR: Participants

Article I -- Voting Participants

- A. **Group Service Representative (GSR):** Voting on all SacFNA-ASC proposals and elections shall be done by a "one group/one vote" system. The GSR and alternate GSR are elected by group conscience of the members of a home group to represent that meeting's interest at the SacFNA-ASC meetings.
- B. **Administrative Officers and Board Members** shall only vote in the case of a tie, as outlined in Section 5, Article I – D, below.

Article II – Non-voting Participants

Administrative officers, board members, subcommittee representatives, any and all members of the Narcotics Anonymous Fellowship and any other interested persons are welcome to attend and participate in discussion at the monthly SacFNA-ASC meetings.

SECTION FIVE: Decision Making & Voting Policies

Article I - Quorum

No decision shall be valid and no decision can be made by the committee without a quorum. The formation of a quorum requires 50% of eligible voting members present.

Article II – Consensus Decision Making

- A. SacFNA-ASC will conduct business through consensus-based decision making. If consensus cannot be reached after a reasonable amount of debate and discussion (including small group discussion when appropriate) as determined by the ASC Chair, the Chair can either delay the decision until the next ASC meeting, thus allowing time for further reading, reflection, and home group discussion, can call for a vote of eligible voting participants, or can declare the proposal dead. A sizeable number of abstentions may indicate a need for additional time or insufficient support for the decision. If a significant number of voting members choose to abstain from a decision, the facilitator may wish to inquire about this choice, giving members a chance to register their concerns, suggest amendments to the proposal, or request more time.
- B. When the call for consensus on a proposal is made, **ASSENT** will indicate support of a proposal, all things considered. Assent does not indicate that you may agree with every aspect of a proposal, but that you...
 - a. have heard the discussion,
 - b. have had a chance to participate in the process of finalizing the proposal, and
 - c. are prepared to support the final proposal.
- C. **DISSENT** can be registered in 3 degrees:
 - a. **Assent with Reservations** if you are willing to let a proposal pass but want to register your concerns
 - i. Do so by raising your hand and, when called on by the facilitator, simply saying “Assent with Reservations.” The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.
 - ii. If there are significant reservations about a proposal, the body may choose to modify or re-word it.
 - b. **Stand Aside** if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.
 - i. The concerns of group members standing aside are usually addressed by modifications to the proposal.
 - ii. A sizable number of Stand Asides (~33% or more) of those present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or a Working Group for reconsideration.
 - c. **Block**: A rare and extreme form of dissent taken only if you honestly believe that some very fundamental principle would be violated.
 - i. A GSR who blocks should note any specific objections to the proposal that have not already been registered in the discussion.
 - ii. If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject or does nothing.
 - iii. We will apply the “Unanimity minus five” (or U-5) system which recognizes the ability of 5 or more GSRs to actively block a decision.

Article III - Voting

- A. Groups in the Sacramento Fellowship of NA will attain voting eligibility at the first SacFNA-ASC meeting in which they are represented.
- B. For the purpose of establishing a quorum, groups in the Sacramento Fellowship of NA lose voting eligibility when absent from their third consecutive meeting of the SacFNA-ASC. Active status will be restored upon return.
- C. No member of the SacFNA-BOD, which includes admin officers, is eligible to vote except in case of a tie.
- D. In the case of a tie vote, a triumvirate* of the Chair, Vice Chair, and Senior RCM shall cast one vote each to decide the issue. If one or more of these officers is absent, the Junior RCM, Administrative Assistant, and Treasurer, in that order, shall replace the missing officer(s).
- E. Voting members (GSRs) are not prohibited from serving on BOD except in those positions which may vote in the case of a tie (see E).
- F. When a group establishes voting privileges at SacFNA-Area Service Committee; it is assumed that it will relinquish voting privileges at any other ASC since group representation is only necessary and desirable at one ASC.

Article IV – Guideline and Bylaw Amendments

A proposal to amend our guidelines and bylaws shall require a two-thirds majority vote to pass.

