

Westside Area Service Committee Guidelines

I. DEFINITION

The Westside Area Service Committee (WASC) is a group made up of elected representatives of Narcotics Anonymous (N.A.) groups, elected Area officers, subcommittee representatives, and interested N.A. members whose aim is to service the specific needs of its groups and to facilitate ways to carry the message to the addict who still suffers. Our area is bounded on the north by Topanga Canyon Boulevard and Mulholland Highway (Mulholland Drive), to Benedict Canyon Road going south to Olympic Boulevard, going east to La Cienega Boulevard, and on the south by Slauson Boulevard and the Marina (90) Freeway.

II. PURPOSE

The purpose of the WASC shall be the administration and coordination of N.A. business and activities common to the various groups comprising its membership. It shall do so in accordance with both the Twelve Concepts of Service and the Twelve Traditions of N.A.

III. FUNCTIONS

- A. The functions of the WASC shall be carried out at the monthly WASC meetings and at special meetings (See Operational Section D). In addition, many of the functions of the Westside Area shall be carried out by a system of subcommittees including, but not limited to, the following:

- a. Activities Committee
- b. Hospitals and Institutions Committee
- c. Literature Committee
- d. Phone lines Committee
- e. Public Information Committee

These subcommittees shall carry out their functions in accordance with the Twelve Concepts of Service and the Twelve Traditions of N.A. and their own guidelines (created by the subcommittee, reviewed by the Area Chairperson, and ratified by the Westside Area). These subcommittee guidelines shall be available upon request from the respective subcommittees.

- B. The functions of the WASC shall include, but are not limited to, the following:

- 1. To provide a forum (the monthly WASC meetings) for N.A. meeting groups (group) to resolve their common concerns through their Group Service Representative (GSR).
- 2. To enable communication between the groups, the WASC subcommittees, and the WASC as a whole.
- 3. The administration and maintenance of a 24-hour phonenumber able to:
 - a. Answer basic questions regarding N.A.
 - b. Coordinate 12-Step calls.
 - c. Refer other callers to the N.A. meeting or committee that can

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best meet their needs.

4. To provide a postal box to receive correspondence to the WASC.
5. To carry the N.A. message, in accordance with the Eleventh (11th) Tradition, to addicts and those serving addicts. This may be accomplished through the media, community presentations, mail outs, flyers, etc.
6. To carry the N.A. message to addicts in hospitals and institutions.
7. To distribute, review, and help create N.A. literature.
8. To provide activities (entertainment, recreational, and social functions) to increase N.A. unity and raise funds to carry out other Westside Area functions.
9. To review and update the WASC's and its subcommittees' guidelines.
10. To elect a Regional Committee Member (RCM) for active participation in the Southern California Regional Service Committee (SCRSC), to communicate between the Area and the Region, and to carry money above and beyond our prudent reserve (in accordance with Operational Section I) to support N.A. at the Regional level.
11. To elect representatives to the Southern California Regional Convention Committee (SCRCC) for active participation in the SCRCC and to communicate between the Area and the SCRCC.
12. The WASC will administrate and maintain a banking account with a prudent reserve of \$6,000 (Six Thousand Dollars).

IV. WASC PARTICIPANTS AND OFFICERS

Definition

The WASC is comprised of trusted servants who have been elected to perform certain functions. These trusted servants would serve their term in accordance with Operational Section A. Participants in the WASC shall include, but are not limited to, the following:

1. Interested members of N.A.
2. Group Service Representatives (GSRs) and Alternate Group Service Representatives (Alt GSRs) who have been elected from each of the meetings in the Westside Area and represent their group's conscience.
3. WASC subcommittee representatives, as elected by their respective committees.
4. The following officers who have been elected from the above participants of the WASC:
 - a. Chairperson
 - b. Vice Chairperson of Internal Affairs
 - c. Vice Chairperson of External Affairs
 - d. Regional Committee Member (RCM)
 - e. Alternate Regional Committee Member (Alt RCM)
 - f. Secretary
 - g. Treasurer

B. Rights

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Anyone may attend WASC business meetings as observers. Any member of N.A. with at least 24 hours clean time may make motions and participate in discussion of motions on the floor (when recognized by the Chairperson), however, only voting participants have the right to second motions and to vote on motions. Voting participants of the WASC are the GSRs of each group. If the GSR is absent, then that group's Alternate GSR will become the voting participant. The Chairperson will vote only in case of a tie among the voting participants. The rights of the groups are:

1. To purchase literature from the WASC Literature Committee.
2. To have their meeting listed in the Westside Area Meeting Directory and submitted to the Southern California Regional Service Office (SCRSO) and the World Service Office (WSO) to be included in their meeting directories.
3. To have the WASC phone line refer addicts seeking recovery to their meeting.
4. To have their GSR or GSR Alternate find out about:
 - a. The Westside Area.
 - b. The Southern California Region.
 - c. N.A. at the World level.
 - d. Any N.A. activities.
 - e. Other N.A. groups.
 - f. The N.A. service structure.
 - g. The Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
 - h. Involvement in N.A. service.
5. To make their group conscience known on matters affecting their group, the Westside Area, the Southern California Region, and N.A. as a whole.

