

GUIDELINES
SOUTH KING COUNTY AREA SERVICE COMMITTEE

Revised 01/10

ARTICLE A
PURPOSE AND SCOPE

- Section 1 The purpose of the SKCASC is to be supportive of the NA Group and it's primary
deal purpose, by associating the Group with other groups, locally. It also helps the Group
with its day-to-day problems and needs.
- Section 2 In all areas not covered by the Twelve Traditions and the Twelve Concepts, the Service
Committee shall follow the SKCA Guidelines, Service Manuals offered by NA and
Robert's Rules of Order.
- Section 3 The SKCASC will create and maintain an active archive, to be kept by the
Administrative Committee.

ARTICLE B
NOMINATIONS, ELECTIONS AND VOTING

- Section 1 The SKCASC requires no quorum in order to conduct business.
- Section 2 Voting on all SKCASC motions will be done on a one group/one vote system, with the
Chairperson voting only to break a tie. Voting order for the Group shall be as follows:
a. GSR
b. Alternate GSR
c. Group Secretary
d. Group Treasurer
e. Designated Member
- Section 3 Votes to "abstain" will NOT be added to the "no" votes or the "yes" votes. They will
not count either way. The simple 2/3 majority of votes will be counted from the total
numbers of "yes" and "no" vote's cast.
- Section 4 While discussion and motions are welcome from all attending SKCA members, any
motion's second must be entered by a voting member of the committee.
- Section 5 The SKCASC will regularly elect officers to serve as members of the Administrative
Committee, and to coordinate its services. The Administrative Committee is comprised
of the Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee
Member #1 (RCM #1, voting member) and RCM #2. Refer to ARTICLE E for Officer
Qualifications and Duties. In addition, the SKCASC will elect Chairpersons for the
following Subcommittees: Refer to ARTICLE F for Subcommittee Qualifications and
Duties.
a. Activities
b. Directories
c. Helpline
d. Hospitals and Institutions
e. Literature
f. Public Relations
g. Web Servant
h. Any other deemed appropriate by the SKCASC
- Section 6 The Officers and Subcommittee Chairpersons must come from the current GSRs or active

SKCASC member, be nominated by any SKCASC member, and seconded by a current GSR. A simple majority vote is necessary for election. Once elected, an Officer must resign their position as GSR, but a Subcommittee Chairperson may retain their GSR position and bring back to their groups the option of electing a new GSR.

- Section 7 The Officers and Subcommittee Chairpersons shall serve a term of one year or until their successors are elected.
- Section 8 Elections for the SKCASC service positions will be held, as follows:
February: Chairperson, Vice Chairperson
May: Web Services Chair
July: Treasurer, Treasurer Trainee
August: H&I Chairperson, Public Relations Chairperson, Directories Chairperson
September: Activities Chairperson, RCM 1, RCM 2
October: Secretary
November: Helpline Chairperson, Literature Chairperson, Literature Assistant
** A Treasurer Trainee is elected in July to have one (1) year of training with the Treasurer.
- Section 9 No member shall be eligible to serve for more than two (2) consecutive terms in the same position.
- Section 10 Any Officer or Subcommittee Chairperson resigning from office prior to completion of their term is subject to a six (6) month moratorium from elected office. The only exception is resignation from office to accept a newly elected position.
- Section 11 Any Officer or Subcommittee Chairperson may be removed from office for non-compliance after due notification. A 2/3 majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:
a. Loss of abstinence.
b. Non-fulfillment of duties of the position.
c. Non-attendance at the SKCASC meeting without prior notification of the acting chairperson.
- Section 12 Elections for any Officer or Subcommittee Chairperson who has resigned, or been removed from office, shall be held at the following SKCASC meeting. The Chairperson shall appoint an interim to fill vacancy until the election.

ARTICLE C OPERATING PROCEDURES

- Section 1 All moneys accumulated from Group contributions and other Narcotics Anonymous sources shall be maintained in a bank account general fund, subject to dispersal for payment of obligations. The signature of the Treasurer is required on all dispersals. In addition to the signature of the Treasurer, the dispersal will include the signature of one of the following:
a. Chairperson
b. Vice Chairperson
c. Secretary
- Section 2 The SKCASC Treasury is to be audited once a year, in April, by the Regional Delegate, Chairperson, Vice Chairperson, Secretary, and RCM #1.
- Section 3 A prudent reserve of two thousand (2000) dollars will be kept by the SKCASC in their general fund, with a separate accounting and monies kept for the SKCA retreats and

WNIRSC donation.

