

Gold Coast Area Service Committee Guidelines

Revised June 2005

Contents

ARTICLE I: NAME.....	1
ARTICLE II: SERVICE AREA.....	1
ARTICLE III: PURPOSE.....	1
ARTICLE IV: ADMINISTRATIVE OFFICERS	1
Section 1.0 Administrative Positions	1
Section 2.0 Qualifications of Officers	1
Section 2.1: Specific qualifications of the Area Chairperson	1
Section 2.2 Specific qualifications of the Area Vice-Chairperson.....	2
Section 2.3 Specific qualifications of Area Secretary.....	2
Section 2.4 Specific qualifications of Area Treasurer	2
Section 2.5 Specific qualifications of Area Vice-Treasurer.....	2
Section 2.6 Specific qualifications of Area Regional Committee Members.....	3
Section 3.0 Duties of Officers	3
Section 3.1 Specific Duties of Area Chairperson	3
Section 3.2 Specific duties of Area Vice-Chairperson.....	3
Section 3.3 Specific duties of Area Secretary.....	3
Section 3.4 Specific duties of Area Treasurer are as follows:	4
Section 3.5 Specific duties of Area Vice-Treasurer.....	4
Section 3.6 Specific duties of Area RCMs	5
Section 4.0 Election of Administrative Officers	5
Section 4.1 Nominations.....	5
Section 4.2 Restrictions	5
Section 4.3 Interim Positions	5
Section 5.0 Terms of Office	5
Section 5.1 Commitment Guidelines	6
Section 6.0 Absences.....	6
Section 7.0 Vacancies.....	6
Section 8.0 Resignation.....	6
Section 9.0 Removal of Officers.....	6
ARTICLE V: DECISION MAKING PARTICIPANTS.....	6

Section 1.0 Participants.....	7
Section 2.0 Decision Making.....	7
Section 3.0 Quorum.....	8
Section 4.0 Voting.....	8
ARTICLE VI: PARTICIPATION.....	8
Section 1.0 Participants.....	8
Section 1.1 Discussion Making Participants.....	8
Section 1.2 Decision Making Participants.....	8
Section 1.3 Absence.....	8
ARTICLE VII: MEETINGS.....	9
Section 1.0 Special/Emergency Meetings.....	9
Section 2.0 Regular Sessions.....	9
Section 2.1 Agendas.....	9
Section 2.2 Area Inventory.....	9
ARTICLE VIII: COMMITTEES.....	10
Section 1.0 Standing Subcommittees.....	10
Section 1.1 Selections.....	10
Section 1.2 Subcommittee Chairperson Requirements.....	10
Section 1.3 Subcommittee Guidelines.....	10
Section 1.4 Subcommittee Reports.....	10
Section 1.5 Ad-hoc Committees.....	10
Article IX: Financial Accountability and Fund Flow.....	11
Section 1.0 Unified Funds.....	11
Section 2.0 Checking Account(s).....	11
Section 3.0 Kinko Copy Cards.....	11
Section 4.0 Contributions.....	11
Section 5.0 Prudent Reserve.....	11
Section 6.0 Fund Flow.....	11
Section 7.0 Audits.....	12
Section 8.0 Misappropriation of Fund.....	12
Article X: Supplementary Procedures.....	12
Section 1.0 GSR Orientation.....	12
Section 2.0 Service Support.....	12
Section 3.0 Guideline Reviews.....	12

Article I: Name

The name of this committee shall be the Gold Coast Area Service Committee of Narcotics Anonymous (GCASCNA), here after referred as the Area. ***The Decision Making Participants (DMP'S) are referred to as the body.***

Article II: Service Area

The service Area shall include the geographical area which has the following boundaries: all areas encompassed within the cities of Camarillo, El Rio, Fillmore, Ojai, Oxnard, Piru, Port Hueneme, Santa Paula, and Ventura as well as any un-incorporated areas within or around those designated cities.

GCASCNA has a variety of sub committees, each with there own set of guidelines. Please refer to them for specific information about each of their respective services and duties.

