

Guidelines for The San Francisco Area Service Committee

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Chapter I. Definition of the San Francisco Area Service Committee

A. Boundaries

The San Francisco Area of Narcotics Anonymous serves the geographic area of the City and County of San Francisco.

B. Statement of Purpose

The Narcotics Anonymous recovery groups of the San Francisco Area come together through their representatives to strengthen the unity of our local fellowship and fulfill the N.A. primary purpose -- to carry the message to the addict who still suffers -- by:

1. Maintaining and overseeing a service structure, which serves the common needs of our groups and assists us in carrying the message of recovery, adhering always to the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts for N.A. Service;
2. Communicating with each other on all matters pertaining to our common welfare and our common purpose, working together to achieve and express our group conscience;
3. Serving as a channel of communication between the San Francisco fellowship and NA as a whole.

C. Functions

1. Hold regularly scheduled monthly SF Area Service Committee meetings each month. Additional meetings may be called by a majority vote of the SFASC.
2. Participate in and support financially the Northern California Region (NCRSC) and N.A. World Services (NAWS).
3. Maintain a mailing address.
4. Act as trustee of all ASC funds.
5. Ensure that all of the responsibilities of the ASC trusted servants are carried out.
6. Support standing subcommittees that provide services to the San Francisco fellowship.
7. Create Ad Hoc Committees (Short-lived committees formed to focus on a specific task.) in response to the needs of the Area.

D. Participants

1. GSRs (Group Service Representatives) or Alternate GSRs from the N.A. recovery groups in San Francisco.
 - a. Each group should have both a GSR and an Alternate GSR. The GSR and the Alternate GSR may serve only one group at a time. The GSR is the voting participant at the SFASC for the group. The Alternate GSR may vote only when the GSR is out of the room or is absent from the SFASC meeting.
 - b. If neither the GSR nor the Alternate GSR is able to attend the SFASC meeting, they may ask a member of their N.A. group to attend the SFASC meeting. These people are called Acting GSRs.
2. SFASC Officers
 - a. Chairperson
 - b. Vice Chairperson
 - c. Regional Committee Members (RCM's), two (2)
 - d. Secretary
 - e. Assistant Secretary
 - f. Treasurer
 - g. Assistant Treasurer
 - h. Literature Rep.
 - i. Assistant Literature Rep
 - j. Information Officer
 - k. Assistant Information Officer
 - l. Subcommittee Chairpersons, or in their absence Subcommittee Vice Chairpersons or designees.

E. Officer Requirements and Duties

General Requirements

All persons serving at the SFASC should have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts; willingness and resources necessary to carry out their assigned duties; ability to provide leadership as a trusted servant of the SFASC; be able to work for the common good of N.A. as a whole, bearing in mind that we must always strive to place principles before personalities.

Length of Terms

All terms are one-year positions with the exception of Treasurer, which is thirteen months. Vice Chair and Assistant positions shall have the willingness to move into the primary positions.

1. Chairperson

Requirements

- a. Meets general requirements
- b. Minimum of three years continuous abstinence from all drugs
- c. One year of service experience on the SFASC.

Duties

- a. Arrange agenda for SFASC meetings with JAC (Joint Administrative Committee).
- b. Preside over SFASC meetings.
- c. Cosign on SFASC bank account.
- d. Manage and keep current an Annual ASC business calendar.
- e. Maintain relationship with ASC office landlord (may be designated to other Officers)

2. Vice Chairperson

Requirements

- a. Meets general requirements
- b. Minimum of three years continuous abstinence from all drugs
- c. One year of service experience on the SFASC
- d. Willingness to become Area Chairperson.

Duties

- a. In absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.
- b. Cosign on SFASC bank account.
- c. Provide support to Subcommittees as appropriate.
- d. Assists Chairperson with other duties.
- e. Maintain a current set of ASC approved documents including SFASC guidelines, subcommittee guidelines, and make these documents available at ASC meetings.

