

# Yavapai Area Service Committee Of Narcotics Anonymous Policy and Guidelines

Revised April 2023 / Adopted May 2023



## Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## **Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## Twelve Concepts for NA Service

The Twelve concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service to function effectively and responsibly. These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for a redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## **Service Prayer**

“God, grant us knowledge that we may write according to Your Divine Precepts. Instill in us a sense of Your Purpose. Make us servants of Your Will and grant us a bond of selflessness, that this may truly be Your Work, not ours—in order that no addict, anywhere, need die from the horrors of addiction.

## **I. PURPOSE of the Area Service Committee (ASC)**

An “Area” is any local Narcotics Anonymous (NA) community formed by a number of NA groups. An ASC consists of representatives from each group, as well as, several subcommittees. The ASC meets monthly for the purpose of serving the needs of its member groups. Whenever a group needs help, its members can come to the ASC to find the help they need from other groups or members in the Area. The Area also performs those actions which most individual groups cannot do. These include carrying the message through subcommittee action, sponsoring various activities, and working with other Area, Regional, and World Service Committees. By bringing groups together in this way, the ASC helps to strengthen unity within the local fellowship. In the spirit of unity and fellowship, we can accomplish a lot more when we work together.

## **II. SERVICE AREA**

The Yavapai Area Service Committee (YASC) is comprised of all “Participating Groups” in the Yavapai Area. This includes any group that has been in existence for at least 30 days and is represented by a GSR at YASC.

## **III. FUNCTION of the Yavapai Area Service Committee**

- a. Provide a line of communication between NA Groups.
- b. Establish and maintain subcommittees to provide services for our fellowship and the public.
- c. Announce and support all YASC subcommittees or sponsored events.
- d. Maintain and publish records of fellowship fund distributions and financial balances of the YASC.

- e. Maintain a post office box, area meeting location, necessary services, and all physical properties.
- f. Participate at the Arizona Regional Service Committee (ARSC) and maintain a line of communication with all levels of the YASC service structure.
- g. Produce and distribute YASC local meeting lists quarterly.

## **IV. MEMBERSHIP**

The YASC membership consists of the following:

- 1. YASC OFFICERS:**
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Vice-Treasurer
  - f. Regional Committee Member I (RCM I)
  - g. Regional Committee Member II (RCM II)
  - h. Subcommittee Chairpersons
  - i. Subcommittee Vice-Chairpersons (in absence of the subcommittee chair)
  
- 2. GROUP SERVICE REPRESENTATIVES (GSR as voting member)**
  - a. Any group that has been in existence for over thirty days may have a represent the group at YASC.
  - b. Representation is defined by a GSR attending YASC on a monthly basis.
  - c. If a GSR has missed two consecutive meetings of YASC, it may vote on "New Business" for that meeting only.

## **V. GSR AND GSRA - QUALIFICATONS AND DUTIES**

### **GROUP SERVICE REPRESENTATIVE (GSR) and GROUP SERVICE REPRESENTATIVE ALTERNATE (GSRA)**

#### **The suggested requirements are:**

1. It is suggested that the Groups elect these trusted servants following the guidelines contained in the Group Packet.

#### **The suggested duties are:**

1. Attends all YASC meetings.
2. Acts as the representative of their NA Group conscience. The GSRA will act as the representative of the Group if the GSR is absent.
3. Submits their NA Group motions at the YASC.
4. Acts as the voting member for their NA Group at the YASC.
5. Carries the Groups donations to the YASC treasurer.
6. Announces all YASC activities to their NA Groups.
7. Reviews YASC minutes with home group members.
8. Conveys information and concerns from the YASC to their NA Group and from their NA Group to the YASC.
9. Legibly fill out GSR report prior to are and turns it to secretary.

## **VI. ELECTED OFFICERS - REQUIREMENTS AND DUTIES**

## **VII.**

#### **All YASC elected positions must meet the following two requirements:**

1. The person must have a Narcotics Anonymous sponsor.
2. The person must be working a Narcotics Anonymous program.

## **CHAIRPERSON**

The YASC Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand.

### **The suggested requirements are:**

1. Three years clean time.
2. Two years' service experience at an Area level, minimum of one year at Vice-Chair.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. May not hold a GSR position.