Article V - Financial Expenditures

Any proposal that would require a one-time expenditure of Area funds in excess of \$75.00, or any proposal that would require a recurring expense to the Area (of any amount) shall require a two-thirds majority vote to pass.

SECTION SIX: General Guidelines

Article I - Decorum

All participants shall contribute to an atmosphere of respect and spirituality and shall therefore avoid being disruptive in the SacFNA-ASC meeting. Participants shall recognize the authority of the Chair to grant "the floor" to participants and control the process of the meeting.

Article II - Bringing Business before the Committee

Any member of Sacramento Fellowship Narcotics Anonymous can bring a proposal to the SacFNA-ASC through the group conscience of his/her home group via their GSR. Additional proposals may take shape at the monthly administrative meeting.

Article III - Application

Any proposal shall take effect immediately upon acceptance, unless stated otherwise.

Article IV – Subcommittees (When Established)

- A. No Subcommittees of the SacFNA-ASC are autonomous but shall be guided by and accountable to the SacFNA-ASC.
- B. Each Subcommittee shall nominate their Chair and Vice Chair and present these nominees to the SacFNA-ASC for election.

* triumvirate: a group of three

- C. All Subcommittee Chairs or Vice Chairs shall attend the entire SacFNA-ASC meeting to help facilitate the flow of information between Groups and Subcommittees.
- D. All Subcommittees will submit a monthly written report to the SacFNA-ASC which will include all financial information, correspondence, activities, and recommendations not personal opinions. Reports should be submitted to the ASC Administrative Assistant for inclusion in the agenda packet.
- E. Working Group Coordinators shall be appointed for a specific amount of time and purpose by the Area Chair.
- F. Any area Subcommittee submitting a proposal to the area for approval that will amend the by-laws of the Subcommittee shall include, either in the text of the proposal itself or in the statement of purpose, language of the affected section of the by-laws.

Article V - Joint Venture Subcommittees

Events or service committees involving the Sacramento Fellowship of NA and one or more other areas of NA shall be referred to as Joint Ventures in this document and their committees shall be referred to as Joint Venture Subcommittees.

- A. The SacFNA-ASC will elect one member to the event or service committee (duties to be determined by the committee) to serve as a liaison and to provide a monthly report that includes a financial statement, registration information, and committee progress. This liaison shall have a minimum of one year of continuous clean time.
- B. Regularly scheduled committee meetings shall not conflict with SacFNA-ASC meetings whenever possible.
- C. Any proceeds above the following year's startup cost or any debts incurred should be divided equitably and by agreement between the participating areas.
- D. Should the SacFNA-ASC have any questions or concerns, the SACFNA-ASC Vice Chair and Senior or Junior RCM may meet with the event's Executive Committee to discuss the concerns and try to correct the perceived problem.

SECTION SEVEN: The Board of Directors including Administrative Officers

General Requirements: It is suggested that all Administrative Officers and Board members should be elected from those actively attending Sacramento Fellowship meetings, have the willingness and desire to serve, a working knowledge of the Governing Principles and Procedural References of the SacFNA-ASC, and the ways and means to fulfill the responsibilities of their positions. All BOD members shall be required to sign agreements of financial responsibility, attend monthly admin meetings, and submit written reports to the monthly ASC. Along with the duties found in the Guide to Local Service, the following shall apply.

Article I - Administrative Officers

The SacFNA-ASC Administrative Officers (Admin) shall be defined as the Chairperson, Vice Chairperson, Administrative Assistant, and Treasurer. These positions are defined as follows:

A. Chairperson (Chair)

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Chair have a minimum of three years clean time at the time of elections. S/he will be required to pass bank screening. The commitment is for one year.
2. **Duties and Responsibilities:** The Chair...
 - a. prepares and follows an agenda at each ASC meeting;
 - b. presides over the SacFNA-ASC with fairness and impartiality;

- c. completes various administrative duties including serving as cosigner on all SacFNA-ASC bank accounts;
- d. notifies trusted servants in the case of involuntary resignation (see Section 8; Article IV; letter A).
- e. serves as Chair to the SFNA Board of Directors (BOD).