Article III: Purpose

The purpose of the Area shall be:

1. To administer and coordinate services common to the welfare of Narcotics Anonymous (NA) groups within the boundaries of the service Area (see Article II)
2. To support the needs of these NA groups
3. To serve as a link between these NA groups and the Central California Regional Service Committee of Narcotics Anonymous (CCRSCNA), here after referred to as the Region ***and NA World Service here after referred to as NAWS.***
4. To foster unity.

Article IV: Administrative Officers

Section 1.0 Administrative Positions

The Officers of the Area shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, two Regional Committee Members (RCMs), and ***the Policy Awareness Coordinator.***

Section 2.0 Qualifications of Officers

A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts for service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. Significant area service background makes more effective Administrative Officers. Experience as both a GSR and as an Area Subcommittee member is helpful. Recent leadership as an Area Administrative Officer will prove invaluable. Must inspire the trust of the committee. In addition, all Area Administrative Officers shall meet all specific qualifications of their position.

Section 2.1.1: Specific qualifications of the Area Chairperson

1. Four years continuous abstinence
2. Meet at least three of the following criteria:

- a. One year previous service as a GSR **or an Alternate GSR who has regularly attended ASC**
 - b. One year previous service as an Area Subcommittee Officer
 - c. One year previous service as an Area Vice-Chairperson
 - d. One year previous service as an Area Administrative Officer
3. Familiarity with the short-form rules of order see A Guide to Local Services
- 4. Understanding of consensus based decision making**

Section 2.2 Specific qualifications of the Area Vice-Chairperson

- 1. Three years continuous abstinence
 - 2. Meet at least two of the following criteria:
 - a. One year previous service as a GSR **or an Alternate GSR who has regularly attended ASC**
 - b. One year previous service as an Area Subcommittee member
 - c. One year previous service as an Area Subcommittee Officer
- 3. Understanding of consensus based decision making**

Section 2.3 Specific qualifications of Area Secretary

- 1. Two years continuous abstinence
- 2. One year as a GSR or an Alternate GSR who has regularly attended ASC**
- 3. Experience with and access to a computer with internet**
- 4. A good command of the English language**
- 5. Understanding of consensus based decision making**

Section 2.4 Specific qualifications of Area Treasurer

- 1. Four years continuous abstinence
- 2. Meet at least three of the following criteria
 - a. One year previous service as a GSR **or an Alternate GSR who has regularly attended ASC**
 - b. One year previous service as either an NA group/Area Subcommittee treasurer
 - c. One year previous service as an Area Subcommittee Officer
 - d. One year previous service as an Area Administrative Officer
- 3. Familiarity with NA approved Treasurers Handbook**
- 4. Must be financially secure and good at managing personal finances
- 5. Experience in business, accounting, or bookkeeping is helpful.
- 6. Understanding of consensus based decision making**

Section 2.5 Specific qualifications of Area Vice-Treasurer

- 1. Three years continuous abstinence
- 2. Meet at least three of the following criteria
 - a. One year previous experience as a GSR **or an Alternate GSR who has regularly attended ASC**
 - b. One year previous service as either an NA group/Subcommittee treasurer
 - c. One year previous service as an Area Subcommittee Officer
 - d. One year previous service as an Area Administrative Officer
- 3. Must be financially secure and good at managing personal finances
- 4. Experience in business, accounting, or bookkeeping is helpful.

5. Understanding of consensus based decision making

Section 2.6 Specific qualifications of Area Regional Committee Members

1. Five years continuous abstinence
2. Meet at least three of the following criteria:
 - a. One year previous service as a GSR
 - b. One year previous service as either an NA group/Area Subcommittee Officer
 - c. One year previous service as a Area Subcommittee Chairperson
 - d. One year previous service as Area Administrative Officer.

3. Understanding of consensus based decision making

Section 3.0 Duties of Officers

All Area Administrative Officers shall attend all meetings of the Area, including emergency or special sessions. In addition, all Area Administrative Officers shall fulfill those specific duties of their office and any additional duties as assigned by the group conscience of the Area.