3. Regional Committee Members (RCM's), Two (2)

Requirements

- a. Meets general requirements
- b. Minimum of three years continuous abstinence from all drugs
- c. One year of service experience on the SFASC.

Duties

- a. Attend all of the SFASC, and NCRSC meetings.
- b. Act as point of communication between the SFASC and the rest of NA.
- c. Serve as a resource regarding the Twelve Traditions and Twelve Concepts.
- d. Carry the group conscience of the SFASC to the Regional Service Committee.
- e. Keep the Area informed of the agenda of the NCRSC.
- f. Submit a written report of NCRSC meetings to the SFASC.
- g. Orient new GSR's and provide them with an orientation package, including current SFASC Guidelines.
- h. Work with JAC to update Orientation Packet annually.
- i. Arrange for and chair a biennial WSC Conference Agenda Report ("C.A.R.") Workshop where the SFASC's C.A.R. votes are taken.

4. Secretary

Requirements

- a. Meets general requirements.
- b. Minimum of two years continuous abstinence from all drugs
- c. Service experience on the SFASC.

Duties

- a. Record, print and distribute accurate minutes of SFASC meetings.
- b. Keep records on hand at each meeting of current year's meetings including all written materials presented at SFASC meetings.
- c. Archive all ASC records.
- d. Maintain a current list of JAC members and their telephone numbers.
- e. Cosigner on SFASC bank account
- f. Update, maintain and distribute current copies of SFASC guidelines.
- g. Fulfill the duties of Assistant Secretary in their absence.

5. Assistant Secretary

Requirements

- a. Meets general requirements
- b. Minimum of one year continuous abstinence from all drugs
- c. Service experience on the SFASC.
- d. Willingness to become Area Secretary.

Duties

- a. In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Secretary.
- b. Assist the Secretary in recording the minutes and in the printing and distribution of them.
- c. Take attendance at all ASC meetings.
- d. Create and update a Group Registry reflecting GSR attendance on a monthly basis (See chapter IV of these guidelines).
- e. Provide a periodic report listing groups not attending the ASC.
- f. Distribute and collect meeting change forms at ASC and make the information available to the Information Office.

6. Treasurer

Requirements

- a. Meet general requirements.
- b. Minimum of two years continuous abstinence from all drugs
- c. One year of service experience on the SFASC.

Duties

- a. Maintain SFASC bank account.
- b. Keep an accurate financial ledger.
- c. Pay regular expenses approved by SFASC.
- d. Submit a written report of SFASC financial status at each regular meeting.

- e. Submit an annual statement at the end of each calendar year.
- f. Coordinate annual SFASC budget process.
- g. Cosign on the SFASC bank account.
- h. Will open books to any SFASC GSR or officer.
- i. Follow Financial Procedures and Policies.
- j. Coordinate ASC audit team in yearly financial review.
- k. Assist the subcommittees to comply with Financial Procedures and Policies.
- l. Produce summary report of group donations.
- m. Perform all duties according to Chapter IV- Service Policies, A. Financials.

7. Assistant Treasurer

Requirements

- a. Meets general requirements.
- b. Minimum of two years continuous abstinence from all drugs.
- c. One year of service experience on the SFASC.
- d. Knowledge of, or willingness to learn skills necessary to perform duties of the Treasurer.
- e. Willingness to become Treasurer.

Duties

- a. In the absence of the Treasurer, perform the duties of the Treasurer.
- b. Assist the Treasurer at the SFASC meeting in accepting donations, writing receipts and with other tasks.
- c. Assist the Treasurer in creating annual financial statements.
- d. Assist the Treasurer in annual SFASC budget process.
- e. Follow Financial Procedures and Policies.
- f. Assist Treasurer in yearly financial
- g. Perform all duties according to Chapter IV. Service Policies, a. Financials.

8. Literature Rep.

Requirements

- a. Meet general requirements.
- b. Minimum of two years continuous abstinence from all drugs.

