

GUIDELINES OF THE SAN DIEGO/IMPERIAL REGION'S BEACH AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

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ARTICLE I – DEFINITIONS

Section 1 Name – The name of this society shall be the San Diego Beach Area Service Committee of Narcotics Anonymous.

Section 2 Boundary – The geographical boundary of this society shall be defined as those portions within the County of San Diego bordered on the west by: the coast line of the Pacific Ocean; and bordered on the south by: Laurel Street and Interstate 5, including North Harbor drive and Point Loma, Interstate 5 northerly to Interstate 8 and then easterly to Highway 163; and bordered on the east by: Highway 163 continuing north on Highway 15 from the Highway 15-163 merge to Highway 56; and bordered on the north by: Highway 56 to the west, continuing on Carmel Valley Road, to the Pacific Ocean.

Section 3 Purpose- The purpose of this committee is to be supportive of the Groups and their primary purpose by linking together these Groups within the Beach Area, assisting Groups to deal with their basic situations and needs, and by encouraging the growth of the fellowship.

The Beach Area Service Committee (BASC) shall administer and coordinate the activities common to the welfare of NA Groups participating in the BASC by: (a) serving as a link between those groups and the San Diego / Imperial Regional Service Committee; and (b) help maintain the Twelve Traditions of Narcotics Anonymous.

For the intent of carrying out the committee's objectives and purposes, the society may acquire, receive, and hold in its own name, by purchase, gift, grant or bequest, any real or personal property, and may transfer, sell, mortgage, convey, let or otherwise use the same, subject to and in accordance with these guidelines and guidelines hereafter adopted and being consistent with the purpose for which this society is formed.

Section 4 Limitations- This society shall be limited to such purposes that will qualify it as an exempt organization under section 501 (c) (3) of the Internal Revenue code of 1954 or corresponding provisions of any subsequent federal tax laws, including the making of distributions to those organizations which qualify under that code.

This committee is not empowered to engage in any activity which is not itself in furtherance of its purpose as set forth in Article 1 – Section 3.

Section 5 Dissolution – On dissolution of this society, all properties and assets of this society remaining after payment or provision for all debts and obligations shall be distributed and paid over to the San Diego Imperial County Region Service Committee of Narcotics Anonymous.

No part of the net earnings, properties, or assets of this society shall inure to the benefit of any private person or individual, nor any member or officer of this society on liquidation or dissolution of this society.

ARTICLE II – MEMBERS

Section 1 Member Classification – This society shall consist of voting and non-voting members only.

- (a) No person shall hold a position as both a voting member and a non-voting member except as provided in Article II- Section 2.3.
- (b) No person shall hold more than one position as voting member.

Section 1.1 There shall be no fees or dues for membership.

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Section 2 Voting Members- The voting members of this society shall be the Group Service Representative (GSR), or in the absence of the GSR, the Group Service Representative- Alternate (GSR-Alt) of each fully participating Member Group within the Area.

Section 2.1 Participating Member Groups- A participating member group shall be defined as any NA group that petitions and is recognized by the BASC. To retain eligibility as a participation member group, every group shall participate in at least one regular meeting of the BASC within a period of six (6) consecutive months. Participation shall be defined as a group that is represented by its respective GSR or GSR-Alt. Any NA group that has not participated in at least one regular meeting within the time period stated above shall still be recognized as a NA meeting/group, but shall lose its status as a recognized participating member group of the BASC.

Section 2.2 Acquiring and Re-acquiring Eligibility – An NA group that is represented at a regular meeting of the BASC by a GSR or GSR-Alt can motion the BASC to accept their group as participating member group of the Beach Area Service Committee. This motion does not require a second. A majority of ayes by the voting members shall constitute eligibility.

Section 2.3 Special Cases- A GSR may simultaneously hold a position as a subcommittee chairperson or ASC trusted servant if approved by two-thirds (2/3) of the voting members present. However, this GSR may only vote on motions for which their respective sub-committee has no conflict of interest.

Section 3 Non-Voting Members- The non-voting members of this society shall be:

- (a) The Area Service Committee (ASC) officers
- (b) Chairpersons or representatives of the subcommittees
- (c) Convention Committee Liaison
- (d) Regional Service Office Liaison
- (e) Literature Salesperson
- (f) Other ASC trusted servants
- (g) A GSR or GSR-Alt that also is the chairperson of the committee that introduced the respective motion or has a conflict of interest.

Section 3.1 The right of non-voting members introduce motions shall be limited to motions made by that member's committee.

ARTICLE III – OBSERVERS

Section 1 Definition – Any person attending not addressed elsewhere in these guidelines shall be classified as observers. Additionally, observers shall be classified as NA members or non-members.