B. Vice Chairperson (Vice Chair)

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Vice Chair have a minimum of two years clean time at the time of elections. S/he will be required to pass bank screening. The commitment is for one year.
2. **Duties and Responsibilities:** The Vice Chair...
 - a. is responsible for coordinating the SacFNA-ASC Subcommittees, is an informal member of all subcommittees, and acts as a liaison between the subcommittees and the ASC by attendance or by phone. S/he will serve as Subcommittee Chair in the event of a vacancy, until a new Subcommittee Chair can be elected.
 - b. will be cosigner on all bank accounts of SacFNA-ASC;
 - c. provides copies of announcements received in the mail by SacFNA-ASC for disbursement to the GSRs;
 - d. disburses schedules to the SACFNA-ASC and all interested Subcommittees.
 - e. serves as the Vice Chair for SacFNA-ASC Board of Directors meetings.
 - f. presides over SacFNA-ASC and BOD meetings in the absence of the Chair.

C. Administrative Assistant (AA)

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Administrative Assistant have a minimum of two years clean time at the time of elections. S/he will be required to pass bank screening. The commitment is for one year.
2. **Duties and Responsibilities:** The Administrative Assistant is responsible for...
 - a. keeping clear and accurate minutes of all SacFNA-ASC meetings.
 - b. making a draft of the previous meeting's minutes and agenda available online no later than ten days after each SacFNA-ASC meeting and providing hard-copies for review and approval at each SacFNA-ASC meeting;
 - c. posting the agenda packet including all reports to the website at least 3 days prior to each ASC meeting;
 - d. providing copies of all minutes and originals of all proposals to the SacFNA-ASC Archivist after amendments and resolutions are finalized;
 - e. serving as a cosigner on all bank accounts of SacFNA;
 - f. serving as the AA for the SacFNA-ASC Board of Directors.

D. Treasurer

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Treasurer have a minimum of three years clean time at the time of elections. It is suggested that s/he should have an income. S/he will be required to pass bank screening. The commitment is for one year.
2. **Duties and Responsibilities:** The Treasurer shall...
 - a. keeps accurate records and receipts of all SacFNA-ASC income and expenses.
 - b. prepares and presents monthly reports at each SacFNA-ASC meeting and an annual report and SacFNA-ASC budget each September to the BOD and October to the ASC.
 - c. sign all SacFNA-ASC checks along with one other member of the Administrative Committee, dispensing monies as per group conscience of the ASC and paying recurring expenses

established as policy such as postage and mailing expenses of ASC minutes and agenda; copies, paper, envelopes and ASC P.O. Box rental; subcommittee expenses as per approved budget; and ASC rent.

- d. reimburse members for expenses incurred on behalf of SacFNA-ASC upon presentation of receipts or mileage records. Standard mileage reimbursement rates will follow IRS guidelines for business miles driven (44.5 cents per mile for 2006).
- e. maintain a prudent reserve of two months operating expenses and shall disburse all remaining funds to the Northern California Region of Narcotics Anonymous.
- f. serve as the treasurer of the SacFNA-ASC Board of Directors.

Article II - Additional Officers Comprising the Board of Directors

In addition to the Administrative Officers, the Board of Directors will include an Assistant Treasurer, a Policy & Procedures Person, two Regional Committee Members, a Literature Coordinator and, any Subcommittee Chairs,, Working Group Coordinators currently serving the SacFNA-ASC.

A. Assistant Treasurer

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Assistant Treasurer have a minimum of three years clean time at the time of elections. It is suggested that s/he should have an income. The commitment is for one year.
2. **Duties and Responsibilities:** The Assistant Treasurer shall assist the Treasurer with duties described in Section 7, Article 1, Subsection D-2.