- Section 4 At the close of the ASC meeting, any funds not obligated shall be maintained in the SKCASC Treasurer in a separate accounting. All those funds, including the 5% Group donation to World and the 5% Group donation to Region, shall be dispersed to the appropriate bodies quarterly.
- Section 5 All motions for new money expenditures will require a 2/3 majority.
- Section 6 Events involving the SKCA and one or more other areas of Narcotics Anonymous shall be conducted using the following "Joint Venture Guidelines":
- a. The SKCASC will elect one member to the Conventions and Events committee (duties to be determined by the Conventions and Events committee) to serve as liaison and to provide a monthly report that includes a financial statement and committee progress.
 - b. We ask that regularly scheduled event meeting times not conflict with SKCASC meetings.
 - c. The SKCA shall have two signers on the event bank account, one of them being the liaison. The second signer will be someone from the SKCANA Administrative Committee.
 - d. Any proceeds above the following year's startup cost or any debts incurred are divided equally between the participating areas.
 - e. Should the SKCASC have any questions or concerns, the Chairperson and the RCM 1 or 2 may meet with the event's Executive Committee to discuss the concerns and try to correct the perceived problems.
 - f. In case of irreconcilable differences, the SKCASC may vote to withdraw from the event. Once support is withdrawn from an event, it shall remain withdrawn until the close of the event for the given year. Support for the event for the following year may be restored by a new vote of the SKCASC.
 - g. Should support be withdrawn, any seed money will stay with the event, and the South King County Area will not share any proceeds or debts incurred.
 - h. No 50/50 raffles will occur.
 - i. Within 90 days following the event, and audit of financial records and bank statements will be conducted. SKCASC will send a representative. All participating Areas will be invited to send a representative. Report of support
- the audit will be sent to each participating Area's ASC by the Event Committee.
- Section 7 Yearly, the SKCANA will conduct an inventory of all service positions. The inventory will be conducted at the annual Area Birthday celebration in March.
- Section 8 The Administrative Committee will meet prior to the December SKCASC meeting to set the following year's meeting schedule.
- Section 9 cash The SKCA Accounting will be divided and manages as follows: \$2000.00 maximum prudent reserve (General Fund), \$3800.00 Literature reserve (\$2800.00 stock on hand and \$1000.00 cash), \$1500.00 Activities (\$1000.00 cash reserve and \$500.00 petty cash entrusted to Activities Admin. Monthly ledger provided at ASC), a separate accounting will be kept, with no determined balance, for the South King County Retreats and WNIRSC donation.

- Section 10 An Emergency Budget Condition exists when the amount of the AREA prudent reserve falls below one-half of the maximum cash prudent reserve (general fund). Under such condition NO money motions will be entertained. Also, under such condition, the H&I, PR, and Directories committees will be limited to a maximum of one half their normal monthly budget.
- Section 11 Travel expenses for RCM #1 and RCM #2 to RSC will be limited to \$250.00. The Secretary's monthly expense for creating the SKCASC minutes is \$150.00. The H&I committee's literature budget is \$200.00. The PR Committee's Operating Budget is \$50.00. Helpline, H&I, and member individual operating budgets are \$25.00 each. The Directories Committee allocated \$175.00 monthly.

ARTICLE D AMENDMENTS TO GUIDELINES

- Section 1 Any GSR may propose an amendment to the Guidelines at a regular monthly meeting at the SKCASC. The proposal must be submitted for information in writing at the meeting and then referred back to the Groups for approval. A 2/3 majority is necessary for an amendment to pass.
- Section 2 The amendment shall go into effect immediately upon its adaptation unless the motion to adopt specifies otherwise.
- Section 3 When updating the Guidelines, the procedure shall be to incorporate the past major motions into the guidelines. Then, copies will be distributed to Group Service Representatives, Administrative Committee members, and Subcommittee Chairpersons. A cover letter will be attached which explains the changes in the following manner:
1. The motion that has caused the changes to the guidelines.
 2. The location of the changes.
 3. The exact nature of the changes.
 4. An explanation of any re-wording that was necessary to make the changes fit into the guidelines in a concise and coherent manner consistent with the rest of the wording.
- If after review the GSRs do not offer objections and/or additions of changes to the guidelines, they shall be considered current and accurate AREA GUIDELINES to be printed and distributed as such to all appropriate ASC members.