### **The suggested duties are:**

1. Opens the YASC meeting at the appointed time and calls the meeting to order.
2. It is the duty and responsibility of the Chairperson to follow the Twelve Steps, Twelve Traditions, and the 12 Concepts of Service for Narcotics Anonymous and to facilitate YASC meetings in a fair and consistent manner and following the YASC Guidelines.
3. The Chair person will follow an agenda for the YASC business meeting.
4. Reviews, reads all ideas brought to the YASC.
5. Call vote in event of consensus not reached.
6. Is a co-signer on the YASC bank account.
7. Signs all correspondence which requires the signature of a representative of the YASC.
8. Counts and announces all votes.
9. Appoints Ad hoc committees as needed.

### **VICE-CHAIRPERSON**

The YASC Vice-Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand.

#### **The suggested requirements are:**

1. Two years clean time.
2. One year service experience at an Area level.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. May not hold a GSR position.
5. This service commitment is designed to last for two years.
6. One year as Vice-Chair and the following year as Chair.

#### **The suggested duties are:**

1. Attends all YASC meetings.
2. Fulfills the Chairperson's duties in the event of his/her absence.
3. Will chair any vacant subcommittee position and acts as the resource for the subcommittees.
4. Coordinates GSR Learning Day to be held annually.
5. The Learning Day will cover GSR orientation/responsibilities and the YASC service structure.
6. Is a co-signer on the YASC bank account.
7. Oversees all audits of the YASC financial records and all standing subcommittees. *See Audit procedures.*

### **SECRETARY**

The YASC Secretary handles all YASC paperwork with skill and organization.

#### **The suggested requirements are:**

1. One-year clean time.

2. Clerical experience and abilities.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. May not hold a GSR position.

**The suggested duties are:**

1. Attends and keeps written records of all YASC proceedings.
2. Types and appropriately distributes the minutes of the YASC within 2 weeks, to all YASC members. Additional copies of the minutes will be made available upon request.
3. Lists in the YASC minutes all members and the Groups they represent.
4. Provides motion forms for the YASC.
5. Maintains the records and archives.
6. Maintains the YASC official membership roll, calls the roll when required.
7. Keeps an updated list of all registered NA groups, meetings, and GSR contact information.
8. Assists the Chairperson and/or subcommittees with general correspondence as needed.
9. Picks up mail from the YASC post office box twice a month:  
P.O. Box 12593, Prescott, AZ 86301.
10. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.

**TREASURER**

Manages all the YASC's funds and financial records with accuracy and accountability.

**The suggested requirements are:**

1. Three years clean time.

2. Two years of experience at an Area level.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Bookkeeping or accounting experience/abilities.
5. Personal financial stability.
6. Prior experience as a treasurer to a Group or subcommittee.
7. May not hold a GSR position.
8. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.

**The suggested duties are:**

1. Attends all YASC meetings.
2. Uses the latest version of the WSO Treasurer's Handbook.
3. Is a co-signer of the YASC bank account.
4. Ensures that there are two signatures on all checks written on the YASC Account.
5. Disburses funds as directed by the YASC.
6. Provides a monthly report of all YASC financial transactions.
7. Keeps all YASC financial records in order and available for viewing by members of the fellowship.
8. Assists the Vice-Chairperson in the audit of all YASC and subcommittee financial records within 30 days of elections.
9. Deposits all monies received within three business days.

**VICE-TREASURER**

Manages all the YASC's funds and financial records with accuracy and accountability. In the absence of the Treasurer they perform all the suggested duties listed below.

**The suggested requirements are:**

1. Two years clean time.
2. One year of experience at an Area level.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Bookkeeping or accounting experience/abilities.
5. Personal financial stability.
6. Prior experience as a treasurer to a Group or subcommittee.
7. May not hold a GSR position.

**The suggested duties are:**

Attends all YASC meetings.

1. Uses the latest version of the WSO Treasurer's Handbook.
2. Is a co-signer of the YASC bank account.
3. Insures that there are two signatures on all checks written on the YASC Account.
4. Disburses funds as directed by the YASC.
5. Provides a monthly report of all YASC financial transactions.
6. Keeps all YASC financial records in order and available for viewing by members of the fellowship.
7. Assists the Vice-Chairperson in the audit of all YASC and subcommittee financial records within 30 days of elections.
8. Deposits all monies received within three business days.
9. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.