V. QUALIFICATIONS AND DUTIES OF OFFICERS

The WASC shall hold elections for its officers at the regular meeting in June of each year. Each of the officers shall meet the qualifications of the GSR. Each officer's additional qualifications and duties are as follows:

A. Chairperson

1. Qualifications
 - a. At least FIVE (5) YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
 - b. At least ONE (1) YEAR of service experience as a GSR or WASC officer.
2. Duties
 - a. To preside over, maintain order, and provide an agenda for WASC meetings.
 - b. To work with and assist the other officers of the WASC.
 - c. To handle all correspondence for the WASC.
 - d. To serve as custodian of all WASC files and archives.

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- e. To notify and express concern to any group whose GSR has not attended two (2) consecutive WASC meetings.
- f. To be a cosigner of the WASC bank account.
- g. To be available to individual members of the WASC to provide information about:
 - i. Involvement in N.A. service.
 - ii. The N.A. service structure.
 - iii. The Twelve Concepts of Service and Twelve Traditions of N.A.
 - iv. How the WASC functions.
- h. To help the WASC abide by the Twelve Concepts of Service and Twelve Traditions of N.A.. To train the Vice Chairpersons in the performance of the duties of the Chairperson.
- j. To review all changes to the guidelines of the WASC and its sub-committees and assure all changes adhere within the Twelve Concepts of Service and Twelve Traditions of N.A.

B. Vice Chairpersons

The office of Vice Chairperson shall be a two (2) person position consisting of a Vice Chairperson of Internal Affairs and Vice Chairperson of External Affairs. The two (2) officers shall switch offices in June and December until their commitments are completed.

1. Qualifications

In addition to qualifications of the GSR (refer to section IV) candidates for Vice Chairperson positions should have the following qualifications:

- a. At least FOUR (4) YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
- b. At least TWELVE (12) MONTHS of service experience as a GSR.

2. Duties

- a. The duties of the Vice Chairperson of Internal Affairs are:
 - i. To serve as a liaison and attend one meeting per month alternating between the Literature, and Activities Committees and help to coordinate activities relating to the services which the WASC provides within N.A..
 - ii. To work with and assist the other officers of the WASC.
 - iii. To be prepared to perform the duties of the Chairperson and to do so in case of the Chairperson's absence.
 - iv. To assist the Alternate Secretary in greeting and educating all new GSRs and GSR Alternates at each WASC meeting.
- b. The duties of the Vice Chairperson of External Affairs are:
 - i. To serve as a liaison and attend all meetings of the Hospital and Institutions, Phonelines and Public Information Committees and help to coordinate the

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services or relationship of the WASC to those not in the Fellowship of N.A..

- ii. To work with and assist the other officers of the WASC.
- iii. To be prepared to perform the duties of the Chairperson in their absence (in accordance with Operational Section A).

C. Regional Committee Member and Alternate

1. Qualifications

In addition to the qualifications of the GSR (refer to section IV), candidates for the RCM and Alternate RCM should meet the following qualifications:

- a. At least FIVE (5) YEARS of continuous clean time and maintenance thereof for the duration of the commitment as RCM.
- b. At least FOUR (4) YEARS of continuous clean time and maintenance thereof for the duration of the commitment as Alternate RCM.
- c. At least ONE (1) YEAR service experience as a GSR.

2. Duties

- a. To attend all WASC and SCRSC meetings, and to provide written reports to both.
- b. To work with and assist the other officers of the WASC and be a source of information and guidance in matters concerning the Twelve Concepts of Service and Twelve Traditions of N.A..
- c. To prepare and submit to the WASC Secretary, a written summary of their oral report, regarding the SCRSC and the World Service Committee (WSC), to the WASC, to be included in the minutes.
- d. To serve as the liaison between the WASC and the SCRSC, and represent the group conscience of the WASC, specifically at the regional level through the SCRSC.
- e. To submit to the SCRSC and the WSO an updated list of Area meetings to be included in their directories.
- f. To be the cosigners of the WASC bank account.
- g. To be prepared to perform the duties of the Chairperson in their absence (in accordance with Operational Section A).
- h. RCM: To train the Alternate RCM in the performance of the duties of the RCM. Alternate RCM: To be prepared to perform the duties of the RCM in their absence.