B. Policy & Procedure Person

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Policy and Procedure Person have a minimum of 5 years clean time at the time of elections and working knowledge of policy and procedures of the SacFNA-ASC. The commitment is for one year.
2. **Duties and Responsibilities:** The Policy & Procedures Person...
 - a. acts as an advisor to Chairperson on all matters of policy and procedure.
 - b. remains impartial in all matters of SacFNA-ASC business.
 - c. assists Junior RCM in conducting the new GSR orientation monthly.
 - d. establishes a queue during discussions and calls on people from the queue.
 - e. organizes and maintains SACFNA-ASC archives in both hard copy and electronic formats.
 - f. brings archives for the current month and the previous 12 months to each SacFNA-ASC & BOD meeting. Older archives will be made available by the Archivist upon request.
 - g. updates the bylaws as amendments occur and uploading official copies to the website.
 - h. takes role at each meeting of the SacFNA-ASC for the purpose of establishing a quorum, determining voting privileges, and conducting elections on paper ballots.

C. Regional Committee Members (RCMs)

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Regional Committee Members have a minimum of three years clean time at the time of elections. The commitment is for two years; the first year as Junior RCM with a second, presumably, as Senior RCM. The Junior RCM will only become Senior RCM at the end of his/her first year of service with his/her consent and the affirmation of the ASC by a simple majority. NOTE: For the purpose of establishing rotation of service on different years, the first Senior RCM, to be elected in 2007 by the SacFNA-ASC, will serve for one year.
2. **Duties and Responsibilities:**
 - a. Regional Committee Members facilitates communication between the SacFNA-ASC, other areas throughout the Region, and the worldwide fellowship of NA by presenting a report on

the SacFNA-ASC to the Regional Service Committee (RSC); representing the group conscience of the SACFNA-ASC at RSC meetings; and coordinating and facilitating the Conference Agenda Report (CAR) Workshop bi-annually.

- b. The senior RCM will handle all insurance issues and is responsible for requesting a copy of the Certificate of Insurance from the Regional Service Office each June and is the liaison for groups and subcommittees in need of insurance documentation.
- c. The junior RCM is responsible for conducting the GSR orientation meeting 30 minutes prior to the regular ASC meeting providing each new voting member with a Service Packet including these Guidelines, the 12 Concepts, and SacFNA-ASC Rules of Order. The Junior RCM will also account for and keep record of new starter packs and report inventory monthly to Board of Directors.

D. Literature Coordinator

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Literature Coordinator have a minimum of three years clean time at the time of elections. The commitment is for one year.
2. **Duties and Responsibilities:** The Literature Coordinator...
 - a. will be responsible for the safe keeping of the literature inventory.
 - b. maintain an inventory not to exceed \$5,000.00.
 - c. fill literature orders at the ASC.
 - d. place orders at the RSC.
 - e. fill back orders.

E. Subcommittee Chairs: Subcommittee Chairs will be recognized as officers of the SacFNA-ASC and members of the B.O.D.

F. Working Group Coordinators: Working group coordinators, as needed, shall be appointed by the Area Chair for a specific time and purpose.

Article III - Additional Provisions:

- A. The SacFNA-BOD shall meet monthly to conduct business on the 3rd Wednesday of each month. Everyone is welcome and encouraged to attend and participate.
- B. The BOD will audit all financial records quarterly (in March, June, September, and December) and make a report to the SacFNA-ASC the following month.
 1. **Quarterly Audits:** Audits involve a process of checking, reviewing, and verifying the bookkeeping and financial reporting of the ASC. The B.O.D. reviews the internal financial records (including records of transactions, journals, and ledgers) and in addition seeks supporting evidence from outside. These may include:
 - a. Financial statements, prudent reserve, general ledger, all journals, subsidiary ledgers, records of receipts and disbursements, canceled checks, check stubs, bank statements, invoices, bills, petty cash records, receipts, all contracts, purchase of service agreements, notes, rental agreements
 - b. Governing instruments, minutes of the Board of Directors meetings, approved budgets, etc.
 2. The SacFNA-BOD shall review the annual budget submitted by the Treasurer at the September BOD meeting and submit budget recommendations at the October SacFNA-ASC meeting.
 3. The BOD shall review the SacFNA-ASC by-laws in December at the regular quarterly BOD meeting.
- C. In the event of a vacancy in an administrative position of more than three months until the end of his/her term, other than the Chair, nominations shall be held immediately, with elections to follow at

the next SacFNA-ASC meeting. In vacancies of three months or less, the chair will appoint an Interim replacement.