**REGIONAL COMMITTEE MEMBER I (RCM I)—**

The RCM works for the common good of NA as the representative of the YASC at ARSC.

**The suggested requirements are:**

1. Three years clean time.
2. One year service experience at an Area level and serve as RCM II.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Knowledge and experience with Arizona Regional Committee Guidelines.
5. Ability to travel/attend to Arizona Regional Service Committee meetings.
6. May not hold a GSR position.

**The suggested duties are:**

1. Attends all YASC meetings, Arizona Regional Service Committee (ARSC) Meetings and forum meetings.
2. Represents the Area at the Regional level.
3. Carries the Area conscience.
4. Has a vote of confidence on issues that deal with ARSC business at hand.
5. Provides two-way communication between the YASC and other Areas in the Region.
6. Works with Treasurer to Submit Area donations to ARSC treasurer bi-monthly.
7. Provides a written and oral report to the YASC of all information and activities at the ARSC meeting.
8. Coordinates Conference Agenda Review (CAR) for the YASC with RD in January every other year.
9. Is encouraged to participate in Regional subcommittees.

**REGIONAL COMMITTEE MEMBER II (RCM II)**

**The suggested requirements are:**

1. Two years clean time

2. One year service experience at an Area level
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Ability to travel to Arizona Regional Service Committee meetings.
5. May not hold a GSR position

**The suggested duties are:**

1. Attends all YASC meetings, Arizona Regional Service Committee (ARSC) Meetings and forum meetings.
2. Assists the RCM I in his/her duties.
3. Fulfills the RCM I's duties in the event of his/her absence.
4. Assists the RCM I with the Conference Agenda Review every other year.
5. Is encouraged to participate on Regional subcommittees.

**LITERATURE CHAIRPERSON**

**The suggested requirements are:**

1. Two years clean time.
2. One year service experience at an area level.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Bookkeeping or accounting experience/abilities, preferred.
5. Personal financial stability.
6. Prior experience on the same subcommittee.
7. Access to the internet for on-line literature purchases.
8. May not hold a GSR position.

**The suggested duties are:**

1. Brings all literature to each YASC meeting.
2. Attends all YASC meetings.

3. Adopts or develops or revises guidelines for the subcommittee within 90
4. days of election and submits them to the YASC within 90 days.
5. No Guidelines are valid unless approved by the YASC.
6. Conducts monthly subcommittee meetings.
7. Ensures the financial accountability of the subcommittee to the YASC:
  - a. Prepare a monthly written report which includes all purchases & expenditures.
  - b. Maintains & provides written monthly inventory of area literature.
  - c. Provides monthly receipts to area treasurer.
8. Prepare financial accounting procedures for year-end audit.
9. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.

### **SUBCOMMITTEE CHAIRPERSON**

A Subcommittee Chairperson must be capable of conducting a committee meeting with a firm yet understanding hand.

#### **The suggested requirements are:**

1. Two years clean time.
2. One year service experience at an area level.
3. Knowledge and experience with YASC policy, Twelve Steps, Twelve Traditions and the 12 Concepts of Service.
4. Personal financial stability.
5. Bookkeeping or accounting experience/ abilities.
6. Prior experience as Vice-Chairperson of the same subcommittee.
7. May not hold a GSR position.

#### **The suggested duties are:**

1. Attends all YASC meetings.

2. Adopts or develops or revises guidelines for the subcommittee within 90 days of election and submits them to the YASC within 90 days. No Guidelines are valid unless approved by the YASC.
3. Conducts monthly subcommittee meetings.
4. Insures the financial accountability of the subcommittee to the YASC:
5. Prepare a monthly written report which includes all purchases & expenditures & gives receipts to area treasurer.
6. Maintains & provides a list of properties belonging to YASC.
7. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.
8. Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person.

## **VII. YASC MEETING**

The regular YASC meeting will be held on the second Sunday of the month, unless otherwise designated by the committee. Emergency meetings may be called by the Chairperson of the YASC by notifying all YASC officers, GSRs, and subcommittee chairs. The purpose of the meeting will be limited to the identified emergency. No other business may be conducted.