Section 1.1 Limitations – Only Narcotics Anonymous members shall have the specific right to request the floor for the purpose of debate. All observers, as defined by this section, shall be limited to debate only after the discussion has been initiated by an elected member of this body. Observers shall not have the right to introduce or second motion, and may introduce topics for discussion only during open forum.

ARTICLE IV – VOTING PROCEDURES

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Section 1 Quorum – One-third (1/3rd) of the participating member groups shall constitute a quorum. If a special meeting is called by the Beach Area Service Committee, the numbers to establish a quorum from the previous regular meeting shall be used.

Section 1.1 Establishing a Quorum – A quorum shall be established by a roll call of voting members present. All voting members that leave will be counted as abstentions.

Section 1.2 Lack of Quorum – If a quorum cannot be established, the BASC shall continue to conduct business, but no voting will occur. Properly submitted motions will be tabled until the next BASC meeting and will be handled under Old Business.

Section 1.3 Petition for Recount – Any member of the BASC can petition for recount of voting members to establish a quorum at any time during the meeting.

Section 2 Motions – New motions must be introduced during New Business, except for motions to adjourn the meeting or amendments and approval of the minutes of the meeting.

Section 2.1 Introduction of a New Motion – New motions will be submitted in written form and may be introduced by:

- (a) BASC Secretary, Treasurer, Literature Salesperson, RSO Liaison, or Convention Committee Liaison concerning their area of business only
- (b) Chairpersons or representatives of sub-committees concerning their committee business only
- (c) GSRs or GSR-Alt concerning all areas of business, with exception of business for which they hold a regional chair position

Section 2.2 Second of a Motion – Once all motions introduced by a GSR or GSR-Alt or Sub-committee representative (other than the chairperson or vice-chairperson) require a second by another GSR or GSR-Alt. A motion that requires a second, and does not receive one, is considered dead and will not be discussed any further.

Section 2.3 Discussion – Once a quorum exists, all properly submitted motions will be re-read by the secretary before discussion. The ASC Chairperson will allow a maximum of three (3) pros and three (3) cons relevant to the motion on the floor. Both voting and non-members as well as observers shall be recognized by the chairperson during discussion.

Section 3 Voting – After the motion has been discussed, the chairperson shall call for a vote by a show of hands. The secretary shall record all of the yes votes, no votes, and abstentions.

Section 3.1 Abstentions – An abstention is considered a non-vote and will have no influence on the outcome of any vote.

Section 3.2 Roll Call Votes – A roll call vote may be requested by any voting member to clarify the call of the vote. A roll call vote must be called for before moving on to clarify the next item of business. The secretary shall call the roll call of participating members groups and record each vote.

Section 3.3 Passing a Motion – In order for a motion concerning policy (amendments, rules of order, and budget requests) to pass, two-thirds (2/3rd) of the voting members present must vote yes. For all other motions and standing rules to pass, a majority (fifty percent plus one) of the voting members present must vote yes.

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Section 3.4 Electing a Trusted Servant – The candidate of a position that receives the most votes by this committee shall be considered elected. If a candidate is running unopposed, then a simple majority (fifty percent plus one) of the voting members present must vote yes in order to be elected.

ARTICLE V – ELECTION OF ASC TRUSTED SERVANTS

Section 1 BASC Trusted Servants – There shall be three groups of BASC trusted servants; the administrative committee, subcommittee chairs, and other trusted servants.

Section 1.1 Administrative Committee – The positions of the Administrative committee for the BASC shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and RCM-Alternate (RCM-Alt).

Section 1.2 Sub-Committee Chairpersons – The positions of chairperson is required for the following subcommittees: Activities, Hospitals & Institutions, Literature Review, Outreach, T-shirt, Public Information and Website.

Section 1.3 Other Trusted Servants – Other positions of the BASC shall be Assistant Treasurer, Assistant Secretary, Literature Salesperson, Literature Salesperson-Alternate, RSO Liaison, RSO Liaison-Alternate and Convention Committee Liaison.

Section 2 Committee Nominations – Annual elections for positions as BASC trusted servants will be during the October BASC meeting. Nominations for trusted servant positions will open at the July BASC meeting and close prior to voting for the position. Any member of the Beach Area may submit nominations for BASC trusted servant positions. Nominations do not require a second.

Section 2.1 Nominating Committee – At the regular BASC meeting held in the month of July, a nominating committee of a minimum of five (5) members shall be appointed by the BASC Chairperson to identify candidates and their qualifications for trusted servant positions within the BASC. They will provide this information at the August, September, and October BASC meetings.

Section 2.2 Candidate's Qualifications – A member is not required to be present to be nominated, however, all candidates for a BASC trusted servant position must be present during elections and shall qualify them self by stating:

- (a) length of continuous clean time
- (b) their reason for running for the position
- (c) their prior history of completed NA service commitments.

