

1 GUIDELINES OF THE INLAND EMPIRE FOOTHILLS AREA
2 SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
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5 ARTICLE I - NAME

6 The name of this committee shall be Inland Empire Foothills Area Service
7 Committee (ASC) of Narcotics Anonymous.
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9 ARTICLE II - SERVICE AREA

10 The service area shall include that geographical area which has the following
11 boundaries: The cities of Yucaipa, Calimesa, Mentone, Redlands, Highland,
12 Rialto, and parts of San Bernardino. We shall have the option of including
13 neighboring communities.
14

15 ARTICLE III—PURPOSE

16 The purpose of this committee shall be to administer and coordinate the
17 activities and business common to the welfare of the Narcotics Anonymous
18 groups within the boundaries of the Inland Empire Foothills Area. All activities
19 and business should be in accordance with the 12-Traditions and 12-Concepts for
20 NA service
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22 ARTICLE IV- GROUP SERVICE REPRESENTATIVE (GSR)

23 These sections refer to the responsibilities of the GSR to the ASC.
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25 *SECTION 1- GSR*

26 Suggested Requirements:

- 27 A. Attend GSR Orientation and receive the GSR Orientation packet, incl. GSR
28 Helpful Hints (if needed by the group).
29 B. One year clean, willingness and desire to serve the group.
30 C. Attend all monthly Area Service Committee meetings at current location.
31 D. Be able to carry information from the Area to the group(see GSR
32 Handbook)
33 E. Be able to carry information from the group to the Area.
34 F. Be willing to serve on an IEFA Sub-Committee.
35 G. Be willing to attend the SCRAW
36

37 Duties:

- 38 A. IEFA groups shall put donations in envelopes with the name of group and
39 amount of donation when making a donation at the ASC meeting, so
40 groups will be accountable for correct amount of money.
41 B. Purchase literature for the group.
42 C. Pick up information from GSR folders.
43 D. Participate in discussions and vote on all motions(see Article V sections
44 1.3 and 1.4)
45 E. Check and verify the directory for accuracy.

1
2 *SECTION 2- ALTERNATE GSR*

3 Suggested Requirements:

- 4 A. 6 months clean and a willingness and desire to serve the group.
5 B. Willing to attend ASC meeting with current GSR or in place of GSR.

6
7 Duties:

- 8 A. Assist the GSR in performance of duties as needed.
9 B. In absence of the GSR to serve as GSR (Refer to GSR duties).

10
11 **ARTICLE V—PARTICIPANTS**

12
13 *SECTION 1* - This committee shall have two (2) classes of participants only, that
14 of voting, the other non-voting. Only voting participants shall have voting rights.
15 No person shall have more than one vote.

16
17 *SECTION 1.1* - Any member of Narcotic Anonymous may introduce motions,
18 make nominations, and participate in debate and discussion. Any such motion
19 must be seconded by a Group Service Representative or the motion dies.

20
21 *SECTION 1.2* - The voting participant of the committee shall be the GSR's (or
22 alternate in their absence), all Subcommittee Chairperson's (or Vice-
23 Chairperson's in their absence), Vice Chairperson, Secretary (or assistant in their
24 absence), Treasurer (or assistant in their absence), RCM, (or alternate RCM in
25 their absence) Literature(or assistant in their absence), and Website
26 Coordinator(or assistant in their absence.) The Chairperson may vote only to
27 resolve a tie.

28
29 *SECTION 1.3* - A GSR for a new meeting shall have a vote only on their third
30 consecutive month in attendance at the Area Service Committee.

31
32 *SECTION 1.4* - A GSR shall only represent one group. It is suggested each GSR
33 have an alternate.

34
35 **ARTICLE VI – OBSERVERS**

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37 Observers shall have the specific right to request the floor. The Chairperson has
38 the exclusive right to grant or deny such requests. The Chairperson's decision is
39 subject to appeal and may be overturned by a majority of voting participants
40 present.

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42 **ARTICLE VII - ELECTION OF OFFICERS**

43
44 *SECTION 1* - It is suggested that all elected officers have willingness, desire to
45 serve, and the resources to do the job and should have a working knowledge of

1 the 12-Steps, 12- Traditions of Narcotics Anonymous, and an understanding of
2 the 12-Concepts for NA Service.

