

**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 SacFNA-ASC.

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. *Robert's Rules of Order* newly revised (and/or in brief) by Henry M. Robert III, William J. Evans, Daniel H. Honswana, Thomas T. Balch.
- F. Common sense and spiritual principles.

SECTION FOUR: Participants

Article I -- Voting Participants

- A. **Group Service Representative (GSR):** Voting on all SacFNA-ASC motions 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, representatives of ineligible Groups, 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: Voting Policies and Requirements

Article I - Voting

- A. Groups in the Sacramento Fellowship of NA will attain voting eligibility at the second consecutive SacFNA-ASC meeting in which they are represented.
- B. Groups in the Sacramento Fellowship of NA lose voting eligibility by missing three consecutive meetings of the SacFNA-ASC. Active status will be restored when the group is represented at their second consecutive meeting. (NOTE: This was discussed on 12-16-06, but no consensus emerged on.)
- 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 D).
- F. Voting eligibility in another Area Service Committee shall suspend voting privileges at the SacFNA-ASC.

Article II - Seconds

All motions will be seconded by eligible groups through their GSR/Alternate GSR.

Article III - Quorum

No vote 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 IV - Abstention

Abstentions are never considered as part of a vote count for the purpose of deciding passage or failure of a motion. Abstentions are only considered to establish (for the record) the presence of a quorum for a valid vote.

Article V – Guideline and Bylaw Amendments

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

Article VI - Financial Expenditures

Any motion that would require a one-time expenditure of Area funds in excess of \$75.00, or any motion 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 in accordance with the rules of procedure.

* triumvirate: a group of three

Article II - Bringing Business before the Committee

Any member of Sacramento Fellowship Narcotics Anonymous can bring a motion to the SacFNA-ASC through the group conscience of his/her home group via their GSR.

Article III - Application

Any motion, upon passage, unless stated otherwise, shall take effect immediately.

Article IV - Automatic Table

In the event that 50% or more of the GSR abstain on any motion, that motion will automatically be tabled until the following month.

Article V – 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.
- 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.** Ad hoc committee Chairs shall be appointed for a specific amount of time and purpose by the Area Chair.
- F.** Any area Subcommittee submitting a motion to the area for approval that will amend the by-laws of the Subcommittee shall include, either in the text of the motion itself or in the statement of purpose, language of the affected section of the by-laws.

Article VI - 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. 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. 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. 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. 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 motions 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 Archivist, two Regional Committee Members, Sub-Committee Chairs, and, when applicable, any Parliamentarian or Ad Hoc Committee Chairs currently serving the SacFNA-ASC.

A. Archivist

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Archivist have a minimum of two years clean time at the time of elections. The commitment is for one year.
2. **Duties and Responsibilities:** The Archivist is responsible for...
 - a. organizing and maintaining SACFNA-ASC archives in both hard copy and electronic formats.
 - b. bringing 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 receipt of a passed motion form submitted to the SacFNA-ASC.
 - c. numbering and recording ASC motions before they are submitted to the Administrative Committee and keeping track of the results of all motions.
 - d. updating the bylaws as amendments occur and uploading official copies to the Internet.
 - e. taking role at each meeting of the SacFNA-ASC for the purpose of establishing a quorum, determining voting privileges, and conducting elections on paper ballots.

B. Parliamentarian:

1. **Qualifications:** In addition to the general requirements for all officers and Board members, it is suggested that the Parliamentarian 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 parliamentarian...
 - a. acts as an advisor to Chairperson on all matters of policy and procedure.
 - b. assists GSRs in writing motions and reviews all motions for clarity before presenting them to the Chair.
 - c. remains impartial in all matters of SacFNA-ASC business.
 - d. assists Junior RCM in conducting the new GSR orientation monthly.
 - e. assists the Archivists in counting 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.
3. **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. Subcommittee Chairs: Subcommittee Chairs will be recognized as officers of the SacFNA-ASC and members of the B.O.D.