Duties

- a. Maintain an inventory of NA fellowship approved literature and medallions as directed by the ASC.
- b. Make literature and medallions available for sale in advance of monthly ASC meeting.
- c. Keep detailed records of sales and purchased of sales and provide a quarterly report at the ASC.
- d. Take a physical inventory twice a year with the assistance of a independent ASC officer and reconcile the physical inventory to purchase and sale records.
- e. Maintain a register of ASC office keys by person (Officers, Mtg reps).

9. Assistant Literature Rep.

Requirements

- a. Meet general requirements.
- b. Minimum of two years continuous abstinence from all drugs.

Duties

- a. Assist Literature Rep. with all duties.
- b. Willingness to move into the Literature Rep. position.

10. Information Officer

Requirements

- a. Meet general requirements
- b. Minimum of two years continuous abstinence from all drugs.

Duties

- a. Maintain website and email list of all ASC Officers and sub-committees.
- b. verify meeting existence.
- c. Maintain and distribute paper meeting schedules.
- d. Maintain Meeting Directory as required in Chapter IV, subsection C of these ASC guidelines.

11. Assistant Information Officer

Requirements

- a. Meet general requirements
- b. Minimum of two years continuous abstinence from all drugs

Duties

- a. Assist Information Officer with all duties.
- b. Willingness to move into the Information Officer position.

Chapter II. Committees & Boards

All Committees and boards are created in keeping with our 9th Tradition, which states, "NA as such ought never be organized, but we may create service boards or committees directly responsible to those they serve".

A. JAC (Joint Administrative Committee)

Purpose: Acts as a resource to provide:

1. Administrative services to the SFASC as listed under the duties of the Officers of this committee.
2. A forum for the exchange of information between the SFASC Officers
3. Guidance and direction to the SFASC and the Area as a whole.

Functions:

1. Meets monthly to set the agenda for the monthly SFASC meeting
2. Reviews proposed annual SFASC budget to be presented to the SFASC for approval
3. Conducts yearly financial review
4. Assists Chair to produce annual business calendar
5. Other tasks as approved by the SFASC.

Participants:

1. The SFASC officers
2. Any member of N.A. is invited to observe, however, due to time limits, visitors are asked not to speak during the meeting.

B. Subcommittees:

Subcommittees may be created upon approval of subcommittee guidelines, according to rules for policy voting. Further, they may be suspended or dissolved, also according to rules for policy voting. (see chapter III, section D-1e, "policy voting").

Purpose:

1. The purpose of all SFASC Subcommittees is to serve specific needs of the SFASC
2. All Subcommittees are directly responsible to the SFASC
3. All Subcommittees shall follow SFASC approved subcommittee guidelines.

Functions:

1. Hold regularly scheduled meetings to conduct the business of the Subcommittee
2. Nominate candidates for Subcommittee Chairperson to be formally elected by the SFASC
3. Nominate and elect all other officers of the subcommittee Annually
4. Keep minutes and financial records
5. Propose annual budget, in collaboration with JAC, for SFASC approval
6. Participate monthly at the SFASC, as represented by the Chairperson or designee
7. Submit a monthly written report to present and distribute to participants at the SFASC, including:
 - a. Reporting for subcommittees with bank accounts: These subcommittees shall submit a detailed ledger and reconciled bank statement monthly;
 - b. Reporting for subcommittees conducting events (dances, dinners, gatherings, conventions, campouts, retreats, etc.): These subcommittees shall submit an event summary after each such event, showing net loss or gain;
8. Other duties as approved by the SFASC.

Participants:

1. Chairperson
the chairperson is selected by the SFASC to be the single point of accountability for the subcommittee, and to represent the subcommittee at both JAC and SFASC meetings, on a regular basis.

2. Other positions, as defined within subcommittee guidelines
Note: in order to increase unity and understanding within our service structure, GSR's are encouraged to become involved as members of subcommittees.