ARTICLE E QUALIFACATIONS AND DUTIES OF SKCASC OFFICERS

- Section 1 CHAIR

QUALIFICATIONS:

1. Two years suggested uninterrupted clean time.
2. One-year minimum involvement with the SKCASC.
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
6. Familiarity with A Guide to Local Services in NA.

DUTIES:

1. Conducts the monthly SKCASC meeting with a firm, yet understanding hand, per Article A, Section 2 (SKCASC Guidelines Purpose and Scope).
2. Prepares a written AGENDA for that meeting. This AGENDA should include: Opening Prayer; Reading of the 12 Traditions and 12 Concepts; Introductions; Reading/Approval of previous minutes (old and new business only); a call for reports from ADMIN members, Subcommittees, Adhoc committees, Joint Ventures, and others as appropriate; group reports; sharing session; break; old/new business; announcements and closing.
3. Is responsible for all correspondence and maintains SKCASC archives.
4. Is a co-signer on the SKCASC bank account.
5. Is responsible for scheduling the year's SKCASC meetings (with the ADMIN committee). The ADMIN committee will meet in December to schedule the next year' meetings and at least twice a year to discuss AREA operating procedures.
6. Appoints a Group Service Representative Mentor to new GSRs as needed.
7. Ensures that Article C Operating Procedures are followed.
8. Provides a written report, including monthly budget person expenditures, to the SKCASC.
9. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.
10. Assists the Treasurer in his/her effort to collect on NSF checks.
11. Finds a member from outside the SKCANA to facilitate the SKCANA annual inventory, and attends the SKCANA inventory. The inventory is to be held in March.
12. Calls Administrative committee meetings as required per Article C Operating Procedures, or as needed.

Section 2 VICE CHAIR

QUALIFICATIONS:

1. One-year suggested uninterrupted clean time.
2. Six months involvement with the SKCASC.
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
6. Familiarity with A Guide to Local Service in NA.

DUTIES:

1. Is a co-signer on the SKCASC bank account.
2. Conducts subcommittee meetings when there is no Chairperson for a particular subcommittee.
3. Attends the monthly SKCASC meeting and assists the CHAIR with his/her duties.
4. Performs the Chair's duties in his/her absence.
5. Provides a written report, including monthly budgeted personal expenditures, to the SKCASC.
6. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.
7. Assists the Treasurer in his/her effort to collect on NSF checks.
8. Attends the annual SKCANA inventory.
9. Attends SKCANA Administrative committee meetings as called by the Chair.

Section 3: SECRETARY

QUALIFICATIONS:

1. One-year suggested uninterrupted clean time.
2. Willingness to serve.

DUTIES:

1. Attends the monthly SKCASC meeting and keeps accurate minutes of that meeting. Minutes will include Admin. Member, Subcommittee and Group reports; and old and new business.
2. Mails or otherwise distributes minutes to GSRs, subcommittee chairs, Admin. Members, RSC and World Service Office within 10 days of the South King County Area Service Committee.
3. Assembles and distributes "new Group Service Representative" packets. Refers all non-GSRs who want one to the Treasurer for \$5 fee collection. Packets will include South King County Area Service Committee Guidelines, Major Motions, motion forms, group report form, literature order form, World Service Office group update form, and the Area History
4. Keeps minutes of the previous six months' meetings available for South King County Area Service Committee reference.
5. Maintains South King County Area Service Committee Guidelines and Major Motions. Updates Major Motions quarterly. These will be provided to Admin. committee members and GSRs. They will be added to GSR packets.
6. Provides a written report, including money expenditures, to the South King County Area Service Committee.
7. Reads old and new business portion of the minutes of the last Area Service Committee at the current Area Committee. Submits these to the ASC for approval.
8. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.
9. Attends the annual SKCANA inventory.
10. Attends SKCANA Administrative committee meetings as called by the Chair.

Section 4: TREASURER

QUALIFICATIONS:

1. Two years suggested uninterrupted clean time.
2. Six months prior involvement with the South King County Area of Narcotics Anonymous.
3. Book keeping experience.
4. Willingness to serve.
5. Working knowledge of the 12 Steps, 12 Traditions, and 12 concepts.
6. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
7. Familiarity with A Guide to Local Services in NA.