Section 3 Eligibility Requirements – No officer or subcommittee chair shall hold more than one Area office at a time, and shall not be eligible serve more than two full terms consecutively in the same office.

Section 3.1 Clean Time – A candidate for RCM shall have three (3) years of continuous clean time. A candidate for RCM-Alt, BASC Chairperson, BASC Treasurer, and BASC Assistant Treasurer shall have two (2) years of continuous clean time. A candidate for Vice-Chairperson, BASC Secretary, Literature Salesperson, Literature Salesperson-Alternate, RSO Liaison, RSO Liaison-Alternate and all Beach Area Subcommittee Chairperson shall have one (1) year of continuous clean time. A candidate for Coffee Maker shall have at least twenty-four hours of continuous clean time.

Section 3.2 Experience – A candidate for any of the Administrative Committee positions shall have served a full term as a GSR. A candidate for any Subcommittee chair shall have prior service experience

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with the respective subcommittee. All candidates for a BASC position should have a working knowledge of the 12 steps and the 12 Traditions of Narcotics Anonymous, A Guide to Local Service in Narcotics Anonymous, and the guidelines.

Section 3.3 Exceptions to Eligibility Requirements – Any of the above eligibility requirements can be waived by a two-thirds (2/3rd) vote of the BASC members present.

Section 4 Elections – The officers and sub-committee chairs shall be elected as stated in Article IV-Section 3.4 and will serve for one year or until their successor is elected. The Term of office shall begin after the regular meeting at which they are elected and shall end after the annual meeting held in October.

Section 4.1 Vacancy – An election to fill a vacancy in an office can occur one month after notice intent to fill the vacancy is given to the BASC.

Section 5 Cause for dismissal – Cause of dismissal must be voted on at a regular meeting of this committee or a special meeting of this committee as provided in Article VII- Section 3.

Section 5.1 Relapse – Loss of abstinence by admission shall constitute resignation from office.

Section 5.2 Poor attendance – In the event of an absence by the officers of sub-committee chairs of this committee, every attempt shall be made to inform the Chair or Vice-Chair of the absence prior to the meeting. Failure of an ASC elected trusted servant to attend two consecutive or four-non-consecutive ASC meeting. That these guidelines specify their attendance at, without prior notice to the Chair or Vice-Chair; requires a vote of confidence during new business of the next regular scheduled ASC meeting. If the majority of votes are “nay”, the person is considered removed from office.

Section 5.3 Poor Performance – Failure of a BASC elected trusted servant to fulfill his/her duties as stated in these guidelines shall require a vote of confidence during new during new business of the next regularly schedule BASC meeting. If the majority of votes are “nay”, the person is considered removed from office.

Section 5.4 Misappropriating Funds – An elected trusted servant that misappropriates BASC funds has misplaced the trust given to them. This shall be considered grounds for removal from office and requires a vote of confidence during new business of the next regularly schedule BASC meeting, or special meeting. If majority of votes are “nay”, the person is considered removed from office

Section 5.5 Resignation – An elected trusted servant of this committee may resign by providing written notice to the BASC chairperson or notice to the BASC at a regular BASC meeting.

ARTICLE VI – DUTIES OF TRUSTED SERVANTS

Section 1 Chair – It is the duty of the chairperson of this committee:

- (1) To open the meeting at the appointed time by taking the Chair and calling the meeting to order, having ascertained that a quorum is present.
- (2) To announce in proper sequence the business to come before the committee in accordance with the prescribed agenda.
- (3) To recognize members or observers who are entitled to the floor.
- (4) To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of the proceedings except questions that relate to

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the chairperson, and to announce the result of each vote. The chairperson shall express no opinion on any motion being made at the BASC meeting.

- (5) To protect the assembly from obviously frivolous or dilatory motions by (subject to appeal) refusing to recognize them.
- (6) To enforce the rules relating to debate and to order and decorum within the committee.
- (7) To expedite business in every way compatible within the rights of members and observers.
- (8) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- (9) To authenticate by the chairperson's signature all proceedings of the committee.
- (10) To arrange the agenda for each meeting.
- (11) To conduct the general correspondence of the committee.
- (12) To be co-signor of the committee's bank accounts.
- (13) To make a report of the year's work at the annual meeting.
- (14) To be ex officio a non-voting member of all sub-committee except the nominating committee.
- (15) To appoint all ad-hoc committees.
- (16) To review the BASC checking account statements every month.