List of Subcommittees: The currently approved subcommittees are as follows:

1. Event Sub-Committee and Working Groups
 - a. Events (Area Activities)
 - b. 11 Step Spiritual Retreat
 - c. Unity Day
2. Hospitals and Institutions (H&I)
3. Public Relations (Helpline & Outreach)
4. Men's Breakfast (Supported by SF Area)
5. Women's Brunch (Supported by SF Area)

Subcommittee Guidelines:

1. Copies of Subcommittee Guidelines are available at the SFASC, from the ASC Vice Chair.
2. In the event that subcommittee guidelines conflict with the SFASC guidelines, the SFASC guidelines shall prevail.
3. Subcommittee guidelines may be Waived, amended, suspended, or modified by the SFASC. If such action is not supported by the affected subcommittee, it shall be considered a policy change (see "policy voting", Chapter III).

C. Ad Hoc Committees

Ad Hoc Committees may be created by a majority vote of the SFASC.

1. Ad Hoc committees are temporary committees that are organized to perform specific tasks, as directed by the SFASC, and are dissolved upon completion of their assigned task.
2. The Chairperson of an Ad Hoc committee is selected by the ASC Chair from among those present, during a SFASC meeting.
3. The Chairpersons of Ad Hoc committees may submit recommendations, specific to their assignment, to the SFASC in the form of motions.
4. Ad Hoc committees have no elected officers and have no vote at the ASC.
5. Ad Hoc committees shall submit final financial reports with copies for the GSRs (if applicable).
6. Ad Hoc committees are funded by the ASC and All AD Hoc committee expenses shall be approved in advance.
7. Ad Hoc Committees Participate monthly at the SFASC, as represented by the Chairperson or designee.

Chapter III. Procedures for the Area Service Committee

A. Quorum

1. A quorum shall be required to conduct business. A quorum of this body shall be defined as greater than fifty percent (50% + 1) of GSR Participants (the total number of GSR's present at the beginning of the meeting.)
2. If at any time, during any SFASC meeting, any Participant believes a Quorum is no longer present, the Participant may call for a quorum count, in which case the Chairperson will determine if a quorum is still present, based upon a show of hands of GSR's.

B. Participation and Voting Rules

Except where otherwise indicated, the following rules shall apply:

1. Only GSR's may participate fully, including the right to vote and initiate motions, except for the presiding officer. When there is a tie vote, the presiding officer will cast the deciding vote.
2. Proxy rules: Acting GSRs and Subcommittee Vice chairs (in the absence of a subcommittee chair) shall have full participation privileges at the SFASC.
3. All members of N.A. are welcome to attend the regular SFASC meetings as non-participant observers, using their representatives as a channel by which to communicate. The Chairperson may choose to recognize a non-participant to speak.

C. Attendance

1. Officers shall attend all SFASC & JAC meetings. As full participants of the SFASC, officers are expected to be in attendance and participate for each entire ASC & JAC meeting. In the event that an Officer cannot attend, the Chairperson shall be notified in advance. If an officer misses all, or a substantial part, of two consecutive meetings, such matter shall be placed on the Agenda of that SFASC meeting for discussion.
2. A GSR or Alternate GSR shall attend all SFASC meetings.
3. A Subcommittee shall be represented by its elected Chairperson or designee at all SFASC meetings and JAC meetings.

D. Rules of Order & Decision Making Procedures

1. Business Session:
 - a. All matters of business will be submitted as written motions. Procedural matters may be stated orally.
 - b. The SFASC shall follow the SFASC Motion Table. Copies of the Motion Table shall be maintained by the Area Vice Chairperson and will be distributed to any participant upon request.
 - c. During the Business session, debate on all motions will be limited to 3 in favor and 3 against. Further debate may only occur with a motion to extend debate.
 - d. Once a Motion is read and is seconded, it belongs to the floor and will voted on according to the voting protocols outlined in E, F and G of this section.
 - i. Any amendments will follow the protocols outlined in the SFASC "Motion Table"

- e. Calling the Question:
 - i. Prior to the vote being taken on any main motion, the presiding officer shall ask the body to determine if all participants are prepared to vote. Participants who have questions about the process or need additional information are encouraged to raise their hands at this point. The chairperson will call on members who have indicated they are not prepared to vote to ascertain what additional information is needed prior to proceeding.
 - ii. Participants should not indicate they are unprepared to vote for or against a motion as a mechanism to inject further debate on the motions merits.