3
4 *SECTION 2* - The officers of the committee shall be a Chairperson, Vice-
5 Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer,
6 Regional Committee Member, Regional Committee Member Alternate, Website
7 Coordinator and Literature Distribution Officer.

8
9 *SECTION 3* - ASC officer positions shall be nominated in April, elected in May,
10 transitioned/training in June for a 13-month commitment beginning in June.

11
12 *SECTION 4* - The officers shall be elected by ballot to serve for a 13-month
13 period or until their successors are elected, and their term of office shall begin at
14 the start of the next regular meeting following the meeting at which they are
15 elected.

16
17 *SECTION 5* - No Executive Officer shall hold more than one office at a time, and
18 no officer shall be eligible to serve more than two terms consecutively in the
19 same office. Upon election to an Area Service Committee officer position, the
20 Narcotics Anonymous member should resign from any other voting position by
21 the next ASC meeting.

22
23 *SECTION 6* - An election to fill a vacancy in an executive office position shall
24 occur within two regular ASC meetings after the vacancy arises. Notice of intent
25 to fill a vacancy shall be provided by the ASC to the service body.

26
27 *SECTION 6.1* - In the case of a vacancy in the office of Chairperson, the Vice-
28 Chairperson shall assume the duties of the Chairperson and the Vice-Chairperson
29 and a new Vice-Chairperson can be elected.

30
31 *SECTION 6.2* - In the case of a vacancy in the office of Regional Committee
32 Member (RCM), the Regional Committee Member Alternate shall assume the
33 duties of the RCM and a new RCM Alternate can be elected.

34
35 *SECTION 7* - Any member of Narcotics Anonymous may nominate a qualified
36 individual for an ASC position. Additionally, any member of Narcotics Anonymous
37 may submit a nomination through the GSR that represents his/her group at the
38 ASC meeting.

1 ARTICLE VIII- DUTIES OF OFFICERS

2
3 SECTION 1- CHAIRPERSON

4
5 Requirements:

- 6 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
7 understanding of the 12-Concepts for NA Service.
8 B. A minimum of (5) five years continuous clean time.
9 C. At least (1) one year previous service at the Area level.
10 D. Willingness, desire, and ability to serve.
11 E. An understanding of "Robert's Rules of Order."
12 F. Must be able to fulfill all duties of this position.

13
14 Duties:

- 15 A. To provide current agenda for each ASC meeting; and have current
16 Area Guidelines at hand.
17 B. To open the meeting at the appointed time by taking the chair and calling
18 the meeting to order.
19 C. To preside over regular ASC meetings in an orderly fashion.
20 D. To expedite business in every way compatible with the rights of members
21 and observers.
22 E. To recognize members or observers who are entitled to the floor and
23 conduct the meetings with impartiality and fairness.
24 F. To state, discuss and put to vote all legitimate motions that come before
25 the ASC and to announce the results of the vote.
26 G. To rule out motions not in order.
27 H. To be a co-signer of the committee's bank account.
28 I. To declare the meeting adjourned when the ASC so votes, where
29 applicable, at the time prescribed in the program, or at any time in the
30 event of an emergency affecting the safety of those present.
31 J. In the absence of any executive body member Chairperson shall delegate
32 those duties as needed.

33
34 SECTION 2- VICE CHAIRPERSON

35
36 Requirements:

- 37 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
38 understanding of the 12-Concepts for NA Service.
39 B. A minimum of (4) four years continuous clean time.
40 C. At least (1) one year previous service at the Area level.
41 D. Willingness, desire, and ability to serve.
42 E. An understanding of "Robert's Rules of Order."
43 F. Must be able to fulfill all duties of this position.

1 Duties:

- 2 A. In the absence of the Chairperson, to serve as Chairperson.
3 B. To be a co-signer of the committee's bank account.
4 C. Is responsible for taking roll call.
5 D. To facilitate a yearly financial audit. (July 1st-June 30th)
6 E. In the event that any subcommittee is missing a Chairperson, Area Vice-
7 Chairperson will temporarily assume the duties of subcommittee
8 Chairperson for up to 3 months. If position cannot be filled, the
9 Subcommittee will be dark until it can become self-supporting.