Section 2 Vice-Chair - It is the duty of the Vice-Chairperson of this committee:

- (1) In the absence to the chairperson, to serve as Chairperson.
- (2) To coordinate the functions of the sub-committees and to serve as Acting Chair in the absence of the Chair, or when a sub-committee becomes inactive.
- (3) To serve as Chairperson of all ad-hoc committees including the nominating committee.
- (4) To be a co-signor of the committee's bank account.
- (5) To make a report of the year's work at the annual meeting.
- (6) To be ex officio a non-member of all the sub-committees except the nominating committee.
- (7) To serve as parliamentarian unless someone else is specifically designated by the ASC Chair.
- (8) To maintain a binder of current ASC guidelines, sub-committee guidelines and the log of Previously Passed Motions.
- (9) Intend to accept a nomination for BASC Chairperson at the end of their term as Vice-Chairperson.

Section 3 Regional Committee Member (RCM) – It is the duty of the RCM of this committee:

- (1) In the absence of the chairperson and the Vice-Chairperson, to serve as Chairperson.
- (2) To represent the committee at each Regional Service Committee (RSC) meeting and other such meetings as directed by this committee.
- (3) To attend as many Beach Area NA meetings as possible.
- (4) To make a report to the committee at each regular meeting including the business of the WSC.
- (5) To provide the committee with the agenda of the next regular meeting of the RSC prior to that meeting.
- (6) To register new groups with the RSC.
- (7) To serve on the RSC, if so desires.
- (8) To coordinate communication with all Regional Service branches (RSC, RSO, RSC Board of Trustees).

Section 4 Regional Committee Member-Alternate (RCM-Alternate) – It is the duty of the RCM-Alternate of this committee:

- (1) In the absence of the RCM, to serve as RCM
- (2) To attend each RCM meeting and other such meeting as directed by this committee.
- (3) To attend as many Beach Area NA meetings as possible.

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- (4) Intend to accept a nomination for RCM of the Beach Area at the end of their term as RCM-Alt.

Section 5 Secretary – It is the duty of the Secretary of this committee:

- (1) In the absence of the Chairperson, The Vice-Chairperson, the RCM and the RCM-Alt, to call the meeting to order and preside until the immediate election of the Chairperson pro-tem.
- (2) To keep records of all proceedings of the committee.
- (3) To maintain one complete set of files and archives and to send one additional set of BASC minutes to the RSO for their records.
- (4) To keep the committee's official membership roll, and to call the roll where required.
- (5) To make the minutes and records available to members upon request.
- (6) To authenticate by the Secretary's signature all proceedings of the committee.
- (7) To reproduce and distribute a revised set of these guidelines to all members of the BASC in the month of August and to make available a copy of these guidelines in the month of February to those members that request one.

Section 5.1 Temporary Secretary – It is the duty of the Temporary Secretary of this committee:

- (1) In the absence of the Secretary and the Assistant Secretary, an appointed GSR shall serve as Temporary Secretary.
- (2) The Temporary Secretary shall be appointed based upon the schedule meeting time of the Beach Area Groups. Proceeding in chronological order and beginning with Monday, the BASC chair shall call roll and the first GSR called that is present shall serve as Temporary Secretary. The next time a Temporary Secretary shall rotate to the end of the list and the group following the last GSR to serve as Temporary Secretary shall be the first group on the list as the BASC Chair calls roll (proceeding in chronological order).

Section 6 Assistant Secretary – It is the duty of the Assistant Secretary of this committee:

- (1) To attend the BASC every month.
- (2) In the absence of the Secretary, fulfill the duties of the Secretary.
- (3) To assist the secretary as needed.
- (4) Intend to accept nomination for BASC Secretary at the end their term as Assistant Secretary.

Section 7 Treasurer – It is the duty of the Treasurer of this committee:

- (1) To be the custodian of the committee's funds not entrusted to other offices or sub-committee.
- (2) To be a co-signor or the committee's back account.
- (3) To make a written financial report of receipts and disbursements at each regular meeting.
- (4) To collect and disburse all funds as directed by the BASC.
- (5) To make a full written financial report at the annual meeting.
- (6) To follow the Narcotics Anonymous Treasurer's Handbook.
- (7) Provide an annual financial report to RSO Liaison and/or RSO Liaison-Alternate at the regular meeting of the BASC in the month of February.

Section 8 Assistant Treasurer – It is the duty of the Assistant Treasurer of this committee:

- (1) Review all BASC Financial/Banking statements monthly and report any discrepancies to the BASC promptly.
- (2) Certify all financial reports presented to the BASC.
- (3) Assist the Treasurer by receiving donations at the BASC meeting.
- (4) Make bank deposits when needed, but cannot be a signatory on any BASC account.
- (5) In the absence of the Treasurer to serve as the BASC Treasurer.
- (6) Make a physical inventory of all BASC Literature and merchandise on a quarterly basis and when a position is vacated.

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Section 9 Literature Salesperson – It is the duty of the Literature Salesperson of this committee:

- (1) To sell WSC approved NA literature at all regular meetings at the Beach Area Service Committee.
- (2) To disburse WSC approved NA literature to sub-committee as directed by the Beach Area Service Committee.
- (3) To give a monthly financial report to the BASC
- (4) Provide an annual financial report to RSC Liaison at the regular meeting of the BASC in the month of February.