Section 3.1 Specific Duties of Area Chairperson

1. Conduct area meetings with impartiality and fairness in accordance with the Area Guidelines and A Guide to Local Services;
2. Prepare an agenda for all Area meetings with annual Calendar of Area Business/Timeline
3. Appoint either entire Area ad-hoc committees or Area ad-hoc Chairpersons as needed or requested by the group conscience of the Area;
4. Call any special or emergency sessions of the Area as needed or requested by the group conscience of the Area;
5. Various Administrative duties, including
 - a. Act as the primary co-signer for the Area bank account(s)
 - b. Participate in annual financial audits of the Area bank accounts(s) with the Area Treasurer and a GSR

Section 3.2 Specific duties of Area Vice-Chairperson

1. Assist Area Chairperson in conducting Area meetings
2. In the absence of the Area Chairperson, conduct Area meetings and fulfill all necessary duties of the office of the Area Chairperson
3. Coordinate the activities of the Area Subcommittees by:
 - a. Keeping in regular touch with Subcommittee Chairpersons
 - b. Attending Area Subcommittee meetings as needed
 - c. Assisting in the resolution of disputes within/between Area Subcommittees
 - d. Assist area vice treasurer and area sub committee chairpersons with the preparation of annual reports and budget proposals. (Annual reports should be made at the end of each chairpersons term). (Budget proposals will be made within each new chairpersons selection).**
4. Conduct an orientation for new GSRs before regularly scheduled Area meetings
5. **Is responsible for enforcing and keeping the time limits as defined in Article V Section 2.0**

Section 3.3 Specific duties of Area Secretary

1. **Takes clear, accurate minutes of all Area meetings, including special or emergency sessions**
2. **Distributes copies of ASC Minutes to all GSR's; posts GCASC Minutes on Regional website a minimum of two weeks prior to next ASC meeting**
3. **Maintains the "Log of Policy Actions"; distributes copies of log quarterly to all GSR's and Area administrative officers**
 - a) **The Log of Policy Actions lists chronologically all motions regarding the conducting of the Area business, subcommittees, and special or emergency sessions**
 - b) **Distributes to new GSR's all policy changes since last guidelines revisions**
4. **Maintain and stores Area Archives which consists of ASC meetings minutes, Log of Policy Actions, and any special event memorabilia or significant NA material**
5. **In the absence of the Area Chairperson and Vice Chairperson, preside over the selections of a Chairperson Pro Tem**

Section 3.4 Specific duties of Area Treasurer are as follows:

1. Acts as the administrator of the Area unified general fund by:
 - a. Administrating the Area checking account(s)
 - b. Reimbursing Area Administrative Officers and Subcommittee Chairpersons for budgeted expenses
 - c. Reimbursing NA members for purchases approved by the Area
 - d. Providing a monthly report on the financial condition of the Area
 - e. Preparing an annual budget for the Area
 - f. Disbursing funds throughout the service structure
 - g. Acting as primary signer on the Area bank accounts
2. Works with the Area Chairperson and a GSR to conduct annual audits of the Area bank account **annually and at the end of the treasurers commitment**
3. **Maintain archival fiinacial records going back three years**

Section 3.5 Specific duties of Area Vice-Treasurer

1. Assist the Area Treasurer in the administration of the Area unified general fund by:
 - a. Receiving group contributions
 - b. Maintaining and storing a record of all transactions and financial documents;
 - c. Reviewing quarterly all Area Subcommittee budgets;
2. In the absence of the Area Treasurer, fulfill all duties and obligations of that office;
3. Ensure that all Area Administrative and Subcommittee Officers read and sign a financial "Statement of Understanding" and a "Statement of Purchase" keeping such documents on file for a period of three years;
4. Ensure that any NA member receiving a check for the Area for approved purchases reads and signs a financial "Statement of Understanding" and a "Statement of Purchase" keeping such documents on file for a period of three years;
5. Work with the Area Vice-Chairperson to assist Area Subcommittee Chairpersons with the development. **of their annual budgets**