- D. No officers of the SacFNA-ASC shall hold more than one SacFNA-ASC administrative service position at the same time.
- E. Any officer vacating a position should train his/her replacement.

SECTION EIGHT: Elections

Article I - Election Cycle

- A. Nominations for SacFNA Board Members and Officers, the questioning of candidates, and elections shall take place during the January and July SacFNA-ASC meetings each year as follows:
 - January elections: Chair, Vice Chair, Administrative Assistant, and Policy and Procedures Person
 - July elections: Treasurer, RCMs, Assistant Treasurer, and Literature Coordinator
- B. Subcommittees Chairs shall be elected each October. Subcommittees shall present their nominees; volunteers and nominees will be taken from the floor.
- C. Elected officers will assume their positions at the close of the SacFNA-ASC business meeting in which they were elected.
- D. No SacFNA-ASC office shall be held by the person for more than two consecutive full elected terms.

Article II - Rules of Nomination

- A. All eligible nominees must be present during nominations to be considered for a SacFNA-ASC office.
- B. Anyone in attendance may volunteer for a position or nominate someone; nominations do not require a second.
- C. At the close of nominations for each position, candidates are invited to state their qualifications including past service experience, clean time, and suitability for the position.
- D. Anyone present shall be given the opportunity to question nominees. Questions posed to one nominee shall be posed to all nominees. Discussion of any candidate's qualification shall only take place in the candidate's presence.
- E. If there are no nominees for a SacFNA-ASC Board position, nominations for that office will be held again each subsequent month until a successor is duly elected and/or appointed by the Chair on an interim basis. The person in that office will continue until a successor is duly elected.

Article III - Rules of Election

- A. All candidates must be present during the elections to be voted into SacFNA-ASC Board position.
- B. All election votes shall be conducted by paper ballot.
- C. The ballots shall be tallied by the RCMs and the Policy and Procedures Person.
- D. A simple majority wins all elections. If no candidate receives a majority, a run off is held between the two top candidates.
- E. Any Administrative Officer and/or Subcommittee Chair who fails to complete their term of office will be ineligible to hold an elected SacFNA-ASC position for a period of six months.

Article IV – Resignations of BOD members

- A. Involuntary resignation
 - 1. May be initiated by any voting member of the SacFNA-ASC for failure to perform duties, grievous breach of Traditions or other offense by a 2/3 majority vote.

2. Relapses during term of service
- B. Voluntary resignations
 1. May be given in writing to the ASC Chairperson prior to the ASC meeting.
 2. Will be assumed if a trusted servant:
 - a. misses three ASC and/or BOD meetings in one year without notification and replacement
 - b. misses two consecutive ASC meetings without providing a written report and advising the Chair
 3. The Chair will confirm resignations either verbally or in writing.

SECTION NINE: Financial Responsibilities

- A. All Subcommittees are expected to keep and maintain accurate financial records. In addition, Subcommittee Chairs will bring a detailed accounting to each BOD quarterly audit.
- B. The SacFNA-ASC shall donate all funds over and above a prudent reserve of two months operating expenses to Region every month.
- C. The SacFNA-ASC shall provide any newly established group that so requests one starter kit of informational packets (IPs) and materials, not to exceed \$20.00.
- D. Twice each year, in January and July, the SacFNA-ASC Treasurer will publish a record of all group donations by group from the prior 6 months. This report will be published in the ASC agenda packet.

SECTION TEN: Additional Guidelines.