Section 10 Assistant Literature Salesperson - It is the duty of the Assistant Literature Salesperson of this committee:

- (1) To attend BASC meeting every month.
- (2) In the absence of the Literature Salesperson, is to fulfill the duties of the Literature Salesperson.
- (3) Assist Literature Salesperson by accepting orders and monies during the BASC meeting.
- (4) Make a physical inventory of all BASC literature and merchandise on a quarterly basis with the Assistant Treasurer.
- (5) Intend to accept nomination for BASC Literature Salesperson at the end of their term as the Assistant Literature Salesperson.

Section 11 Sub-Committee Chairperson – General duties of all Sub-committee Chairpersons of this committee:

- (1) To attend the BASC meeting every month.
- (2) To provide a monthly written sub-committee report to the Secretary for inclusion in the minutes.
- (3) To submit a written quarterly budget to the BASC at the regular meeting in the months of January, April, July and October. Budgets should be itemized with expenses shown separately for each month.
- (4) To submit a written annual report with a projected annual budget to the BASC at the annual meeting held in October.
- (5) To ensure committee representation for the Beach Area at all of the respective Regional Sub-committee meetings.

Section 12 Regional Service Office Liaison – It is the duty of the RSO Liaison of this committee:

- (1) To attend the BASC meeting every month.
- (2) To provide a monthly written report to the secretary for inclusion in the meetings minutes.
- (3) To represent the Beach Area at all scheduled RSC meetings.

Section 13 Regional Service Office Liaison Alternate – It is the duty of the RSO Liaison-Alternate of this committee:

- (1) In the absence of the RSO Liaison, to serve as RSO Liaison
- (2) To attend the BASC every month.
- (3) To represent the Beach Area at all scheduled RSC meetings as directed by this committee.
- (4) Intend to accept a nomination for RSO Liaison of the Beach Area at the end of their term as RSO Liaison-Alt.

Section 14 Coffee Maker – It is the duty of the Coffee Maker of this committee:

- (1) To attend the BASC every month.
- (2) To provide coffee for all NA members attending the ASC.

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- (3) The coffee maker shall be reimbursed for costs by funds generated by the ASC Seventh Tradition.

ARTICLE VII – MEETING

Section 1 Regular Meeting – The regular meeting of the committee shall be held on the first Saturday of each month and will start promptly at 3:00pm and end at 6:00pm unless otherwise ordered by the committee.

Section 1.1 Meeting Format – The meeting format will be as follows:

- (1) GSRs and BASC trusted servants sign-in by 3:00pm.
- (2) GSRs submit their Group's Literature orders, with funds, to the literature Salesperson form 3:00pm to 3:10pm.
- (3) GSRs give Area donations to the treasurer from 3:00pm to 3:10pm
- (4) At 3:10pm the BASC Chairperson calls the meeting to order.
- (5) Open with the Service Prayer.
- (6) Invitation for NA groups to become participating member groups.
- (7) Establish a quorum by a roll call of Beach Area Groups by a show of hands.
- (8) Roll call of Beach Area Groups and GSR Reports.
- (9) Approval and amendments of the meeting minutes from the last BASC meeting.
- (10) Report from the RCM.
- (11) Report from the Area Subcommittees.
- (12) Report from the Convention Committee Liaison.
- (13) Report from the Literature Salesperson.
- (14) Report from the RSO Liaison
- (15) Preliminary report from the Area Treasurer.
- (16) Old Business
- (17) Open Forum (15 minute maximum).
- (18) New Business
- (19) Revised report from the Treasurer and any donations to the RSC.
- (20) Close meeting with the Serenity Prayer.

Section 2 Annual Meeting – The regular meeting on the first Saturday of October shall be know as he annual meeting and shall be for the purpose of electing the BASC Trusted Servants as provided in Article V of these guidelines, receiving annual report from officers and sub-committees, and for any other business that may arise. All sub-committee chairs shall submit in writing a detailed projected annual budget based on anticipated expenses for the following year at the annual meeting in October. This meeting will begin at 2:00pm rather than 3:00pm due to the amount of business to be conducted. It will end at 6:00pm unless otherwise ordered by the committee.

Section 3 Special Meeting – Special meetings may be called by the Chairperson of the BASC or upon written request of seven (7) members of the BASC, Three (3) of whom must be voting members. The purpose of the meeting shall be stated in the call. No other business shall be conducted.

Section 4 Reports – All groups and sub-committee reports shall be represented in writing on a designated report form to the secretary for inclusion in the meeting minutes. Typed reports are acceptable. Reports should be kept to one page. Exceptions would be special reports or ad-hoc committee reports.