DUTIES:

1. To maintain and utilize the Area bank account in accordance with Article C Operating Procedures. Makes deposits to the SKCANA bank account within two days of the SKCASC meeting.
2. Attends each SKCASC meeting and reports on all budgets, expenditures, and contributions on the Treasurer's report form. Prepares a year's end report in April.
3. Is a co-signer on the South King County Area Service Committee bank account.
4. Issues receipts for all monies received.
5. Pays out for budgeted items when given a receipt for services rendered or items purchased. Non-budgeted items require a motion with SKCASC approval.
6. Follows up on "NSF" checks with individuals or groups as required.
7. Collects \$5 for "New Group Service Representative" packets from interested members who are not GSRs.
8. Maintains Literature and Activities subcommittee reserves. Updates these with receipts received

- from these subcommittees. Is available to provide these subcommittees with checks, as needed.
9. Puts on “new Group Service Representative” and “A Guide to Local Services in NA” workshops 45 minutes prior to the South King County Area Service Committee meeting.
 10. Attends the annual SKCANA inventory.
 11. Attends SKCANA Administrative committee meetings as called by the Chair.
 12. Advises the Chair with regard to account status during SKCASC business session so as to avoid entering into Emergency Budget Conditions.

Section 5: REGIONAL COMMITTEE MEMBER #1 (RSC voting member).

QUALIFICATIONS:

1. Three years suggested uninterrupted clean time.
2. One-year involvement with the SKCASC.
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 concepts.
5. Working knowledge of Robert’s Rules of Order and Parliamentary procedure.
6. Familiarity with A Guide to Local Services in NA.

DUTIES:

1. Attends all South King County Area Service Committee monthly meetings and all WNIRSC meetings.
2. Votes for the South King County Area of Narcotics Anonymous at RSC meetings.
3. Provides a written report to the South King County Area Service Committee that describes what occurred at the RSC. This will include any motions referred back to the Area and any other pertinent business. Such may include any RSC officer and/or subcommittee Chair elections and/or report summaries; happenings with other WNIRNA areas which South King County Area of Narcotics Anonymous may be interested in, etcetera. The report should include any information from the World Service Conference or the World Service Office as brought up by the Regional Delegate.
4. Provides a written report to the WNIRSC, which describes South King County Area of Narcotics Anonymous happenings. Such should include how many and any new groups in the Area, Area subcommittee business, financial status and if we have a donation to the RSC. Any motions made by the South King County Area Service Committee for the Regional Committee Member to make at the RSC will be described in the report.
5. Puts on “new Group Service Representative” and “A Guide to Local Services in NA” workshops 45 minutes prior to the South King County Area Service Committee meeting.
6. Supports South King County Area of Narcotics Anonymous groups and subcommittee meetings, upon request.
7. Attends the annual SKCANA inventory.
8. Attends SKCANA Administrative committee meetings as called by the Chair.

Section 6: REGIONAL COMMITTEE MEMBER #2

QUALIFICATIONS:

1. Two years suggested uninterrupted clean time.
2. Six months involvement with the SKCASC.
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 concepts.
5. Working knowledge of Robert’s Rules of Order and Parliamentary procedure.
6. Familiarity with A Guide to Local Services in NA.

DUTIES:

1. Attends all monthly South King County Area Service Committee meetings.
2. Attends WNIRSC meetings.
3. Assists Regional Committee Member #1 in his/her duties.
4. Attends the annual SKCANA inventory.
5. Attends SKCANA Administrative committee meetings as called by the Chair.

ARTICLE F
JOB DESCRIPTIONS
SKCASC SUBCOMMITTEE CHAIRPERSONS

ACTIVITIES

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with Activities
5. One-year commitment

Duties

1. Oversee all SKCA Activities and Functions (unless excused prior to event)
2. Attends all SKCA Activities Subcommittee meetings and presides over them
3. Attends each SKCASC and provide them with information and flyers and a written report
4. Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and the other Areas of the WNIR
5. Attends the annual SKCA inventory
6. Provides a full financial accounting with receipts and records to the Area Activities Treasurer and the SKCA Treasurer

CONVENTIONS AND EVENTS REPRESENTATIVE

Requirements

1. Suggested 5 (five) years clean
2. Recommended nominees have convention or other qualifying experience
3. Working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous

Duties

1. Attend every C&E and SKCANA committee meeting
2. Accepts and completes tasks assigned by the C&E committee
3. Attend all C&E hosted events and assist host committee as needed with such responsibilities as: registration, merchandise, cash register/ATM
4. Provide concise reports to the C&E committee
5. Provide concise reports at every SKCANA meeting
6. Working knowledge of the C&E guidelines
7. Be willing to serve as the SKCANA C&E representative for a 2 (two) year term.
8. Name and contact information to be submitted to ASC and RSC and responsible for maintaining this information if it happens to change.