Section 3.6 Specific duties of Area RCMs

1. Attend all meetings of the Region and Area, including all special or emergency sessions;
2. Serve as a communication link between the Area and the Region by providing information on:
 - a. Activities in neighboring areas;
 - b. Functions sponsored by the Region;
 - c. Reports relevant to the Area and its Subcommittees;
 - d. Important issues being discussed at various levels of service.
- 3. Be familiar with the needs and concerns of the Gold Coast Area in order to communicate that to the region**
4. Serve as contact points between NA World Services and the Gold Coast Area;
5. Serve as Regional Administrative Officer as needed;
6. Take on “resource assignments” at the regional level as needed, becoming as informed as possible about specific areas of service.
7. Act as liaison to meetings who have been absent from Area meetings for three consecutive months.

Section 4.0 Selection of Administrative Officers

The Area Administrative Officers shall be elected by a simple majority vote **if consensus is not reached. Candidate shall not be present during selection/voting**

1. The Chairperson and Vice-Chairperson shall be **selected** in the month of January;
2. The secretary, Treasurer, Vice-Treasurer, and RCMs shall be **selected** in the month of June;
3. One RCM shall be **selected** in even numbered years (example: 2020) and one in odd-numbered years (example: 2021).

Section 4.1 Nominations

Any GSR may nominate any member of NA for an Area Administrative position. Additionally, any member of NA may submit a nomination through a GSR who represents their group at the Area. **A GSR must second the nomination. Approval of officer must be reached through consensus.**

Section 4.2 Restrictions

No Area Administrative Officer shall hold more than one **administrative position** at one time. Further upon **selection** to an Area Administrative position, the newly **selected** Officer should resign from any other conflicting service commitment as soon as possible.

Section 4.3 Interim Positions

In the event a new Area Administrative Officer is needed prior to regularly scheduled **selections** and within six months of those **selections**, a member shall be **selected** to fill that position in an interim capacity. Any time spent in an interim capacity shall not be counted toward a full term in office.

Section 5.0 Terms of Office

The terms of office shall be for the following periods of time:

- 1 Regional Committee Members and the Area Chairperson shall serve for two years.
- 2 All Other Area Administrative Officers shall serve for one year.

Section 5.1 Commitment Guidelines

- 1 Those Area Administrative Officers leaving office shall continue to fulfill all obligations of their office for a period of one **to three** months, serving primarily in a training capacity for the newly **selected** Officers.
- 2 Newly **selected** Area Administrative Officers shall begin fulfilling all obligations of their office immediately upon the conclusion of the area meeting of the **selection**, with the assistance of the past Officer.
- 3 No Area Administrative Officer shall be eligible to serve more than two consecutive terms in the same Administrative position.

Section 6.0 Absences

In the event of absences by both the Area Chairperson and Vice-Chairperson, the Area Secretary shall preside over the immediate **selection** of a Chairperson, ProTem.

Section 7.0 Vacancies

1. In the event of a vacancy in the Area Administrative office of Chairperson or Treasurer, the Vice-Chairperson or Vice-treasurer **shall** assume those duties by the Area voting body.
The vacant position shall be filled by consensus if:
 - a. The Vice-Chairperson or Vice-Treasurer is unable to assume those duties;
 - b. The Vice-Chairperson or Vice-Treasurer positions are, or become, vacant.
2. In the event of a vacancy in any other office, **such position shall be filled** at the next regularly scheduled Area meeting.

Section 8.0 Resignation

An Area Administrative Officer may resign by providing notice to the ASC or written notice to the Area Chairperson at least four weeks in advance of the next regularly scheduled Area meeting.