10
11 *SECTION 3- REGIONAL COMMITTEE MEMBER (RCM)*

12
13 Requirements:

- 14 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
15 understanding of the 12-Concepts for NA Service.
16 B. A minimum of (3) three years continuous clean time.
17 C. At least (1) one year previous service at the Area level.
18 D. Willingness, desire, and ability to serve.
19 E. An understanding of "Robert's Rules of Order."
20 F. Must be able to fulfill all duties of this position.

21
22 Duties:

- 23 A. In the absence of the Chairperson and the Vice-Chairperson to serve as
24 Chairperson.
25 B. To represent the committee at each Monthly Southern California Regional
26 Service Committee meeting.
27 C. To provide the Region's chairperson and Area's chairperson with additional
28 agenda items, if appropriate.
29 D. To provide a written and verbal report to the ASC at each area meeting
30 covering the business of the previous RSC meeting.
31 E. Work closely with the Area officers and Sub-committee representatives
32 and be a source of information and guidance in matters concerning the
33 12-Traditions.

34
35 *SECTION 4- ALTERNATE REGIONAL COMMITTEE MEMBER (ARCM)*

36
37 Requirements:

- 38 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
39 understanding of the 12-Concepts for NA Service.
40 B. A minimum of (2) two years continuous clean time.
41 C. At least (1) one year previous service at the Area level.
42 D. Willingness, desire, and ability to serve.
43 E. An understanding of "Robert's Rules of Order."
44 F. Must be able to fulfill all duties of this position.

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Duties:

- A. In the absence of the RCM, to serve as RCM.
- B. To attend each monthly Southern California Regional Service Committee meeting.
- C. To attend all ASC meetings.
- D. Assist the RCM in the performance of his/her duties as needed.

SECTION 5- SECRETARY

Requirements:

- A. Should have a working knowledge of the 12-Steps, 12-Traditions and an understanding of the 12-Concepts for NA Service.
- B. A minimum of (2) two years continuous clean time.
- C. At least (1) one year previous service at the Area level.
- D. Willingness, desire, and ability to serve.
- E. An understanding of "Robert's Rules of Order."
- F. Must be able to fulfill all duties of this position.

Duties:

- A. To keep a record of all the proceedings of the committee and make them available members upon request.
- B. To keep on file all committee reports.
- C. To maintain the committee's files and archives.
- D. To keep and update the committee's official membership list, phone list.
- E. To maintain a hard copy (paper) record in which Area and Subcommittees Guidelines, "motions" log, and minutes are entered with any amendments to these documents properly recorded, and have them on hand at every ASC meeting.
- F. To notify the participants of any special meetings.
- G. To distribute copies of the minutes to each officer and members at the following ASC meeting.

SECTION-5.1- ASSISTANT SECRETARY

Requirements:

- A. Should have a working knowledge of the 12-Steps, 12-Traditions and an understanding of the 12-Concepts for NA Service.
- B. A minimum of (1) One year continuous clean time.
- C. At least (6) Six Months previous service at the Area level.
- D. Willingness, desire, and ability to serve.
- E. An understanding of "Robert's Rules of Order."
- F. Must be able to fulfill all duties of this position.

1 Duties:

- 2 A. To fulfill the duties of the Secretary in his/her absence.
3 B. Be willing to become Secretary when the Secretary completes the
4 commitment.
5 C. Be willing to attend all monthly ASC meetings
6 D. Assist Secretary as needed.

7
8 *SECTION 6 - TREASURER*

9
10 Requirements:

- 11 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
12 understanding of the 12-Concepts for NA Service.
13 B. A minimum of (4) four years continuous clean time.
14 C. At least (1) one year previous service at the Area level.
15 D. Willingness, desire, and ability to serve.
16 E. An understanding of "Robert's Rules of Order."
17 F. Must be able to fulfill all duties of this position.

18
19 Duties:

- 20 A. To be the custodian of the committee's funds and keep an open and
21 accurate ledger.
22 B. To be a co-signer of the committee's bank account.
23 C. To pay all business accounts as a priority.
24 D. To make a report of receipts and disbursements at each regular meeting.
25 E. To make a full financial report at the end of his/her term in accordance
26 with the yearly audit.
27 F. To disburse funds as necessary in accordance with committee decisions
28 when the funds are available.
29 G. To make copies and distribute monthly roll call and written monthly record
30 to the committee of all donations to the Inland Empire Foothills Area.
31 H. To be a key-holder of the committee's post office box, regularly check for
32 any mail, and ensure mail gets to the appropriate committee member.