- f. Policy Voting. Changes to these guidelines and other decisions identified within these guidelines as policy voting decisions shall follow the following procedures:
 - i. Policy motions shall be available in written form to all participants
 - ii. Policy motions shall be automatically tabled for 30 days to give all parties a chance to review and comment.
 - iii. Policy motions may be referred or committed by the body to any SFASC service body, or to the participating groups.
 - iv. Policy motions shall require a two thirds (2/3's) majority vote of participants to pass. Two-thirds vote being two-thirds of votes cast, ignoring abstentions.
 - v. Motions specifically referred to groups will be voted upon by GSR's only.
 - vi. If more than 1/3 of the voting participants cast a vote of abstention on any main motion the motion shall automatically be tabled for thirty days.

- g. Regular Business. A two thirds majority vote is also needed in all other matters, ignoring abstentions. Even after a vote of more than two thirds is recorded, a voter that voted contrary to the majority will be given the privilege to speak on the issue once more, and can request another vote be taken after they have spoken. If more than one third of the voting participants cast a vote of abstention on any main motion the motion shall automatically be tabled for thirty days.

2. Suspending Guidelines

These Guidelines may be suspended by a two thirds (2/3's) majority vote of Participants.

E. Elections

1. The SFASC Officers described in Chapter 1, section E, except for the Treasurer are elected for a term of one year. Elections are regularly held in December of each year and during the course of the year as the need arises. The terms run from January through December.
2. The Treasurer is elected for a 13-month term. The election for Treasurer is held in April of each year. The term runs from May through May.
3. Interim elections may be held at any time to fill vacant positions for the remainder of the term.
4. Nominations may be made by any SFASC participant. Nominees must be present for nomination and election.

5. The SFASC Officers shall be elected by a simple majority vote of the SFASC.
6. Consecutive service by any individual in any one SFASC office shall be limited to two terms. Service in a position for 6 months or longer shall be considered one term.

F. Termination of Service

1. Use of drugs automatically constitutes a resignation.
2. Trusted servants elected to serve the SFASC may be removed by a two thirds (2/3's) majority vote of SFASC participants, due to lack of attendance, failure to perform duties of the position, gross negligence, or incapacitation.

G. Monthly Business Cycle

Regular monthly meetings will include time for the regular business listed below. However, any or all of this business may be suspended by a motion from the floor or by the decision of the presiding officer (see annual business cycle).

1. Reports from officers, boards and committees
2. Open Forum
3. Business Session
4. Approval of expenses
5. Other functions, as approved by the SFASC.

H. Annual Business Cycle

The Chair, with SFASC approval, will schedule the following business yearly:

1. Annual budget and midyear budget review
2. Midyear financial review and audit of all SFASC & subcommittee bank accounts
3. Service Inventory
4. Guidelines review
5. Elections
6. Other functions, as approved by the SFASC.

Chapter IV: Service Policies

A. Financials

1. Bank Accounts
 - a. All SFASC & Subcommittee Checking Account checks should be printed with:
 - i. The name of the subcommittee using “NA” instead of the full name “Narcotics Anonymous”;
 - ii. Current address of the SFASC
 - iii. Two Signature Lines;
 - iv. A notice that two signatures are required.
 - b. The authorized signatories of the SFASC bank account are the SFASC Chairperson, Vice Chairperson, Secretary and Treasurer. Any two authorized signatures are required to clear withdrawal of funds from the SFASC bank account.

