

Guidelines of the
San Fernando Valley Area Service
Committee of Narcotics Anonymous

Name, Purpose, and Election of Officers

1. This body shall be known as the San Fernando Valley Area Service Committee of Narcotics Anonymous. The area serviced by the Committee shall be bounded on the west by the Ventura County line, bounded on the north by the L. A. County line, on the south by the Mulholland Highway, and on the east by Highway #2. Until additional areas are devised, we will have the option to include neighboring meetings when applicable.

2. The purpose of this organization shall be the administration and coordination of Narcotics Anonymous activities common to the various groups comprising it's membership. These activities include:

- a. Furthering the Narcotics Anonymous program in accordance with the Twelve Traditions of Narcotics Anonymous.
- b. Maintaining a communications center for Narcotics Anonymous in the San Fernando Valley.

Note: Specifically excluded from the objectives of the San Fernando Valley Area Service Committee are the operation of any club, clubhouse, detox centers, and such related facilities, and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition Six. The Twelve Traditions of Narcotics Anonymous shall provide the governing rules of this San Fernando Valley Area Service Committee.

3. Membership in the S.F.V.A.S.C. shall be limited to N. A. members who have been elected to represent their meetings and maintenance of sobriety shall be required throughout their term in office. Subcommittee workers selected by their willingness to serve.

4. Election to the Committee shall be as follows:

- a. Each N.A. group (meeting) shall hold elections for representatives and alternates on a yearly basis. The representatives will make up the San Fernando Valley Area Service Committee and shall each have one vote. The alternates shall fill in for any absent representative or for any representative who cannot complete his term in office.

- b. At its first meeting in June, the Committee shall select a Chairman and a Vice-Chairman who will assume their duties immediatly. The Chairman shall have at least three years of continous sobriety and maintenance of sobrierty is required. Additionally he or she should have a working knowledge of the Twelve Steps and Twelve Traditions, a willingness to serve, and at least one year of service as a Committee Member or Group Officer. The Vice-Chairman shall have at least one year continuous sobriety, a willingness to serve, a working knowledge of the Twelve Steps and Twelve Traditions, and maintenance of sobriety. The Chairman shall preside at all Committee meetings. If the Chairman is a group representative, upon his election the chairman shall resign as group representati enabling his group to elect a new representative, thus insuring all groups equality of representation. At Committe meetings the Chairman may vote only in the event of a tie. In the absence of the Chairman the Vice-Chairman shall preform the duties of the Chairman. Secretary, Vice-Chairma and Treasurer are allowed to votr at GSR level.

How it Functions

1. The Committee shall select committee workers: an office manager, a secretary, and a treasurer who serve the Committee but are not Committee members.

a. The office manager shall have two years continuous sobriety, a willingness to serve and at least one year of service as a committee member or group officer. Maintenance of sobriety is also required.

b. The secretary will record the minutes of all S.F.V.A.S.C meetings. He or she shall also be one of the co-signers of the bank accounts. The secretary shall have at least one year continuous sobriety, a willingness to serve and maintenance of sobriety is also required.

c. The Treasurer shall mak^e a report of contributions and expenditures at every regular Committee meeting as well as an anual ststatement at the end of the year. He or she shall be one of the co-signers of the bank account. The treasurer shall have at least two years continuous sobriety, a willingness to serve and at least one year of service as a Committee member or group officer.

d. The Office Manager, Treasurer and Secretary shall be selected for a term to begin June of each year and terminate in May of the following year.

e. Any Committee worker or officer may be removed during his term in office by quorum vote. (A quorum shall consist of 33% of all GSR's present.)

2. The San Fernando Valley Area Service Committee shall hold regular monthly meetings. Special meetings may be called by; 1) a majority of representatives or 2) the Committee Chairman on being appraised of a matter of special and major determination such as major policy changes or large and unusual expenditures. Reasonable notice of such special meetings must be given to all committee members by the Secretary.

3. A quorum at all meetings shall consist of representatives of $\frac{1}{3}$ of the Active groups. A quorum being present, matters before the Committee shall be decided by a simple majority vote, except in electing officers and withdrawal of funds which shall both require a two-thirds ($\frac{2}{3}$) vote.

4. All group secretaries shall be notified by the secretary if their duly elected representative is not present two consecutive S.F.V.A.S.C. meetings. If the group remains unrepresented at the third consecutive meeting, the secretary shall notify that group that they are considered inactive.

5. These Guidelines may be amended at any time a majority vote in a special meeting of the S.F.V.A.S.C.

6. All S.F.V.A.S.C. meetings shall be open to any members who wish to attend as observers but shall be closed to the general public. Committee Officers and Committee Members are the only participants unless the Chairman asks someone for specific information.