## **VIII. SUBCOMMITTEES**

Subcommittees perform functions on behalf of the Yavapai Area that would be difficult for an individual NA Group to provide. Chairpersons are elected by the YASC. All subcommittee work is to be conducted within the YASC and NA's Guide to Local Service & subcommittee guidelines, the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous. Each Subcommittee is responsible to the

YASC through its Chairperson. The subcommittee Vice-Chairperson may provide a report if the Chairperson is absent.

## **IX. STANDING SUBCOMMITTEES**

### **ACTIVITIES**

The Activities subcommittee coordinates and plans activities which promote unity and fellowship, as well as generating funds. It shall consist of a Chairperson, a Vice Chairperson, Secretary and other interested members of the fellowship.

Funding of the Activities subcommittee is part of the YASC budget. Expenditures must be approved at the YASC meeting prior to the distribution of funds. Receipts for approved expenditures must be turned into the Treasurer no later than the 2<sup>nd</sup> YASC meeting following the distribution of funds.

### **HOSPITALS AND INSTITUTIONS (H & I)**

The Hospitals and Institutions subcommittee coordinates all Yavapai Area Narcotics Anonymous H & I functions. Their function is to carry the message to addicts who cannot attend Narcotics Anonymous meetings on a regular basis. It shall consist of a Chairperson, a Vice-Chairperson, Secretary and other interested members of the fellowship. The H & I Chairperson or designee will attend each Regional Meeting (for H & I) starting at 11am in Phoenix at the designated location.

Funding of the H & I subcommittee is part of the YASC budget. Expenditures must be approved at the YASC meeting prior to the distribution of funds. Receipts for approved expenditures must be turned into the Treasurer no later than the 2<sup>nd</sup> YASC meeting following the distribution of funds.

### **PUBLIC RELATIONS (PR)**

The Public Relations subcommittee informs the public that Narcotics Anonymous exists and offers recovery from addiction, and also provides information about how and where to find it. The PR subcommittee is responsible for maintaining the Yavapai Area phone line, website, and meeting directories. The Public Relations subcommittee is

responsible for production of the local meeting lists but the cost is a YASC burden and does not come out of the PR Budget.

Funding of the PR subcommittee is part of the YASC budget. Expenditures must be approved at the YASC meeting prior to the distribution of fund. Receipts for approved expenditures must be turned into the Treasurer no later than the 2<sup>nd</sup> YASC meeting following the distribution of funds. A letter of introduction is to be sent out annually to community entities delineating the availability of community presentations.

### **GUIDELINES FOR THE MERCHANDISE SUBCOMMITTEE**

The Merchandise Subcommittee is responsible for the purchasing and selling of all YASC Merchandise such as t-shirts, other apparel, and any other merchandise the committee decides to sell for the area (ex: coffee cups or bracelets). The purpose of this subcommittee is to generate funds to help YASC carry the NA message. Their budget will be approved at the area meeting upon presenting a reasonable budget/estimate/invoice and will be paid for by the YASC treasurer. They will keep a prudent reserve for giving out change on purchases and turn in excess each month.

Suggested requirements for subcommittee chairperson:

- a. Three years clean.
- b. Two years service experience at an area level.
- c. Knowledge and experience with YASC guidelines, NA 12 steps, NA 12 traditions, NA 12 concepts of service AND working with an NA sponsor.
- d. Bookkeeping or accounting experience/abilities.
- e. Personal financial stability.
- f. Ability to be prudent with funds.
- g. May not hold GSR position

Suggested duties are:

- a. Attends all YASC meetings

- b. Adopts, develops, or revises guidelines for the subcommittee within 90 days of election and promptly submits to YASC for review/approval process. No guideline are valid until approved by YASC.
- c. Conducts regular service committee meetings and orients new members on how to successfully manage duties and responsibilities while handling merchandise.
- d. Insures financial accountability by reporting and turning in monthly written report of inventory/reconciliation of merchandise and funds at each area meeting.
- e. Responsible for coordinating the subcommittees availability/participation at all area activities and as many other Arizona NA events as possible.

### **WEB SERVANT(S)**

The web servant(s) are responsible for creating and maintaining a web site for the YASC. Funding is provided as part of the PR subcommittee budget.