- c. All Subcommittee bank accounts shall require two Trusted Servants of the Subcommittee as authorized signatories. The definition of these individuals shall be in the individual subcommittee's guidelines.
 - d. Any ATM cards should be destroyed, unless their use is required to reduce or waive bank fees. Then they should be kept in a secure location at the ASC. If used for any purchases, only signatories of the account may use the card and the subcommittee must pre-approve the purchase being made with the card.
2. Budgeting & Funding
- a. Prudent Reserve

The prudent reserve of the SFASC shall be the equivalent of one sixth of the annual approved budget.
 - b. Annual Budget Process
 - i. Each standing subcommittee of the SFASC shall develop and submit a budget to the SFASC Joint Administrative Committee no later than November of each year.
 - ii. The SFASC Joint Administrative Committee shall produce an annual budget for the year and submit it to the SFASC for approval no later than February of each year.
 - iii. Donation to RSC. A minimum monthly donation to NCRSC shall be a budgeted item proposed by the SFASC Joint Administrative Committee on an annual basis.
 - c. Subcommittee Operating Reserve

Each subcommittee of the SFASC that has a permanent checking account shall have a maximum seed fund. This amount must be approved by a majority vote of the SFASC.
3. Money Handling Procedures
- a. Deposits from the SFASC shall be made within two business days of the SFASC meeting. Timeframes for deposits into individual subcommittee accounts shall be defined in each subcommittee's guidelines.
 - b. Returned Checks

Checks returned to the SFASC should be handled the following manner:

 - i. Contact the maker of the check by phone, in person, or by mail whichever is appropriate.
 - ii. Have the maker of the check replace it with either cash, money order, or certified check. The funds submitted must include any banking charges incurred by SFASC due to the check being returned.
 - iii. If insufficient information exists to establish this contact, at the discretion of the Treasurer, attempt to redeposit the check.
 - iv. Should all attempts to contact the maker be unsuccessful within 60 days of notification by the SFASC banking institution, the funds for the check will be removed from the balance of the SFASC Treasury.
 - v. The SFASC shall retain the right to pursue restitution of funds.

- c. Theft

Any item or funds taken from the SFASC without written approval from a minimum of three (3) members of the SFASC Joint Administrative Committee of SFASC as a whole, will be considered as stolen property from the fellowship or the San Francisco Area of Narcotics Anonymous. Since this is considered theft, full legal action may then be taken by the SFASC per group conscience.
 - d. Subcommittee Emergency Expenses

In order for a Subcommittee that doesn't have it's own bank account to overspend its budget, the Chairperson of the Subcommittee needs, when time is of the essence, in addition to the Subcommittee group conscience, agreement between three of the four signatories elected by the SFASC. The elected signatories are the Area Chairperson, Vice Chairperson, Treasurer and Secretary.
4. Yearly Financial Review Procedures (Audit Team Procedures)
- a. SFASC Bank Account

Two members of the Joint Administrative Committee other than the current Treasurer shall review the SFASC Bank Account at least once annually. The standing SFASC Treasurer should be in attendance to answer any questions that may arise. This should be scheduled prior to the position being assumed by a new Treasurer.
 - b. SFASC Subcommittee Bank Accounts

SFASC Subcommittees that have a standing Bank Account are subject to audit of that bank account by members of the SFASC Joint Administrative Committee. That audit shall be performed by the SFASC Treasurer, one other member of the SFASC Joint Administrative Committee, and the Chairperson of the Subcommittee. The Subcommittee Treasure should be in attendance to answer any questions.
5. Subcommittee Financial Guidelines
- a. All SFASC Subcommittees with bank accounts must incorporate these Subcommittee Financial Guidelines into their written Subcommittee Guidelines.
 - b. All SFASC Subcommittee Checking Account checks should be printed with:
 - i. The name of the Subcommittee using "NA" instead of the full name "Narcotics Anonymous"
 - ii. The current address of the SFASC;
 - iii. Two signature lines; and
 - iv. A notice that two signatures are required.
 - c. The authorized signatories of all SFASC Subcommittee bank accounts are the Subcommittee Chairperson, Vice Chairperson, and Treasurer. Any two authorized signatures are required to withdraw funds from a Subcommittee bank account.

