

**Guidelines
of the
Narcotics Anonymous Youth Committee**

Includes
Definition of Purpose Statement

Ratified ____ of _____, 2008



**Regional Service Committee
San Diego-Imperial Counties Region
Of Narcotics Anonymous
4689 Felton Street, Normal Heights, CA 92116**

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San Diego Imperial Counties Region Narcotics Anonymous Youth Sub-Committee

NAYC Definition of Purpose

“Today’s decisions may affect tomorrow’s members. When we think of solutions to our current problems, it’s not hard to consider the needs of our group, our area, our region, or even the worldwide fellowship. But it’s also important to remember the ‘unseen members’ in our discussions – the members yet to come. When we work to ensure the vitality of NA we’re not working just for ourselves but for those yet to join us.”

It Works: How and Why, page 129

The primary goal of the San Diego Imperial County Regional Narcotics Anonymous Youth Sub-Committee (from here on, referred to as NAYC) is to support the groups we serve in their efforts to further our fellowship’s primary purpose – to carry the message to the still suffering addict. Our primary approach will be to function as a sub-committee of the San Diego Imperial County Region of Narcotics Anonymous (from here on, referred to as RSC). We believe that the NAYC will promote unity within the fellowship by giving young people a voice in service and a sense of belonging within the community of Narcotics Anonymous as a whole. The NAYC will serve to encourage young addicts to get involved in their recovery enough to care about others and themselves by providing services to the fellowship. By setting an example, the trusted servants of the NAYC will show young addicts that being of service and giving back is part of how we stay clean. This sub-committee will give young recovering addicts an opportunity to be introduced to regional service, giving them a foundation for future service positions. We will also strive to make Narcotics Anonymous meetings safe and friendly environments for parents to drop off their teenagers. We hope to make recovery available to underage youth who need parental consent to come to NA meetings. We will participate in outreach work in our communities to plant seeds of recovery in young addicts and let them know that no one is ever too young to find recovery in NA. The NAYC was started in the spirit of unity to help all addicts who want to stop using and find a new way to live.

“Our membership is richly varied, made up of many addicts from widely differing backgrounds. These members bring with them a variety of ideas and talents. That diversity enriches the fellowship and gives rise to new and creative ways to reach addicts who need our help.”

It Works: How and Why, page 127

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NAYC GUIDELINES

1. RESPONSIBILITIES AND FUNCTIONS

- A. To support, participate, and communicate on a regular basis with all RSC sub-committees.
- B. To hold monthly sub-committee meetings that focus on youth in recovery and new ways to reach them in harmony with our primary purpose, carrying the message to the addict who still suffers. All addicts are welcome regardless of age.
- C. To maintain a close working relationship with the RSC.
- D. To conduct all business in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA service.
- E. Production of annual goal statement and budget in (month to be determined) for approval by the RSC.
- F. Establish and maintain NAYC archives.
- G. Organize the NAYC Annual Event in conjunction with the regional activities committee.
- H. Provide assistance, help, and coordination to all Areas within the SDICR to support group youth meetings, Area NAYC's, or any other facet to which we can provide information or support.
 - 1. All areas are encouraged to send representation to the monthly Regional NAYC meetings.

2. VOTING PROCEDURES

- A. Voting participants shall include NAYC trusted servants (as outlined in section 3 of this document) and any interested members who have previously attended two consecutive meetings and have not missed two consecutive meetings since.
- B. Quorum shall be defined as a simple majority of voting participants.
- C. Business motions shall pass with a simple majority of voting participants.
- D. Motions regarding guideline changes, money matters, or removal of a trusted servant shall require a two-thirds majority of voting participants.
- E. Any responsibilities or decisions that arise between meetings are to be resolved by the executive body and reported at the next scheduled business meeting.
- F. Elections of trusted servants shall require a simple majority.¹
- G. After NAYC elections, sub-committee chair and vice-chair should be affirmed by RSC before taking office.
- H. Business meetings are open to all interested members of NA, however only NAYC participants (as defined in line A of this section) are eligible to vote.
- I. The NAYC shall follow Robert's Rules of Order (as used by the RSC), but whenever possible, the sub-committee should seek informal consensus (to allow a loving Higher Power to be expressed through group conscience).
- J. In case of conflict with RSC guidelines, RSC guidelines shall have authority.

¹ Month of elections will be determined at time of approval of the SDICR NAYC by the RSC.

3. TRUSTED SERVANT DESCRIPTIONS

- A. NAYC officers shall consist of the following elected positions: Chair, Vice-Chair, Secretary, Sub-Committee Representatives (one to each RSC sub-committee), Event Coordinator and Assistant Event Coordinator.
- B. The executive committee shall consist of Chair, Vice-Chair and Secretary.
- C. NAYC trusted servants with three consecutive absences (from NAYC meetings or other duties) will be automatically removed.
- D. Any NAYC trusted servants will be removed upon the loss of clean time, but may become eligible when they can meet the requirements as follows.