DIRECTORIES

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with Activities
5. One-year commitment

Duties

1. Print Tri-Area directories every other month (amount determined by the SKCASC) of all the current meetings within the geographic SKCA, Seattle Area, and Pierce County Area
2. Collect information and details about new meetings within the geographic SKCA, Seattle Area, and Pierce County Areas
3. Provide information to other Areas and Regions regarding the meetings within the SKCA
4. Work with the Helpline Chairperson and the Area Web Servant in updating meetings within the geographic SKCA
5. Attends each SKCASC and provide them with a written report and receipts for each months printing of schedules
6. Attends the annual SKCA inventory

HOSPITALS AND INSTITUTIONS (H&I)

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with Hospitals & Institutions
5. One-year commitment

Duties

1. Attends all SKCA H&I subcommittee meetings and presides over them
2. Attends each SKCASC and provide them with a written report
3. Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and other Areas of the WNIR
4. Oversees all of the current H&I meetings within the geographic SKCA

HELPLINE

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with a Phonenumber Committee
5. One-year commitment

Duties

1. Attends all SKCA Helpline subcommittee meetings and presides over them
2. Attends each SKCASC and provide them with a written report
3. Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and other Areas of the WNIR
4. Attends the annual SKCA inventory
5. Attends the annual WNIR PILD
6. Maintain an up-to-date Twelve Step Phone Volunteer list and a Carrier Volunteer list and checks on the activity of the cell phone
7. Becomes the contact person for the cell phone company

LITERATURE

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with a Literature Committee
5. One-year commitment

Duties

1. Attends all SCKA Literature subcommittee meetings and presides over them
2. Attends each SKCASC and provide them with a written report
3. Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and other Areas of the WNIR
4. Attends the annual SKCA inventory
5. Provides and sell literature at each SCKASC
6. Replenishes literature stock by ordering from WSO
7. Maintains an accurate inventory of stock and sales

PUBLIC RELATIONS (PR)

Requirements

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions, and Concepts
3. Willingness to serve
4. Previous experience with Public Information
5. One-year commitment

Duties

1. Attend all SCKA PR subcommittee meetings and preside over them
2. Attend each SKCASC and provide them with a written report
3. Attends each All Subcommittee Day quarterly, in Ellensburg, and be the communication link between our Area and other Areas of the WNIR
4. Attends the annual SKCA inventory
5. Attend the annual WNIR PILD
6. Oversee all efforts to inform the public the NA exists and take action accordingly to the public's response

WEB SERVICES

Requirements

1. One year commitment
2. Suggested 2 (two) years clean
3. Must be familiar with and have access to computers and the internet using HTML and FTP.
4. Website or other relevant service experience preferred but not required.
5. Technical ability to update website, but more important is the willingness to serve.
6. Familiarity with all internet and website related NAWS handbooks and bulletins.
7. Willingness to serve with a working knowledge and understanding of the Twelve Steps of NA, Twelve Traditions of NA, and the Twelve Concepts of NA Service.
8. Suggest knowledge of software applications such as MS Access, Excel, Visual Web, Word or similar, Acrobat or similar to create PDF files necessary to perform the following duties.

Duties

1. Attends the monthly service meeting and reports directly to the SKCASC (South King County Area Service Committee) concerning the website and related services.
2. Provides written monthly report to the SKCASC detailing the latest updates, additions, and/or corrections to the web site and any current concerns of the SKC Web Services subcommittee or SKCA body as a whole.
3. Regularly manages the South King County Area website.
4. Maintains a working contact number and works with the Web Servant as well as current members of the Web Services subcommittee.
5. Presides over the Web Services subcommittee meetings and coordinates all necessary activities relating to those meetings.
6. Check web site email and respond within 48 hours.
7. Keep all usernames and passwords for the SKCANA website account. SKCANA chair and vice chair will be notified of all current passwords by formal report.