Section 5 Donations – That all groups and sub-committee shall submit their donations to the treasurer at the beginning of the ASC meeting to help the treasurer accomplish his/her job.

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ARTICLE VIII – SUB-COMMITTEES

Section 1 General – Some area sub-committees coordinate and assist Regional sub-committees while other area sub-committees perform service delivery task. Each sub-committee is responsible to the ASC. The ASC elects each sub-committee chairperson. Each sub-committee may elect other officers as deemed appropriate. Each ASC sub-committee is required to develop sub-committee guidelines that must be approved by the BASC.

Section 1.1 Responsibilities – The sub-committees have standing authority to act for the ASC in the execution of their duties, however, all sub-committees are ultimately responsible to the ASC and their respective guidelines as approved by the BASC. Representation an all sub-committees should be from all groups.

Section 1.2 Other Sub-committees – Such other standing sub-committee shall be formed as the committee shall from time to time deem necessary to carry on the work of the committee. No sub-committee shall perform any duties of another sub-committee without previous consent form that sub-committee's chairperson and the ASC Vice-chairperson.

Section 1.3 Sub-Committee Chairperson – The chairperson of each respective sub-committee shall be elected by the ASC at the annual meeting.

Section 2 Activities Sub-Committee – An activities sub-committee shall be composed of a chairperson, vice-chairperson, secretary, treasurer, and other volunteers.

Section 2.1 Purpose – It shall be the duty of this sub-committee to provide and support and coordinate activities for the fellowship within the Area as well as to provide support to the Regional Activities sub-committees. Such activities may include picnics, dances, campouts and other recreational functions.

Section 3 T-shirt Sub-Committee – The T-shirt sub-committee shall be composed of a chairperson, vice-chairperson, secretary, and other volunteers.

Section 3.1 Purpose – It shall be the duty of this sub-committee to provide support and coordinate merchandise for the fellowship within the Area. Such merchandise may include Narcotics Anonymous approved items intended for resale within the fellowship for the purpose of generating revenues to help support the Area.

Section 4 Convention Committee Liaison – This is not a subcommittee, but rather a position of liaison to the Regional Convention Committee. The liaison shall be composed of an NA member as elected by the BASC.

Section 4.1 Purpose – It shall be the duty of the liaison to attend all regular meetings of the Beach Area Service Committee and the Regional Convention Committee in order to provide two way communications between said committees.

Section 5 Hospitals & Institutions (H&I) Sub-Committee – An H&I sub-committee shall be composed of a chairperson, vice-chairperson, secretary, and other volunteers.

Section 5.1 Purpose – The function of the committee will be to:

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- (a) Carry the message of Narcotics Anonymous to addicts in hospitals and institutions within the Beach Area.
- (b) Provide WSC approved Narcotics Anonymous Literature to Beach Area H&I facilities that cannot provide literature for themselves.

Section 6 Literature Review Sub-Committee – A literature review sub-committee shall be composed of a chairperson, vice-chairperson, secretary, and other volunteers.

Section 6.1 Purpose – It shall be the duty of this sub-committee to provide input and review literature in progress for ultimate approval at the WSC, and to support the Regional Literature Review sub-committee.

Section 7 Outreach Sub-Committee – An Outreach sub-committee shall be composed of chairperson, vice-chairperson, secretary, and other volunteers.

Section 7.1 Purpose – It shall be the duty of this committee to serve the needs of all groups within the area by coordinating and conducting activities that develop and strengthen unity within the Area and the fellowship. The functions of the committee will be to:

- (a) Assist the RCM in registering groups with the WSO.
- (b) Provide support to groups in the Beach Area. This could be support by attending the meeting and making announcements at other meetings.
- (c) Assist new groups in getting started. Share the importance of the service structure and traditions to the group.
- (d) Provide a kit of WSO approved literature to new meetings in need (Outreach kits).
- (e) Contact insolated groups and meetings that are not represented at the Beach Area Service Committee.
- (f) Assist groups in search of new meeting locations.
- (g) Provide the ASC with a current list of all meetings within the Beach area every 3 months.
- (h) Make announcements & flyers for new meetings or established meetings that need support.
- (i) Produce and distribute a Beach Area Meeting Directory of all regularly scheduled NA meetings within the boundaries of the BASC as defined in Article 1-Section 2.

Section 8 Public Information (P.I.) Sub-Committee – A public information sub-committee shall be composed of a chairperson, vice-chairperson, secretary, and other volunteers.