Section 9.0 Removal of Officers

1. Any Area Administrative Officer or Area Subcommittee Chairperson may be removed from that position for noncompliance. Noncompliance includes, but is not limited to:
 - a. Loss of abstinence;
 - b. Non-fulfillment of the duties of their position;
 - c. Absence at two regularly scheduled Area meetings without prior notification to the Area Chairperson.
3. Removal of Officers **shall be obtained through consensus.**

Article V Decision Making Procedure (Refer to Concept 6 and 7 in The Twelve Concepts pg. 13 thru 16)

In an attempt to have the fullest discussions and most inclusive decisions our area has incorporated consensus based decision-making approach. GCASCNA recognizes that there are two different categories of matters that may be brought to the floor in the form of motions. Most issues have a direct or indirect bearing on the individual groups of the area, which the ASC is here to serve. However, certain issues are related only to the specific business of the committee meeting or its participants,(such as ASC meeting time, location, ect...) Topics brought to the area meeting will be resolved by the body after discussing the motion on the floor. After discussing the issue, the original motion may be altered to include elements of the discussion, allowing the area to come to a unified decision. If the body cannot reach consensus, voting may be required, at which time decision- making participants become voting participants

Section 1: Participants

a. Any ASC discussion participant may make or second a motion related to issues relating only to the specific business of the committee meeting.

b. Only a GSR, alternate GSR or a group's designated representative may make or second motions that have a direct or indirect bearing on the groups.

c. If it is not readily clear whether or not an item falls in one category or another, the chairperson will decide. If anyone in the body disagrees, that person may ask for a vote of the entire participant body. In this case, the issue must be resolved with a 2/3rd vote.

Section 2. Decision Making

Upon a matter being brought to the floor decision- making will proceed as follows:

Fifteen minutes of discussion, 3 minutes maximum per person, timer shall be used

If the group is unable to reach consensus, then the following will occur:

1. If the matter is intended for the groups:

a. The matter will be tabled to the next regularly scheduled meeting.

b. GSR's will take the matter back to their group for discussion at their home group meeting.

c. At the next regularly scheduled meeting, during old business, the matter will be discussed for ten more minutes. The goal is to reach a consensus that reflects the mindset of the area.

d. In the event that consensus is not reached, a two third majority vote is required for a final decision

2. If the matter is intended for ASC only:

- a. *A two third majority vote is required for a final decision*

Section 3.0 Quorum

A quorum requires that two-thirds of the eligible decision making participants of the area must be present at the regularly scheduled monthly meeting in order for decision making to occur.

Section 4.0 Voting

Each Decision Making Participant is entitled to one vote.

Article VI: Participation

Section 1.0 Participants

Two types of participation exist within the body of the Area: **Discussion and** Decision Making Participants

Section 1.1 Discussion Participants

:1. Any NA member present (Chair and Vice Chair remain impartial throughout discussion)

Section 1.2 Decision Making Participants (DMP's)

. In order to participate in the decision making process members must have attended a minimum of two consecutive regularly scheduled area meetings

- 1. Any Group Service Representative (GSR) or, in the GSR's absence, the Alternate GSR, or other meeting Officer designated by that group conscience to represent their group which has been represented at the previous two ASC meetings**
- 2. Any Area Subcommittee Chairperson or, in the Chairperson's absence, the Vice Chairperson or other Subcommittee Officer designated by that group conscience to act as representative for each Area Subcommittee**
- 3. Of the Administrative officers, the Secretary, The Policy Awareness Coordinator, and the Treasurer are considered DMP's for matters pertaining only to the Area meeting. The Vice Chair and Vice Treasurer would be considered DMP'S in absence of the their respective Chair's**

Section 1.3 Absence

Absence at two consecutive regularly scheduled Area meetings shall constitute forfeiture of **decision making** status. **Those** privileges shall be reinstated upon fulfillment of requirement for attaining that status.

Article VII: Meetings

Section 1.0 Special/Emergency Meetings

Special/emergency meetings of the Area may be called by the Area Chairperson and shall be called upon written request of any **decision making** participant. The purpose of the meeting shall be stated and no business other than that, which is stated, will be conducted. For special full assembly meetings, seven days notice shall be given. The **decision making** participants present shall constitute a quorum at such special/emergency meetings.

Section 2.0 Regular Sessions

All regularly scheduled Area meetings shall be held on the first Sunday of the month; if the first Sunday of the month falls on a holiday weekend, the Area meeting will be held on the second Sunday of the month, or otherwise ordered by the committee.