D. Treasurer

1. Qualifications

In addition to the qualifications of the GSR (refer to section IV), candidates for the Treasurer should meet the following qualifications:

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- a. At least FIVE (5) YEARS of continuous clean time and maintenance thereof for the duration of their commitment.
- b. At least ONE (1) YEAR service experience as a GSR.
- c. Experience necessary to provide the WASC with an accurate accounting of all financial transactions in a written form.

2. Duties

- a. To act as the custodian of the WASC bank account and keep the WASC financial ledger.
- b. To make a written report of all contributions and expenditures (itemized by groups and subcommittees) and display deposit slips or copies thereof at all WASC meetings.
- c. To make an annual statement at the end of the calendar year and at the end of their term of office.
- d. To ensure that donations from the WASC to the SCRSC are made in accordance with Operational Section I.
- e. To be prepared to perform the duties of the Chairperson in their absence (in accordance with Operational Section A).

E. Secretary

1. Qualifications

In addition to the qualifications of the GSR (refer to section IV), candidates for the Secretary should meet the following qualifications:

- a. At least TWO (2) YEARS of continuous clean time and maintenance thereof for the duration of their commitment.
- b. At least SIX (6) MONTHS service experience as a GSR. Possession of, or access to, some means of producing well-ordered and legible minutes of the WASC meeting.

2. Duties

- a. To record, type, and distribute the minutes of all WASC regular and special meetings.
- b. To maintain a current list of all WASC participants.
- c. To be the responsible party in handling the WASC postal box.
- d. To work with the WASC Chairperson in the following manner:
 - i. Assist with all correspondence.
 - ii. Ensure that the Chairperson is aware of absences of representatives from any groups or subcommittees.
 - iii. To maintain a notebook of all motions passed.

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- iv. To gather all remaining literature at the end of the WASC and provide at the next WASC meeting, etc.
- v. To maintain a phone list of all Executive Body Members and Sub Committee Chairs.
- e. To be prepared to perform the duties of the Chairperson in their absence (in accordance with Operational Section A).
- f. Co-Secretary, etc. (from below)

VI. SUBCOMMITTEES AND REPRESENTATIVES

A. Group Service Representative and Alternate Group Service Representative

Each Westside Area group should elect a GSR and a Alternate GSR on a yearly basis. The GSR represents their group at the WASC meetings. Although elected or appointed at the group level, it is suggested that the GSRs and Alternate GSRs should meet the following qualifications and perform the following duties:

1. Qualifications

- a. A willingness to serve.
- b. At least ONE (1) YEAR of continuous clean time (SIX (6) MONTHS for Alternate GSR) and maintenance thereof for the duration of the commitment.
- c. Active participation in the group they represent.
- d. Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of N.A., the N.A. service structure, and how these guidelines function to help the addict who still suffers.

2. Duties

- a. To attend all WASC regular and special meetings.
- b. To attend all meetings of the group they represent.
- c. To inform their group about what is happening in N.A..
- d. To represent their group's conscience when proposing, discussing, and voting on motions on the floor of the WASC.
- e. To participate in all meetings of their group's steering committee.
- f. To inform individual members of their group about:
 - i. Involvement in service.
 - ii. The N.A. service structure.
 - iii. The Twelve Concepts of Service and Twelve Traditions of Narcotics Anonymous.
 - iv. N.A. activities.
 - v. How the WASC functions.
- g. To help their group abide by the Twelve Traditions of N.A..
- h. Suggested To be of service on one of the subcommittees of the WASC.

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- i. To make donations from their group to the WASC when so directed by their group.
 - j. GSR: To train the Alternate GSR in the performance of the duties of the GSR (GSR Alternate: To assume the duties of the GSR in case of their absence).
 - k. To perform these duties for a period of one (1) year.
- B. Subcommittees
- 1. Subcommittees are directly responsible to the Westside Area. Newly proposed subcommittees shall function as Adhoc committees until they are established with guidelines. It is necessary to clearly define responsibilities of these subcommittees so that they can fulfill the purpose for which they were intended (descriptions of the subcommittees will be taken from their guidelines and inserted here after WASC approval):
 - a. Activities Committee (WAAC)
 - b. Hospitals and Institutions Committee (WAHIC)
 - c. Literature Committee (WALC)
 - d. Phone lines Committee (WAPC)
 - e. Public Information Committee (WAPIC)
 - f. Bluesfest Committee (WABC)
 - i. Adhoc Committees:
 - ii. Temporary committees, which are created for a specific purpose, either by the WASC Chairperson or a simple majority vote of the GSRs.
 - iii. Adhoc committees cease to exist either when their task is completed or at the discretion of the WASC.
 - 2. Guidelines should be drafted by the subcommittees' officers and active members (with the assistance of the WASC Chairperson if requested), using the suggestions below. Subcommittee guidelines will be presented for approval at a regular WASC meeting. An annual Guideline Review shall be done after induction of new officers. Guidelines for a WASC subcommittee should include:
 - a. Definition and/or Name of Subcommittee.
 - b. Purpose.
 - c. Function.
 - d. Qualifications and Duties of Officers.
 - e. Voting Procedures.
 - f. Meetings (including time and place).
 - g. A bank account and prudent reserve for subcommittees which enter into financial transactions on a regular basis and are given funds prior to their expenditure:
 - i. A two (2) signature bank account.