- d. SFASC Subcommittees must include the Annual Budget Process Guidelines as written in the SFASC Guidelines in their subcommittee guidelines
- e. Money Handling Procedures
 - i. Deposits from Subcommittee events that take in money shall be made within two business days of the event.
 - ii. Theft – Any item of funds within a Subcommittee belongs to the SF therefore is subject to the same SFASC guidelines regarding Theft, chapter IV, section A, subsection 3, bullet c.
- f. Budgeting & Funding
 - Each subcommittee shall return all funds in excess of their seed fund to the SFASC Treasurer within one month of exceeding their seed fund or must submit a motion to the ASC requesting to retain the funds – if such motion fails, funds in excess of seed fund must be returned to the SFASC immediately.
- g. Financial Reporting
 - i. Each Subcommittee must provide a written financial report to JAC every month at the SFASC, with enough copies for each member of JAC and extra copies for GSRs who would like to see them. This shall include a detailed ledger of all transactions, a reconciliation report and a bank statement. All expenses and deposits must be itemized in the report, including payees of all checks written.
 - ii. All banking account numbers must be covered in a way that makes them unreadable on the reports.
- h. Yearly Financial Review of all Subcommittee Financial Records
 - Bank Accounts – Two members of the Joint Administrative Committee other than current the Trusted Servant of the Subcommittee shall review the Subcommittee bank account at least once annually. The Subcommittee Treasurer and Chair should be in attendance to answer any questions that may arise. This should be done anytime a new Treasurer is starting, prior to the outgoing Treasurer leaving.

B. Event Planning & Fundraising

1. Shared Events

Events sponsored by multiple committees of the SFASC, or by SFASC with another Area of Narcotics Anonymous, require special attention and defined points of financial accountability. This should be discussed and decided prior to the expenditure of any Fellowship funds for said event.

C. Communications Guidelines

1. Flyers: All SFASC and subcommittee flyers are to have Events approval prior to distribution.

2. Meeting Directory. A directory of NA group meetings in the San Francisco Area will be published on a regular basis by Information Officer.
 - a. Groups listed. The San Francisco Area Meeting Directory does not represent an exclusive authorization or certification of NA participation. Any two addicts meeting to support each other in recovery may constitute an NA meeting. However, more is expected of an NA Group listed on our directory. Being listed represents a commitment to carry the message of NA recovery to newcomers, among other things, as follows.
 - i. The Meeting Directory will list the meeting information of those groups that are listed in the San Francisco Area Group Registry.
 - b. Group names. Requests for publication of names or other messages should be presented in writing at the ASC, and be accompanied by contact information. Group Names and other recovery messages must conform to the following guidelines in order to be published:
 - i. Contribute to the atmosphere of recovery.
 - ii. Uphold the public image of Narcotics Anonymous. These names and messages may not contain profanity, or obvious substitutions for profanity, may not convey a racist or sexist message or contain derogatory or offensive terms, may neither endorse nor disparage any religion, creed or belief, and may not violate trademark or other laws or be likely to embroil the fellowship in legal or other disputes.
 - iii. Embody the letter and spirit of the 12 traditions of Narcotics Anonymous. In particular, these names and messages may not undermine the unity of the fellowship, distract from our primary purpose, imply any requirement for membership other than the desire to stop using, create the appearance of endorsement or affiliation with any outside organization, express an opinion on an outside issue or undermine the anonymity within the fellowship.
 - iv. Fit space available. So that a newcomer or other addict may find an NA meeting, the most important purpose of the directory is the listing of time and location of NA meetings. Names and other messages will be printed only when space is available to do so, and will not be allowed to conflict with meeting time and address information, or to cause such information to become illegible or difficult to read or find.

D. Subcommittee Guidelines.

1. Any subcommittee guideline changes will be brought to the ASC for approval.

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