Section 2.1 Agendas

The agenda of regularly scheduled Area meetings shall consist of the following:

- (1) Call to order
- (2) Service presentation
- (3) Reports
- (4) Sharing session
 - (a) Group problems
 - (b) Area committee issues
- (5) Old business
- (6) New business
- (7) Other topic headings deemed necessary by the Area to conduct business (I.E., service presentations)
- (8) Adjournment

Section 2.2 Area Inventory

1. The Area shall conduct an inventory each year, as outlined in section 2.2.2 in order to consider the following **questionnaire**:
 - a. How well has the Area done this year at serving the groups, and how can it better serve them in the coming year?
 - b. How well has the Area served the larger community, and how can it better serve the community-at-large?
 - c. How well has the Area done at supporting the Region and NA World Service, and how can it provide better support for these services?
2. An Ad Hoc committee shall be formed on the following timeline, in order to coordinate the **efficiency** of our Area Inventory.
 - a. September: creation of Ad Hoc committee (**assigns an Ad Hoc chair**)
 - b. October: distribution of “questionnaire” to **ASC** Participants
 - c. November: responses, from the **ASC** Participants, are returned to the Ad Hoc committee
 - d. December: Ad Hoc committee presents the results of the inventory to the ASC

Article VIII: Committees

Section 1.0 Standing Subcommittees

The Area shall establish Subcommittees as necessary to perform **specific** duties in accordance with certain need (I.e., Activities, Hospitals and Institutions, Literature, Newsletter, Public Information, Picnic Committee, etc.). These Area Subcommittees are extensions of the Area and are subject to the direction of the Area as expressed by its group conscience.

Section 1.1 Selections

Selection of all Area Subcommittee Chairpersons are subject to approval by the decision making participants of the ASC..

Section 1.2 Subcommittee Chairperson Requirements

All Area Subcommittee Chairpersons shall attend all regularly scheduled **ASC** meetings and any special/emergency sessions that directly pertain to their Subcommittee.

Section 1.3 Subcommittee Guidelines

All Area Subcommittees shall create and adopt guidelines, which are consistent with the Area Guidelines, A Guide to Local Services, World Service Conference approved handbooks or guidelines, the “Twelve Traditions of Narcotics Anonymous”, and the Twelve Concepts for NA Service.

1. The guidelines for each Area Subcommittee shall be subject to review and revision or approval by the Area.
2. Upon approval, Area Subcommittee guidelines shall be appended to the Area Guidelines and shall thereafter be considered part of those guidelines.

Section 1.4 Subcommittee Reports

All Area Subcommittees shall submit written financial reports **and meetings minutes** at regularly scheduled **ASC** meetings. Sufficient copies shall be provided for each DMP

1. All Area Subcommittee Officers shall read and sign a financial “Statement of Understanding.” Only those members with a “Statement of Understanding” on file with the Area shall be eligible to receive a check from that body. Prior to receipt of a check from the Area for approved purchases, a “Statement of Purchase” shall also be read and signed.

Section 1.5 Ad-hoc Committees

The Area Chairperson shall have the authority to appoint either ad-hoc committees as a whole or ad-hoc committee Chairpersons individually as needed. The following guidelines shall be observed in setting up an ad-hoc committee:

- (1) A specific need is determined to exist by the Area;
- (2) The Area shall clearly specify the following:
 - (a) Purpose
 - (b) Authority
 - (c) Resources
 - (d) Time frame

(3) Ad-hoc committees shall operate within the Area Guidelines **and be directly accountable to the area.**

Article IX: Financial Accountability and Fund Flow

Section 1.0 Unified Funds

The Area shall operate under a unified budget. Subcommittees may have the option to have a checking account based on need; otherwise all funds shall be kept in a single checking account under the management of the Area Treasurer.