Maintain and update all Group Registrations with the World Service Office and the Region, including Group Registration Forms, Group Update Forms, and Service Committee Registration Forms (to be updated following annual elections). All groups are to be registered using the Area P.O. Box.

### **OUTREACH**

The Outreach subcommittee is responsible for attending new meetings and established meetings needing support.

Funding of the Outreach subcommittee is subject to approval by the YASC. Receipts for the approved expenditures must be turned into the YASC Treasurer no later than the 2<sup>nd</sup> YASC meeting following the distribution of funds.

## **LITERATURE**

The Literature subcommittee maintains an inventory of NA books, pamphlets and key tags that can be purchased by local groups at the monthly YASC meeting.

Funding of the Literature subcommittee is part of the YASC budget. Expenditures must be approved at the YASC meeting prior to the distribution of funds. Receipts for approved expenditures must be turned into the Treasurer no later than the 2<sup>nd</sup> YASC meeting following the distribution of funds. The YASC pays for shipping costs on all literature orders for the area.

## **X. AD HOC COMMITTEES**

Ad hoc committees are timed committees appointed by the Chairperson of the YASC to address specific tasks, such as investigation, information gathering, and providing options for how Area should proceed. Upon completion of its tasks, a written and oral report shall be submitted.

## **XI. IDEAS & MOTIONS (CONCENSUS BASED DECISION MAKING)**

1. Ideas may be presented by any Narcotics Anonymous member from the Yavapai Area in Open Forum.
2. For an idea to be voted on it must be submitted (as a motion), by a GSR, prior to New Business, in writing, on the YASC motion form.
3. The makers of the motion (2 GSRs) must be present, or represented by the originating Group(s), at the YASC meeting.
4. Only GSRs may second motions and all motions must be seconded to be voted on.
5. The following limits on discussion will be observed:
  - a. No individual may speak longer than 5 minutes on an idea.
  - b. Everyone has an opportunity to speak regarding the idea.
  - c. No person may speak twice on any idea.

d. The Chair has the power to limit discussion.

6. Any motion that passes takes effect at the close of the YASC meeting unless otherwise stated in the motion.

## **XII. VOTING PROCEDURES**

1. A Group must be part of the YASC before its GSR can vote. If a Group's Representative (GSR) has missed two consecutive meetings, it may vote on New Business for that meeting only.
2. Each group carries a single vote.
3. A GSR may represent one Group only.
4. A roll call of voting members (GSRs) will be taken after the opening Prayer.
5. All GSRs present for the full meeting carry a vote (Refer to the Membership Section IV for the list of voting members).
6. A service member's name must be on the roll for the vote to count.
7. Any group that has been in existence for over thirty days may have a GSR represent the group at YASC.
8. Representation is defined by a GSR attending YASC on a monthly basis.
9. A quorum is one more than half of all YASC voting members. (Groups that have not been represented at the YASC for two consecutive meetings will not be included in the quorum.)
10. There must be a quorum for the YASC to conduct any business requiring voting. This would include Old Business, New Business, and non-budgetary distribution of funds.
11. All Area Guidelines changes must be approved by at least a 2/3 vote of the GSRs.

### **XIII. NOMINAITIONS**

1. Any member of Narcotics Anonymous in the Yavapai Area may nominate members for positions on the YASC.
2. It will be announced at the September YASC meeting that all positions are open in December and nominations for open positions for YASC officers will be accepted at the annual November YASC meeting.
3. All nominees must submit written service resumes to the Secretary to be included in the minutes.
4. Nominees must be present at elections.
5. Members may be nominated to more than one position but may be elected to only one.

### **XIV. ELECTION PROCEDURES**

1. Elections can be conducted by a closed ballot or show of hands.
2. Election ballots must be counted by two impartial observers, as assigned by the YASC Chairperson.
3. The Secretary announces all election results.
4. No NA member may hold more than one elected YASC position at the same time.
5. No NA member will be allowed to hold more than two consecutive full terms in the same position.
6. YASC officers are elected to serve for a term of one year beginning in January. If a position is filled after the December election that person is eligible to run for a full term at the end of the year.
7. In the event that there are no nominees for a service position at the elections, election procedures will begin for that position at the following YASC meeting.



