

**Guidelines
Of the
Inland Empire Foothills Area
Narcotics Anonymous Youth Sub-Committee**

Includes
Definition of Purpose Statement

Ratified 29 of January, 2011



Area Service Committee
Inland Empire Foothills Area
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Inland Empire Foothills Area Narcotics Anonymous Youth Committee

NAYC Definition of Purpose

“To serve our addicted youth showing all who are willing can recover with a safe clean environment where our fellowship of NA based on the principle of one addict helping another to spread the message of recovery.”

The primary goal of the I.E. Foothills Area 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 Inland Empire Foothills Area of Narcotics Anonymous (from here on, referred to as IEFA). We believe that 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 service to the fellowship. By setting 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 to be introduced to area service, giving them a foundation for future service commitments. 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 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 back rounds. 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

NAYC GUIDELINES

1. Responsibilities and Functions

- A. To support, participate, and communicate on a regular basis with all IEFA sub-committees.
- B. To hold at least two monthly sub-committee meetings that focus on youth in recovery and new ways 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 relationships with the IEFA.
- 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 IEFA.
- F. Establish and maintain NAYC archives.
- G. Organize the NAYC Annual Event in conjunction with regional activities committee.
- H. Provide assistance, help, and coordination to all areas within the IEFA to support group youth meetings, or any other facets to which we can provide information or support.
 - 1. All areas are encouraged to send representation to the twice monthly meetings of NAYC.

2. Voting Procedures

- A. Voting participants shall include trusted servants (as outlined in section 3 of this document) and any interested member who have previously attended two consecutive meetings and have not missed two consecutive meetings since.
- B. Quorum shall be defined as 50% of voting members.
- C. Business motions shall pass with 50% of voting members.
- D. Motions regarding guideline changes, money matters, or removal of a trusted servant shall require 75% of voting members.
- 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 75% of voting members.
- G. After NAYC elections, sub-committee chair and vice-chair should be affirmed by IEFA 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 IEFA) but whenever possible, the sub-committee consensus (to allow a loving Higher Power to be expressed through group conscience

- J. In case of conflict with IEFA guidelines, IEFA guidelines shall have authority

3. Trusted Servant Description

- A. NAYC officers shall consist of the following elected positions Chair, Vice-Chair, Secretary, and Treasurer.
- B. The Executive committee shall consist of Chair, Vice-Chair and Secretary.
- C. NAYC trusted servants with three consecutive absences and/or 1 absence with no notification (from NAYC meetings or other duties) will be automatically removed.
- D. Any NAYC trusted servants will be removed upon loss of clean time, but may become eligible when they meet the requirements as follows.

Chair/ Youth Liaison

- 1. Requirements
 - a. Twelve months clean and a one year commitment. (clean time may be waived by committee)
 - b. Affirmation from the IEFA.
 - c. Ability to organize and direct the NAYC in a service-oriented manner.
 - d. Ability to attend NAYC and IEFA meeting every month.
 - e. Working Knowledge of the steps, traditions, and concepts.
- 2. Duties
 - a. Facilitates NAYC on time, smoothly, and efficiently.
 - b. Ensure that all NAYC trusted servants fulfill their duties.
 - c. Serves as liaison between NAYC and IEFA (minimum of Eight).
 - d. Provides monthly written report to NAYC.
 - e. Votes on behalf of NAYC at IEFA.
 - f. Prepares Agenda for each NAYC meeting.
 - g. Attends IEFA and provides a written report of NAYC business.

Vice-Chair

- 1. Requirements
 - a. At least Six months clean time and a one year commitment to position (with willingness to advance to chair position at conclusion of vice chair term (clean time may be waived by the committee).
 - b. Ability to carry out responsibilities of chair in case of absence.
 - c. Ability to attend NAYC and IEFA meetings monthly (minimum of Eight).
 - d. Working Knowledge of the steps, traditions, and concepts.

2. Duties

- a. Attends NAYC and IEFA meeting every month (minimum of Eight per year).
- b. When chair is absent:
 1. Facilitate NAYC meetings.
 2. Provide written reports of NAYC and IEFA.
 3. Exercises NAYC voting privileges at IEFA.
- c. Facilitates orientation for new members.
- d. Retains copies of NAYC guidelines to give to new members.
- e. Honors request to attend area youth sub-committees in IEFA.
- f. Trusted servants should be able to maintain electronic files and records related to NAYC service. These files and record should be available to the sub-committee and 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 time and a one year commitment (Clean time may be waived by the committee).
- b. Ability to keep concise and accurate written records of business meetings.
- c. Access to a computer.
- d. Currently working the steps and have an understanding of the traditions and concepts.

2. Duties

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

Treasurer

1. Requirements

- a. Must have at least one year clean time (this can not be waived by the committee)
- b. Must be able to create an accurate and concise treasurers report to bring to every sub-committee meeting
- c. Currently working the steps and have an understanding of the traditions and concepts

2. Duties

- a. Keep the sub-committees bank account in order and up to date
- b. To keep an accurate report of the money that is held in the bank account and said report should be available upon request of any committee members
- c. Must keep an accurate record of all expenses (example: receipts, invoices, etc.)
- d. Will be responsible for all sub-committee moneys and must keep all deposit and withdraw receipts that will be turned over to the sub-committee at the next scheduled business meeting.

4. Operational Guidelines

- A. Any Portion of these guidelines may be waived at any time by a 75% majority vote of the voting body.
- B. “ The 12 Concepts of Narcotics Anonymous Service” should be used only as a reference
- C. Any of these guidelines may be amended by a 75% 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 Vice-Chair will convene (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. (Members may be called to get a committee quorum to temporarily fill the position until the next scheduled business meeting).