Chair

- 1. Requirements
 - a. Thirty months clean and a one year commitment to the position.
 - b. Eighteen months service committee experience, familiarity with NAYC.
 - c. Affirmation from the RSC.
 - d. Ability to organize and direct the NAYC in a service-oriented manner.
 - e. Ability to attend NAYC and RSC meetings every month.
 - f. Working knowledge of the steps, traditions, and concepts.
- 2. Duties
 - a. Facilitates NAYC meetings on time, smoothly, and efficiently.
 - b. Ensures that all NAYC trusted servants fulfill their duties.
 - c. Serves as liaison between NAYC and RSC.
 - d. Provides monthly written report to NAYC.
 - e. Votes on behalf of NAYC at RSC, where applicable.
 - f. Prepares agenda for each NAYC meeting.
 - g. Attends every area service committee meeting at least once per commitment (minimum eight meetings).
 - h. Attends RSC and provides written report of NAYC business.
 - i. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and records should be available to the sub-committee and its participants upon request. When leaving office, copies of these files and records should be passed on to the sub-committee.

Vice-Chair

- 1. Requirements
 - a. Two years clean and one year commitment to position (with willingness to advance to chair position if elected at conclusion of vice-chair term).
 - b. One year previous service committee experience, familiarity with NAYC.
 - c. Ability to carry out responsibilities of chair in case of absence.
 - d. Ability to attend NAYC and RSC meetings monthly.
 - e. Working knowledge of the steps, traditions, and concepts.

2. Duties
 - a. Attends NAYC and RSC meetings every month.
 - b. When chair is absent:
 1. Facilitates NAYC meetings.
 2. Provides written reports to NAYC and RSC.
 3. Exercises NAYC voting privileges at RSC.
 - c. Facilitates orientation for new members.
 - d. Retains copies of NAYC guidelines to give to new members.
 - f. Honors requests to attend area youth sub-committees in SDIC Region.
 - g. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and records should be available to the sub-committee and its participants upon request. When leaving office, copies of these files and records should be passed on to the sub-committee.

Secretary

1. Requirements
 - a. One year clean and a one year commitment to the position.
 - b. Six months previous service committee experience.
 - c. Ability to keep concise and accurate written records of business meetings.
 - d. Access to a computer.
 - e. Currently working the steps and have an understanding of the traditions and concepts.
2. Duties
 - a. Takes minutes and distributes copies before next meeting.
 - b. Keeps roster (for internal and intranet use only) with phone, address and attendance info.
 - c. Maintains records (agendas, reports to RSC and NAYC, etc.).
 - d. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and records should be available to the sub-committee and its participants upon request. When leaving office, copies of these files and records should be passed on to the sub-committee.

Sub-Committee Representatives

1. Requirements
 - a. Six months clean and a one year commitment to the position.
 - b. Previous service commitments.
 - c. Currently working the steps and have an understanding of the traditions and concepts.
 - d. Ability to attend NAYC and appropriate RSC sub-committee meetings monthly.
2. Duties
 - a. Creates a written report of RSC sub-committee meetings.
 - b. Serves as NAYC liaison to particular RSC sub-committee.
 - c. Coordinates any NAYC projects related to that sub-committee.

- d. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and records should be available to the sub-committee and its participants upon request. When leaving office, copies of these files and records should be passed on to the sub-committee.

Event Coordinator

1. Requirements
 - a. Two years clean and a one year commitment to the position.
 - b. One year prior service committee experience.
 - c. Currently working the steps and have an understanding of the traditions and concepts.
 - d. Attended three consecutive activity sub-committee meetings at time of election.
 - e. Ability to attend NAYC and regional activities sub-committee meeting monthly.
2. Duties
 - a. Coordinates Annual Youth Event
 - b. Responsible for locating and securing a suitable facility for event in conjunction with regional activities sub-committee
 - c. Creates and organizes event budget and agenda proposal
 - d. Delegates needed tasks to members willing to serve at event.
 - e. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and records should be available to the sub-committee and its participants upon request. When leaving office, copies of these files and records should be passed on to the sub-committee.

Assistant Event Coordinator

1. Requirements
 - a. Six months clean and a one year commitment to the position.
 - b. Previous service commitments.
 - c. Currently working the steps and have an understanding of the traditions and concepts.
 - d. Ability to attend NAYC monthly.
2. Duties
 - a. Assists Event Coordinator in all duties
 - b. Assumes Event Coordinator's duties in their absence.

4. OPERATIONAL GUIDELINES

- A. Any portion of these guidelines may be waived at any time by a two-thirds majority vote of the voting body.
- B. "A Guide to Local Services in Narcotics Anonymous" should be used only as a reference.
- C. Any portion of these guidelines may be amended by a two-thirds majority vote of the NAYC. The amended section shall be added to the guidelines by the creation of an

addendum. One month following ratification, the NAYC Secretary will provide a contents page (showing the location and title of the addendum), and the addendum itself, to the NAYC's participants.

- D. An Annual Guideline Review Ad-hoc committee, chaired by the NAYC's Vice-Chair, will convene in (month to be determined) and be slated to conclude in (month to be determined). The previous year's addendums will then be incorporated into these guidelines.
- E. In the event of a vacated office, special elections may be held to fill in the position temporarily until the next regularly scheduled election.