33
34 *SECTION 6.1 – ASSISTANT TREASURER*

35
36 Requirements:

- 37 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
38 understanding of the 12-Concepts for NA Service.
39 B. A minimum of (3) three years continuous clean time.
40 C. At least (1) one year previous service at the Area level.
41 D. Willingness, desire, and ability to serve.
42 E. An understanding of "Robert's Rules of Order."
43 F. Must be able to fulfill all duties of this position.

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Duties:

- A. Assist Treasurer as needed for one (1) year.
- B. To collect the 7th Tradition at the ASC meeting.

SECTION 7 – LITERATURE DISBURSMENT OFFICER

Requirements:

- A. Should have a working knowledge of the 12-Steps, 12-Traditions and an understanding of the 12-Concepts for NA Service.
- B. A minimum of (5) five years continuous clean time.
- C. At least (1) one year experience as a treasurer.
- D. One year of area service.
- E. Willingness, desire, and ability to serve.
- F. An understanding of "Robert's Rules of Order."
- G. Must be able to fulfill all duties of this position.

Duties:

- A. To keep an open and accurate financial ledger and updated inventory list.
- B. To make a report of expenditures at each ASC meeting.
- C. To make a full financial and inventory report at the end of his/her term.
- D. To ensure literature is ordered and picked up at the RSO and distributed at the ASC as follows:
 - 1. Groups
 - 2. Sub-Committee's
 - 3. Individuals
 - 4. outside groups.
- E. Literature Distribution is to be done at the end of the ASC meeting, so as to cut down on disruptions of the ASC meeting.
- F. Comply with an inventory and financial audit annually.
- G. Have literature available for sale at Activity Functions.

SECTION 7.1 – LITERATURE DISBURSMENT ASSISTANTS

Requirements:

- A. Should have a working knowledge of the 12-Steps, 12-Traditions and an understanding of the 12-Concepts for NA Service.
- B. A minimum of 2 years and 4 years continuous clean time.
- C. At least (1) one year experience as a treasurer and/or GSR.
- D. One year of area service.
- E. Willingness, desire, and ability to serve.
- F. An understanding of "Robert's Rules of Order."
- G. Must be able to fulfill all duties of this position.

1 Duties:

- 2 A. Assist Literature Disbursement Officer as needed for one (1) year.
- 3 B. To check and confirm orders disbursed at ASC.
- 4 C. To learn duties of Literature Disbursement Officer
- 5 D. Perform duties of Literature Disbursement Officer in their absence.

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8 *SECTION 8 – WEBSITE COORDINATOR*

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10 Requirements:

- 11 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
- 12 understanding of the 12 concepts of NA Service.
- 13 B. A minimum of (5) five years continuous clean time.
- 14 C. At least (1) one year web experience and area service.
- 15 D. Willingness, desire, and ability to serve.
- 16 E. An understanding of "Roberts Rules of Order."
- 17 F. Must be able to fulfill all duties of this position.

18
19 Duties:

- 20 A. Maintain a public website to disseminate information about the NA Program
- 21 and its presence within the communities of the Inland Empire Foothills Area
- 22 to Members of NA, Individuals seeking recovery, Professionals seeking
- 23 information about recovery, and the general public.
- 24 B. To ensure website is updated monthly including, but not limited to area
- 25 minutes, activities, subcommittee guidelines, and area meeting directory.
- 26 C. Maintain and provide directories to H & I and Activities Committee.
- 27 (Activities will distribute directories in meeting monthly folders.)
- 28 D. To provide written and verbal report to ASC including expenditure.
- 29 E. Comply with annual audit.
- 30 F. Train assistant in Website Coordinator Duties

31
32 *SECTION 8.1 – WEBSITE COORDINATOR ASSISTANT*

33
34 Requirements:

- 35 A. Should have a working knowledge of the 12-Steps, 12-Traditions and an
- 36 understanding of the 12 concepts of NA Service.
- 37 B. A minimum of 4 years continuous clean time.
- 38 C. At least (1) one year web experience and area service.
- 39 D. Willingness, desire, and ability to serve.
- 40 E. An understanding of "Roberts Rules of Order."
- 41 F. Must be able to fulfill all duties of this position.