8. In the event that a position becomes vacant, the Vice Chair will fill the position in the interim and election procedures will begin for that position at the following YASC meeting.

## **XV. RESIGNATIONS & REMOVALS**

Any member removed from office cannot be considered for any YASC position for at least one year.

### **RESIGNATIONS**

1. The resignation of a YASC officer will be accepted upon written and/or verbal notification to the YASC.

### **REMOVALS**

1. The removal of an officer of the YASC is by a motion and a second.
2. The reasons for removal include, but are not limited to:
  - a. Relapse.
  - b. Non-fulfillment of the duties of their position.
  - c. Non-attendance at the YASC meeting for two consecutive months.
  - d. Misappropriation of funds.

## **XVI. CHECKING ACCOUNT GUIDELINES**

All YASC bank accounts require two signatures. The Treasurer and the YASC Chairperson are authorized to sign checks, with the Vice-Treasurer and Vice-Chairperson serving as backups in case either is missing at the YASC meeting. In the event of a conflict of interest additional signers can be the Secretary and the RCM I.

## **XVII. AUDITS**

Immediately after the election of the new Treasurer; the newly elected Treasurer, the outgoing Treasurer, the Area Vice-Chairperson, and the Secretary, will conduct an audit of the previous year's financial records. The result of this audit will be presented at the following YASC meeting. In the event that the audit is not approved by the GSR's, the Chairperson of the Area will then appoint an Ad Hoc committee to further investigate any discrepancies.

## **XVIII. FINANCIAL PAGE**

### **PRUDENT RESERVE**

|                 |            |
|-----------------|------------|
| Prudent Reserve | \$3,500.00 |
|-----------------|------------|

### **MONTHLY BUDGETS**

|                  |            |
|------------------|------------|
| Literature       | \$1,200.00 |
| H & I            | \$400.00   |
| Public Relations | \$225.00   |
| Activities       | \$750.00   |

### **YEARLY BUDGETS**

|             |         |
|-------------|---------|
| Merchandise | \$3,500 |
|-------------|---------|

- No unused monthly budget amounts may be carried over to the next month.
- H&I and Public Relations have floating budgets which means that they can be spent at the literature table unless otherwise defined.
- A Regional Contribution is made on a bi-monthly basis. The amount has been set at anything over Prudent Reserve up to \$250.

## **XIX. ANNUAL CALENDAR OF EVENTS**

### **January**

1. Bank Signatures changed
  - a. Bank Requirements: Bank of America
    - i. All signers on Account to be present at bank including the Secretary and incoming and outgoing Treasurer with a signed copy of the January minutes that states the new elected positions.
    - ii. All people present must have 2 forms of picture ID and be willing to give their Social Security # to the bank.
2. Regional meeting in Phoenix

### **February**

1. Pay Post Office Box bill

### **March**

1. Regional GSR Assembly
2. Regional Meeting in Phoenix

### **April**

1. Area inventory (odd years)

### **May**

- Regional meeting in Phoenix

### **June**

## **July**

1. Regional Meeting in Phoenix

## **August**

## **September**

1. Nominations accepted at area
2. Learning Day Vice-Chair plans this event
3. Regional meeting in Phoenix

## **October**

1. CAR Report (Every other year)
2. Planning of GSR Assembly-Regional
3. Nominations accepted at area

## **November**

1. Nomination (Resumes) accepted
2. Regional meeting in Phoenix

## **December**

1. Elections held
2. Forward changes of officers to World Service Office

## **XX. REVISION HISTORY**

### **2020-05-19**

1. Added new header & footer information to document.
2. Changed the P.O. Box throughout the document to accurately reflect the correct address.
3. Modified the monthly budgets for all subcommittees as approved in March 2020.
4. Added notes to show H&I and PR would be restricted to using their budgets for literature unless otherwise requested.

**2023-04-02**

1. To increase budgets to reflect costs incurred today.
2. "Audit physical assets and turn in financial records prior 30 days of end of year and reviewed with incoming chair person." Added under each subcommittee.
3. Add under secretary the responsibility to run a google business account to have proper storage of archives.
4. To correct wording to help it make more sense.

**2025-08-10**

1. Increase Activities budget from \$500 to \$750.