Section 8.1 Purpose – It shall be the duty of this sub-committee to provide information about NA to the outside community within the Beach Area, to participate in workshops and learning days for the local fellowship, and to support the Regional P.I. sub-committee. The functions of the committee will be to:

- (a) Carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
- (b) Open and maintain lines of communications between the public and Narcotics Anonymous that the message of recovery is readily available to all addicts.
- (c) Respond to any public information request within the Beach Area.
- (d) Become the resource and coordinating body for Area Public Information efforts, coordinating any functions of Regional public information functions taking place within the Beach Area upon their request.
- (e) Maintain a close working relationship with the Regional P. I. committee and other sub-committees within the Beach Area assuring that all requests for information are referred to appropriate sub-committees in accordance with the Twelve Traditions of Narcotics Anonymous.

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Section 9 Website Sub-Committee – A website sub-committee shall be composed of a chairperson, vice-chairperson, secretary, and other volunteers.

Section 9.1 Purpose – It shall be the duty of this sub-committee to develop and maintain a Beach Area website in accordance with and support of the Regional Website Committee. This website shall be linked with and not independent from the Regional website. The functions of the committee will be to:

- (a) Provide information regarding the Beach Area Service Committee to the public via the website
- (b) To inform the public of meetings and activities within the Beach Area
- (c) Maintain a close working relationship with the Regional Website committee and other subcommittees in the Beach Area to provide accurate and current information via the website in accordance with the guidelines set in place by the Region.

Section 10 Ad-Hoc Committees – An Ad-hoc committee is formed for a specific purpose by the BASC, and when that purpose is met, the committee ceases and desists. All ad-hoc committees will be chaired by the Vice-chairperson of the Beach Area Service Committee. Membership shall consist of at least three (3) members appointed by the BASC Chairperson and any other interested members.

Section 11 Literature Salesperson – This is not a sub-committee, but rather a “trusted servant” position to sell NA approved literature. The salesperson shall be composed of an NA member as elected by the BASC.

Section 12 Regional Service Office (RSO) Liaison – This is not a sub-committee, but rather a position as liaison to the Regional Service Office. The liaison shall be composed of an NA member as elected by the BASC.

Section 12.1 Purpose – It shall be the duty of the liaison to attend all regular meetings of the Beach Area Service Committee and the RSO committee meetings in order to provide two way communications between said committees and to encourage support of the RSO.

ARTICLE IX – MONEY MATTERS

Section 1 ASC Budget – The BASC budget shall be the sum of approved sub-committee and other established expenses.

Section 1.1 Established Expenses – Expenses necessary for the performance of the duties by the officer's of this committee are: rent of a meeting location for regular and special meetings, copies made by standing committees that do not exceed \$10.00, copies of minutes, stationary supplies, and other items needed to conduct business as defined in these guidelines.

Section 2 Sub-Committee Budgets – Sub-committee budgets and capital reserves are established by the BASC.

Section 2.1 Funding requests in excess of monthly budget amounts must be specifically approved by the BASC. Motions for funding requests in excess of three times the monthly budget must be tabled for one month before any vote on them takes place.

Section 2.2 A sub-committee without an approved budget will not be given funds.

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Section 2.3 Unused funds from an approved monthly budget cannot be extended to any preceding month.

Section 3 Capital Reserves – The term “capital reserve” includes investment in merchandise and cash. The dollar value of capital reserves are established by the BASC.

Section 3.1 BASC Capital Reserve – The BASC Treasurer shall maintain a capital reserve equal to one month's planned expenses plus uncleared checks for deposit, excluding sub-committee capital reserve. To spend money that would draw into the BASC capital reserve, two-thirds (2/3rd) of the voting members present must vote yes.

Section 3.2 Sub-Committee Capital Reserve – Sub-committee requiring a capital reserve must request authorization from the BASC in order to be allowed a bank account.

Section 3.3 Activities Capital Reserve – The activities sub-committee is authorized a capital reserve of \$1500.00, \$1000.00 of which is maintained as a separate line item on the BASC budget, and a \$500.00 reserve will reside in a separate BAAC checking account. The reserve should be maintained through revenues generated by their activities. If needed, the BASC can issue funds to rebuild the activities sub-committee capital reserve when approved by two-thirds (2/3rd) of the voting members present. Funds generated in excess of \$1500.00 will be transferred to the BASC account at the next Area meeting following the activity from which said funds were generated.

Section 3.4 T-shirt Capital Reserve – The t-shirt sub-committee is authorized a \$650. Capital reserve, which is maintained as a separate line item on the BASC capital budget. The reserve should be maintained through revenues generated by their sales. If needed, the BASC can issue funds to rebuild the t-shirt sub-committee reserve when approved by two-thirds (2/3rd) of the voting members present.

Section 4 Banks accounts – All NA bank accounts of the BASC must be coordinated through the RSO, and procedures for collecting on checks returned for insufficient funds will follow the RSO guidelines.