1
2 Duties:

- 3 A. Assist Website Coordinator as needed for one (1) year.
4 B. Learn the duties of Website Coordinator
5 C. Perform duties of Website Coordinator in their absence.
6

7 **ARTICLE IX- REMOVAL OF OFFICERS**

8
9 *SECTION 1* - A service member may be removed from their position for non-
10 compliance. A 2/3 vote is required for removal. Non-compliance includes, but
11 not limited to:

- 12 A. Loss of abstinence.
13 B. Non-fulfillment of duties of their position.
14 C. If two (2) consecutive or any four (4) meetings are missed, the
15 chairperson shall bring the matter up before this body for review.
16 D. Misappropriation of NA funds or materials.
17

18 *SECTION 2* - Any member of Narcotics Anonymous may present grounds for
19 removal.
20

21 **ARTICLE X - ASC MEETINGS**

22
23 *SECTION 1*-The regular meetings of the committee shall be called to order on
24 the 2nd Monday of each month @ 7:30pm at the current location, unless
25 otherwise ordered by the committee.
26

27 *SECTION 2*-The regular meeting for the purpose of electing officers is provided
28 in Article VII.
29

30 *SECTION 3*- A special session may be called by the Chairperson of the
31 committee, if due cause has been determined, Chairperson shall contact the
32 Executive body. The purpose of the meeting shall be stated. No business other
33 than that which is stated will be conducted. At least five (5) days notice shall be
34 given to the body after due cause has been determined for the special session to
35 be held.
36

37 *SECTION 4*- Fifty-one (51%) percent of the voting participants present shall
38 constitute a voting body.
39

40 *SECTION 5*- Regular IEFA NA meetings that are listed in the IEFA Directory that
41 have no representation at the ASC meeting for three (3) months in a row will be
42 removed from the IEFA Directory.
43

1 *SECTION 6*- New IEFA NA meetings are eligible to be represented in the IEFA
2 Directory upon start date.

3
4 **ARTICLE XI - STANDING SUB-COMMITTEES**

5
6 *SECTION 1* - The ASC may establish subcommittees as necessary to perform
7 certain duties. These standing subcommittees shall be formed upon approval by
8 the voting members of the ASC. Standing subcommittees may include, but not
9 be limited to, administrative, public relations, hospitals and institutions, youth
10 committee, activities, phonelines, outreach and any other standing subcommittee
11 which shall be deemed necessary to carry on the work of the ASC. At the
12 inception of any new subcommittees, guidelines will be developed and approved
13 through the ASC. A Chairperson will be elected by the voting members of the
14 ASC. Subsequent officers of each standing subcommittee will be elected by the
15 subcommittee membership. All sub-committees are directly responsible to the
16 Area Service Committee. All subcommittee that have newly elected officers shall
17 develop a yearly budget two (2) months after being elected and present it to the
18 ASC for approval and budget shall be for the period of 12 months from time
19 budget is voted in.

20
21 *SECTION 2*- All sub-committees are required to submit written monthly reports
22 to the ASC. All standing subcommittees of the ASC shall create and adopt
23 guidelines which are consistent with the Twelve Traditions of Narcotics
24 Anonymous and the 12- Concepts for NA Service and the best information
25 available from World Service Conference. These guidelines shall be posted on
26 www.IEFoothillsNA.org. These guidelines shall be reviewed and revised if
27 necessary every two (2) years.

28
29 *SECTION 3* – It is suggested that all subcommittees hold a workshop to
30 promote an awareness of how they function within the fellowship. This
31 workshop should be coordinated with the Activities Sub-committee.

32
33 *SECTION 4* - Hospitals and Institutions Subcommittee of IEFA is a
34 volunteer group of members of Narcotic anonymous which exists to carry the NA
35 message of recovery to residents of facilities who are restricted from regular NA
36 meetings.

37
38 *SECTION 5* - Activities Subcommittee- The purpose of this committee is to
39 put on activities and celebrations of recovery, defined as such, but not limited to;
40 meetings, dances, workshops, learning days, sports events, talent and comedy
41 shows, plays, picnics, campouts, bake sales, car washes and fundraisers in
42 conjunction with Narcotics Anonymous functions. Make folders for each group in
43 the Area for Activities flyers and other correspondences as needed, so all groups
44 receive information.