1.1. **Any funds required above previously approved budget must be presented for ASC approval.**

1.2: A monthly written financial report shall be submitted at each regularly scheduled Area meeting **by the area treasurer and each sub committee chair. A financial report may state “No activity for the month”.**

Section 2.0 Checking Account(s)

The Area checking account(s) will be a four-signer account(s) requiring two signatures for valid checks. Authorized signers on the Area checking account(s) shall be the Area Chairperson(s), Vice-Chairperson(s), Treasurer(s), and Vice-Treasurer(s).

Section 2.1: No checks over \$500 shall be written without a **consensus** of the Area approving the expenditure.

Section 2.2: No NA member may receive a check from the Area without first reading and signing both the “Statement of Understanding” and a “Statement of Purchase.”

Section 2.3: All NA members **servicing** as Administrative Officers of the Area or its Subcommittees shall read and sign a “Statement of Understanding.”

Section 3.0 Kinko Copy Cards

3.1 Holders of Kinko copying cards shall read and sign a “Statement of Understanding”

3.2 Copy expenses shall not exceed the approved **sub** committee budget.

3.3 Upon leaving office cards are to be returned to the Area Treasurer.

Section 4.0 Contributions

All group contributions should be made in the form of checks or money orders payable to GCASCNA.

Section 5.0 Prudent Reserve

The Area shall maintain a Prudent Reserve of \$3300.00. The Area shall maintain a minimum balance of \$1,000

Section 6.0 Fund Flow

With the minimum balance present in the Area checking account, the Area shall disburse funds throughout the service structure as follows:

(1) 75% of all funds contributed, over the prudent reserve, shall be donated to the Region;

(2) 25% of all funds contributed over the prudent reserve shall be donated to World Services.

When below Prudent Reserve the following donation distribution will be made.

a. \$75.00 to the Region.

b. \$25.00 to the World Services.

Section 7.0 Audits

An audit of the Area checking account(s) shall be conducted annually. The audit will occur at the conclusion of the Treasurers term of service and will be part of the orientation of the **new** Treasurer. Present at the audit will be the Area Chairperson, Treasurer, **the newly selected** Treasurer and a GSR. The Area reserves the right to conduct a full audit at any time.

Section 8.0 Misappropriation of Funds

No Funds received by the Area and its Subcommittees **are for the sole use of the NA Gold Coast Area.. Under no circumstances may NA funds be used for personal use.** In the event of misappropriated funds, any or all of the following actions may be taken:

- (1) Ask for guidance and seek group conscience from the GSRs and/or NA groups;
- (2) Confront the individual:
 - (a) If the discrepancy is acknowledged then the Area may agree to terms of reimbursement;
 - (b) If the discrepancy remains unacknowledged and/or the terms of reimbursement are not agreed to or honored, contact the appropriate authorities
- (3) Retrieve books, checks, merchandise, etc
- (4) Change signature cards
- (5) Remove individual from office

Article X: Supplementary Procedures

Section 1.0 GSR Orientation

Monthly orientations for new GSRs shall be conducted by the Area Vice-Chairperson before regularly scheduled meetings.

Section 2.0 Service Support

The Area recognizes the need for knowledgeable and informed trusted servants. Therefore, the Area is prepared to absorb certain expenditures.

Section 2.1 The Area shall provide a copy of the GCASCNA Guidelines and the current "Log of Area Policy Actions" at no charge to the **any** GSR, which is distributed quarterly to all GSRs. (**The guidelines and Log of Area Policy Actions are provided by the literature sub committee.**) **"See Literature Guidelines"**

Section 2.2 The Area shall provide a copy of A Guide to Local Services to any new GSR is not available from previous GSR

Section 2.3: The Area shall provide a copy of A Guide To Local Services to any new sub committee chair if not available from previous sub committee chair

Section 2.4 All necessary World Service Conference approved handbooks, guidelines, or other materials shall be available to the Area and its Subcommittees **by our areas literature committee** If unavailable, such publications shall be purchased upon request.

Section 3.0 Guideline Reviews

The Area shall evaluate changes to A Guide to Local Services made by future World Service Conferences to determine the feasibility of adopting those changes within the GCSCNA Guidelines