Article I - Flyers

Only flyers representing Narcotics Anonymous events will be distributed at SacFNA-ASC. All flyers presented at the SacFNA-ASC shall include the following: date (day, month, year), time (a.m./p.m.), location, contact person, and sponsoring entity (Group, Subcommittee, Area, Region, World) and must include an NA logo, following guidelines for intellectual property provided by the World Service Office at <<http://www.na.org/legal/ipbul1-03rv.htm>>..

Article II - Business meetings:

- A. All SacFNA-ASC, SacFNA-BOD, and standing Subcommittee meetings will be nonsmoking and wheelchair accessible.
- B. All Ad-hoc Subcommittee meetings will be non-smoking and/or handicap accessible upon request.
- C. The regular meeting of the SacFNA-ASC is to begin promptly at 7:00 pm and will end by 9:30 pm on the first Wednesday of each month. Extension of an area meeting can only be done by a simple majority vote.

Appendix B: Consensus Decision Making

Appendix B: Anti-Theft Policy

The Eleventh Concept establishes the sole absolute priority for use of NA funds, to carry the message. The Twelve Concepts for NA Service give the SacFNA-ASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated. Should it be alleged that any SacFNA-ASC member or subcommittee member has misappropriated (stolen) or misused SacFNA-ASC funds and/or other assets, and evidence must be presented to demonstrate the alleged theft or misuse. The SacFNA-ASC Chair, immediately upon calling the SacFNA-ASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. For the purpose of this document, the "term misuse of funds" will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the proposal passed to appropriate them."

A. SACFNA-ASC ACTION

1. The SacFNA-ASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved "with cause" by a two-thirds (2/3) vote, pending investigation and resolution.
2. Having been found to have misappropriated or misused funds and/or other assets, said individuals' participation is immediately terminated, with cause, by a two-thirds (2/3) vote.
3. Any member removed by the SacFNA-ASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the SacFNA-ASC or its subcommittees for a period of two (2) years.

B. Investigation

1. A thorough review of all books and financial records shall be performed by the SacFNA-ASC Treasurer and Chairperson to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Parliamentarian will review the books with the SacFNA-ASC Chairperson.
2. A meeting will be scheduled assuring that the individual who allegedly misappropriated or misused funds and/or other assets is informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present to get in touch with their own Higher Power and focus on spiritual principles before coming back to decide the best course of action.

C. Outcomes/Restitution

1. If the investigation finds that funds/assets have NOT been misappropriated, a formal written apology will be published in the agenda packet and the person will be reinstated to his/her position.
2. If the individual admits to the theft and agrees to pay back the funds/assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
3. A report about the situation shall be published in the SacFNA-ASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

4. If the individual refuses to repay the money, or agrees to a plan of repayment but does not follow through with the agreement, or if the person has disappeared or denies responsibility despite substantial evidence to the contrary, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to involve the authorities or sue for damages be thoroughly explored before going ahead, using the SacFNA-ASC open forum, the Northern California Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.
5. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The SacFNA-ASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
 - c. The SacFNA-ASC Chairperson will preside over a working group formed specifically to deal with issues related to the litigation. That ad-hoc committee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.
6. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to petition the SacFNA-ASC for redress at any time.

**Sacramento Fellowship of Narcotics Anonymous Area Service Committee
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: _____

I, _____, a trusted servant of the Sacramento Fellowship of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the SacFNA-ASC Anti-Theft Policy.

Signed,

_____ (trusted servant)

Print Name : _____

Position: _____

Date: _____

Witnessed by

_____ (signature)

Date: _____

Print Name : _____

Position: _____

This document was created to implement the SacFNA-ASC Anti-Theft Policy and should be signed by all SacFNA-ASC Officers and members of our Board of Directors (as defined in SACFNA-ASC guidelines and BOD by laws) as well as all subcommittee treasurers and any members handling NA funds on behalf of the Sacramento Fellowship ASC. Members who are standing for election to any position that would place them in a position to handle SacFNA-ASC funds must sign this document as a condition of their service.

The SacFNA-ASC has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.