Section 4.1 Account Signatories

- (a) The authorized signatories of the SDICRSONA, Inc – BASC account shall be the BASC treasurer, the BASC chairperson, the BASC vice-chairperson, and the CFO for the RSO.
- (b) The authorized signatories for the SDICRSONA, Inc – BASC literature sales account shall be the BASC treasurer, the BASC chairperson, and the CFO for the RSO
- (c) The authorized signatories of the SDICRSONA, Inc – BAAC account shall be the BAAC chairperson, BAAC vice-chairperson, the BAAC treasurer, the BASC treasurer, and the CFO for the RSO.

Section 4.2 Payments Made by Check – Checks shall only be issued for the payments of debts or the disbursement of funds as authorized by these guidelines or as directed by the BASC. No checks shall be tendered for an amount that exceeds the available funds in the respective checking account. There will be a minimum of two authorized signatures before a check is tendered. Checks are to be made payable to the party providing the goods or services. Checks may be used to reimburse BASC trusted servants or sub-committee chairperson provided that and original receipt is present.

Section 4.3 Accepting Check on Behalf of the BASC – Requirements for accepting a check are:

- (a) The check must be made payable to SDICRSONA, Inc and
- (b) The check must be made out for the exact amount, and

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- (c) The check must be drawn for a bank or financial institution within San Diego County, and
- (d) The check must be pre-printed with the name and address of the account holder, and
- (e) The check must be presented by the account holder.

The following checks will be considered unacceptable:

- (a) Third party checks
- (b) A check that isn't pre-printed with the account holder's full name and address.
- (c) A check drawn from a financial institution outside of San Diego County,
- (d) A check drawn from an account that currently has an outstanding debt to the BASC (plus NSF fees).

Section 4.4 Narcotics Anonymous Fund Deposits – All donation, literature purchases, and activity funds made by cash, check or money shall be deposited into the appropriate BASC bank account. All deposits will be made within five (5) business days upon receipt. BASC funds shall not be deposited into personal accounts. Funds that are borrowed without the knowledge and consent of the BASC, or funds deposited into a personal account shall be considered a misappropriation of funds.

Section 4.5 Sub-Committee Records – At the beginning of every regular BASC meeting, the chairperson of each respective sub-committee, that maintains an active bank account, shall furnish a copy of their current monthly account statement to the treasurer of the BASC.

Section 4.6 ASC Records – At the beginning of every BASC meeting, the treasurer of the BASC shall furnish a copy of the current monthly statement of the ASC's bank account and a copy of all sub-committee's bank accounts for the previous month to the secretary of the BASC. The secretary shall maintain these statements with all other BASC minutes and records.

Section 4.7 Copies – Each month a copy of all financial records will be provided to the RCM to be given to the RSO.

Section 5 Area Donations and Literature Sales Policy – The BASC will accept cash, money orders, or checks for donations and literature purchases. If you choose to use a check or money order, it must be payable to SDICRSONA, Inc. Literature sales shall not accept funds from groups for merchandise not in stock (back orders).

Section 5.1 Operating Budget – Literature sales has an operating budget of \$2250.00

Section 5.2 Literature Pricing – Literature sales shall only purchase NA approved literature and merchandise for the RSO at suggested retail price, which already includes the sales tax.

Section 5.3 Excess Literature Funds – All revenues from NA approved literature and merchandise sales that exceed operating expenses shall be donated to the BASC at the next BASC meeting.

Section 5.4 Other Merchandise – Other BASC approved fundraising merchandising that is sold will have the sales tax paid directly to the RSO on a quarterly basis.

ARTICLE X – PARLIAMENTARY AUTHORITY & PRECEDENCE

Section 1 General – The rules contained in the current edition of Robert's Rules of Order shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these guidelines, our rules of order, A Guide To Local Services in Narcotics Anonymous, and any special rules of order the committee may adopt.

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- Section 2 Precedence** – The precedence of our voted decisions shall be ranked as follows:
- (a) *A Guide to Local Services in Narcotics Anonymous*, which has priority over
 - (b) These current Beach Area Service Committee Guidelines, which has priority over
 - (c) Standing Rules, which have priority over
 - (d) Previously passed motions.

ARTICLE IX – AMENDMENT OF GUIDELINES & STANDING RULES

Section 1 Amendments – These guidelines may be amended at the regular meetings in January and July, or at a special meeting of the committee, provided the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

Section 2 Requirements – Standing rules and rules of order may be adopted or amended in any month provided the exact wording of the rule or modification have been submitted in writing and announced at a previous regular meeting. Rules of order are policy and require a two-thirds (2/3rd) vote of the BASC. Rules of order may specific in greater detail procedures and policies in our guidelines. Rules of order may not be circumvent or restrict contrary to intended purpose any part of the guidelines.

Section 2.1 Exceptions – Budget motions are the only exception to the “wait-one-month” stipulation. Budget motions may be presented and adopted at the same ASC meeting. When adopted, budget motions are in effect until changed. Budgets are a statement of policy and require two-thirds (2/3rd) vote.