1
2 *SECTION 6* - The Outreach Subcommittee-To strengthen the unity of the
3 IEFA in keeping with the 12 Traditions and 12 Concepts of Service, offering
4 support, compassion, and guidance. Provide New GSR Orientation before ASC
5 meeting.

6
7 *SECTION 7* - Phone line Subcommittee-The primary purpose is to carry the
8 message of recovery to the addict who still suffers. Phone lines establish,
9 maintain, and coordinate an effective 24 hour / 7day a week helpline. Through
10 this helpline we form a link between Narcotics Anonymous and the general public
11 seeking help and / or information. The committee will also maintain a 12-step
12 list of private members available for 12-step calls.

13
14 *SECTION 8* – Public Relations Subcommittee- Public Relations purpose is to
15 inform the public that Narcotics Anonymous exists. The Narcotics Anonymous
16 message is “that an addict, any addict, can stop using drugs, lose the desire to
17 use and find a new way to live.” Our relations with the public enable us to share
18 this message broadly so that those that might benefit from our program of
19 recovery can find us. We perform Public Relations service to increase the
20 awareness and credibility of the NA program. We share our message openly
21 with the public at large, with prospective members, and with professionals.
22 Maintaining an open and attractive attitude in these efforts helps us to create
23 and improve relationships with those outside the fellowship. Establishing and
24 maintaining a commitment to these relationships, can help us to further the
25 primary purpose.

26
27 *SECTION 9*- Youth Committee- “*To serve our addicted youth showing all who*
28 *are willing can recover with a safe clean environment where our fellowship of NA*
29 *based on the principle of one addict helping another to spread the message of*
30 *recovery.”* The primary goal of the IEFNA Youth Subcommittee (NAYC) is to
31 support the groups we serve in their efforts to further our fellowship’s primary
32 purpose- to carry the message to the still suffering addict.

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36 **ARTICLE XII - FUNDS**

37
38 *SECTION 1*- All monies accumulated from group contributions and other
39 Narcotics Anonymous sources with the exception of the literature funds and
40 activities shall be maintained and deposited in the Inland Empire Foothills ASC
41 general fund bank account. All disbursements shall be made by the ASC
42 Treasurer.
43

1 *SECTION 2* - Any and all Inland Empire Foothills ASC checking or savings
2 accounts shall require a minimum of two signatures to release any deposited
3 monies.

4
5 *SECTION 3* - No regular expenditure shall be made from the treasury without a
6 receipt or proof of payment, with the exception of the Secretary who may be
7 advanced funds with receipts forthcoming. In any case, no funds exceeding
8 \$100.00 will be disbursed by the treasurer without prior approval of the voting
9 members of the ASC.

10
11 *SECTION 4* - The signers for the Inland Empire Foothills ASC general fund
12 account shall consist of the Area Treasurer and at least one of the following Area
13 Officers:

- 14 • Area Chairperson,
- 15 • Area Vice-Chairperson,

16 In the absence of or if needed by, an IEFA Subcommittee an officer presently
17 serving as Area Chairperson or Vice Chairperson, shall be allowed to be a co-
18 signer on that subcommittees account.

19
20 *SECTION 5* - All bank statements for all IEFASC bank accounts will be
21 maintained for the purpose of record keeping and reconciled monthly by the Area
22 Treasurer.

23
24 *SECTION 6* - The treasury will maintain a revolving fund for secretarial
25 expenses of \$40.00.

26
27 *SECTION 7* – A \$1000.00 prudent reserve will be maintained in the general
28 fund.

29
30 *SECTION 8* - The ASC treasury shall be audited annually for the preceding year
31 and a financial statement that reflects all area assets and accounts shall be
32 prepared by the Area Vice-Chair in June and presented at the July ASC.

33
34 *SECTION 9* - All audits shall be coordinated by the Area Vice-Chair with at least
35 one other ASC voting member or officer other than the Area Treasurer present.