E. Ad hoc Committee Chairs: Ad hoc Committee Chairs, 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 quarterly to conduct business in March, June, September and December.

B. At each quarterly SacFNA-BOD meeting, the BOD will audit all financial records 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 and the questioning of candidates shall take place during the January and July SacFNA-ASC meetings each year with elections held at the following SacFNA-ASC meetings as follows:

- January elections: Chair, Vice Chair, Administrative Assistant, and Archivist
- July elections: Treasurer, Parliamentarian, RCMs

NOTE: For the purpose of establishing the initial SacFNA-ASC, all positions will be filled at the first ASC meeting or as soon as possible. All of these officers will serve at least 8 months or until the next regular election cycle.

- 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 Administrative Assistant and the Archivist.
- 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 may be ineligible to hold an elected SacFNA-ASC position for a period of six months, at the discretion of the SacFNA-ASC.

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 quarter.
- C. The SacFNA-ASC shall provide any newly established group that provides a request form 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.

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 third Wednesday of each month (pending location decision). Extension of an area meeting can only be done by a simple majority vote.

Appendix A: Robert's Rules of Order (in brief)

MAIN MOTION: A main motion is a motion whose introduction brings business before the ASC. All matters of business will be submitted as written motions. Procedural matters may be stated orally.

AMENDMENTS: An amendment is a motion to modify the wording, and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment to a motion is made by its author, even if it is first requested by another NA member.

MOTION TO TABLE: A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order to A) get further information and/or B) for more pressing business to be dealt with first. A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, at a specified time stated in the motion to table, or during old business at the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO COMMITTEE: When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by that committee. Debates on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the committee, and not the merits of the main motion.

MOTION TO RECONSIDER: A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. This motion is not to be used for rehashing motions that an individual or minority that were not pleased with. This motion can only be made by a voting participant who voted for the motion, or by one who spoke in debate in favor of the motion. After the end of the next ASC meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

MOTION TO CALL THE VOTE: A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION: A point of information is a fact pertaining to the issue being discussed.

POINT OF ORDER: When a member feels that the rules, policy, or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order". The effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is, in fact, being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead is to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed. This is so a member may ask the Chairperson to make a determination as to whether or not the procedure is being violated.

SUSPEND THE RULES: A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

APPEAL THE DECISION OF THE CHAIRPERSON: By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary

procedure. But any two members have the right to appeal the Chair's decision on such a question, by one member making the appeal, and another seconding it. The question is then taken from the Chairperson and given to the ASC for final decision. The Chairperson shall speak to the motion and the maker of the appeal shall speak pro to the appeal. This motion requires 2/3rds majority to pass.

UNANIMOUS CONSENT: If the chair senses no opposition to the motion, s/he will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all voting members were in favor. If there is an objection, the matter will go to a vote as prescribed for the motion. This allows the ASC to move quickly through routine business.

Motion	Requires 2 nd ?	Debatable?	Amendable	Vote
Main motion	Yes	3 pro / 3 con	Yes	Majority
Amendment	Yes	2 pro / 2 con*	No	Majority
Call the Vote	Yes	1 pro / 1 con	No	2/3rds
Refer to Committee	Yes	1 pro / 1 con**	Yes	Majority
Refer to Groups	Yes	1 pro / 1 con**	No	Majority
Table	Yes	1 pro / 1 con	No	Majority
Take from Table	Yes	1 pro / 1 con	No	Majority
Reconsider	Yes	2 pro / 2 con	No	Majority
Appeal Chair's Decision	Yes	1 pro / 1 con	No	Majority
Suspend the Rules	Yes	No	Yes	2/3rds
Point of Order	No	No	No	None
Point of Information	No	No	No	None
Recess	Yes	No	No	Majority
Adjourn	Yes	No	No	Majority

* Debatable ONLY if motion to be amended is debatable

** If passed, 2 pros and 2 cons for information only.

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 motion 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 prosecute 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 an ad-hoc committee 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.

DRAFT

**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.