36
37 *SECTION 10* - The Inland Empire Foothills ASC shall utilize the following non-
38 deficit spending guidelines and pay expenses as prioritized below:

- 39 1. Payment of ASC debts or expenses outside the fellowship of
40 Narcotics Anonymous
- 41 2. Payment of ASC debts or expenses within the fellowship of
42 Narcotics Anonymous
- 43 3. Secretarial and Administrative expense.
- 44 4. Approved budgets of ASC subcommittees and officers.

- 1 5. Expenses approved by the ASC Regional subcommittee members
2 nominated by the ASC.
3 6. All other expenses approved by the ASC, including any donations to
4 the Regional or World levels of service.
5

6 *SECTION 11-* All funds disbursed by the ASC must be accompanied by a receipt
7 by the next ASC meeting, including all budgeted funds. Requests for
8 reimbursements must be accompanied by a receipt.
9

10 *SECTION 12-* Any travel request must be presented to the body 3 months prior
11 to activity. Any Sub-committee elected officer who requests funds for travel
12 must submit a budget and itinerary to the Area for approval. Any funds above
13 and beyond approved amount may not be reimbursed. Upon return, receipts
14 and report of activity must be given.
15

16 *SECTION 13 –* Any funds or literature reported stolen, must be reported to
17 police and police reports must be given to be considered for reimbursement.
18 (any confusion on this see misappropriation of funds Article XIII.)
19

20 ARTICLE XIII - MISAPPROPRIATION OF FUNDS

21
22 *SECTION 1-* Misappropriation of IEFA funds. The Eleventh Concept for NA
23 Service establishes the sole absolute priority for the use of NA funds: to carry the
24 message. The Twelve Concepts give the IEFA a mandate from NA Groups that
25 calls for total financial accountability; with this in mind, any misuse of funds by
26 Area trusted servants cannot be tolerated. *DEFINITION:* Misuse of funds
27 includes, but is not limited to; theft, embezzlement, or use of funds for purposes
28 not expressly authorized by an Area committee or subcommittee. This includes
29 theft of cash, checks, any financial instrument (i.e., refunds from vendors to the
30 NA Fellowship), or asset (i.e., equipment, supplies or inventory).
31

32
33 *SECTION 2-* Suspicion of misappropriation of funds. When the suspicion of
34 misappropriation of funds is brought to the Chairperson and reviewed by the
35 executive committee further action may be taken. Action taken may include
36 interim suspension. (Refer to ARTICLE X section 3).
37

38 *SECTION 3 -* Interim suspension. This person may not represent themselves as
39 any executive body of any subcommittee of the IEFA until determined by the
40 special meeting of the Executive committee. Result will be suspension lifted or
41 removal from office.
42

43 *SECTION 4 -* Removal disclaimer. If due cause has been proven through vote
44 by committee the following actions may be taken:

- 1 1. Information about this misappropriation will be forwarded to the
- 2 Regional Service Committee.
- 3 2. Any member found to have misappropriated N.A. funds may be
- 4 subject to criminal and/or civil prosecution.
- 5 3. Any member who has misappropriated NA funds must fully account
- 6 for and return or make arrangements to return all misappropriated
- 7 funds.

8
9 *SECTION 5-* Reinstatement. Any member removed from an office and/or
10 committee by the IEFA for misappropriation or misuse of IEFA funds may not
11 hold an area elected seat or handle any NA funds of the IEFA or its
12 subcommittees for a period not to exceed 5 years at which they will be eligible to
13 become a full participant of the IEFA.

14 15 ARTICLE XIV - AD-HOC COMMITTEES

16
17 *SECTION 1* - The Areas Service Committee may appoint Ad-Hoc Committees for
18 such special purposes, from time to time, as deemed necessary to fulfill specific
19 functions. The purpose, membership, and duration of existence of any such Ad-
20 Hoc Committee shall be specifically designated by the ASC at the time of
21 appointment. The committee shall conclude when all responsibilities have been
22 fulfilled.

23 24 ARTICLE XV—AMENDMENT OF GUIDELINES

25
26 *SECTION 1* - Guidelines shall be brought up for input and review annually in
27 January.

28
29 *SECTION 2* - These Guidelines may be amended by 51%(fifty-one) percent vote
30 at the regular ASC meetings, provided that the exact wording of the amendment
31 has been submitted in writing and announced at a previous regular meeting.