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- ii. Three (3) cosigners, including the WASC Chairperson and WASC Regional Committee Representative and Alt Reg. Committee Rep
 - iii. NO cosigners of the account shall reside in the same household.
 - h. A treasurer with the experience and willingness necessary to provide the WASC an accurate monthly accounting of finances in a written form.
3. Every subcommittee shall carry its work in accordance with its guidelines and the Twelve Concepts of Service and Twelve Traditions of N.A..
- C. Subcommittee Representatives

All subcommittee chairpersons or representatives shall attend all WASC meetings. Although elected or appointed within the subcommittees, it is suggested that representatives meet the following qualifications and perform the following duties:

1. Qualifications

- a. The willingness and availability to serve.
- b. A reasonable period of continuous clean time as determined by the guidelines of their respective subcommittee.
- c. Active participation in the subcommittee they represent.
- d. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of N.A. and how these guidelines function to help the addict who still suffers.

2. Duties

- a. To attend all WASC regular and special meetings.
- b. To attend all meetings of the subcommittees which they represent.
- c. To inform their subcommittee about what is happening at the WASC and how WASC group meetings request their service.
- d. To participate in all steering committee meetings of the subcommittee which they represent.
- e. To be available to individual members of N.A. to inform them of how they can become involved in service on their subcommittee.
- f. To prepare the following:
 - i. A written report of their subcommittee's activities and financial transactions of the past month. Copies of this report are to be available to all participants of the WASC.

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- ii. An oral report to the WASC concerning the time and place of their next meeting, their activities, needs, and other relevant information.
- iii. To prepare and submit a summary of their oral report, to the WASC Secretary, to be included in the minutes.

D. Convention Committee Representatives and Alternates

1. To ensure the Westside Area of N.A. representation in the selection of leaders, readers, and speakers at the Southern California Regional Convention Committee (SCRCC), two (2) Representatives and two (2) Alternates will be elected by the Westside Area.
2. The WASC shall hold elections for its representatives at the regular meeting in October (this is to coincide with the approximate date of the Southern California Regional Convention).
3. Qualifications of the Convention Committee Representatives:

In order to represent the Westside Area of N.A. at the SCRCC Program Subcommittee, in accordance with the SCRCC guidelines, representatives MUST meet the following requirements:

- a. At least THREE (3) YEARS of continuous clean time and maintenance thereof for the duration of the commitment
 - b. At least TWO (2) YEAR of service experience on the SCRCC as a voting member.
 - c. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of N.A. and how these guidelines function to help the addict who still suffers.
4. Duties of the Convention Committee Representatives:
 - a. To attend all WASC and SCRCC regular meetings.
 - b. To attend and vote as a Westside Area Representative at all SCRCC Program Subcommittee meetings.
 - c. To accumulate a list of potential leaders and readers within the Westside Area of N.A..
 - d. To accumulate a list of potential speakers carrying the N.A. message, to include, but not limited to, members in the Westside Area of N.A..
 - e. To give an oral report to the WASC concerning the time and place of their next meeting, their activities, needs, and other relevant information.
 - f. To prepare and submit a summary of their oral report.
 - g. To train the Alternate Representatives in the performance of the duties of the Representatives.

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5. Qualifications of the Alternate Representatives:

Two (2) Alternate Representatives shall be elected so that the Westside Area of N.A. is ensured future representation:

- a. At least ONE (1) YEAR of continuous clean time and maintenance thereof for the duration of the commitment.
- b. At least SIX (6) MONTHS service experience.
- c. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of N.A., and how these guidelines function to help the addict who still suffers.

6. Duties of the Alternate Representatives:

- a. To attend all SCRCC meetings.
- b. To become a voting member of the SCRCC.
- c. In the absence of the Representative, give an oral report to the WASC concerning place and time of their next meeting, their activities, needs, and other relevant information.
- d. To prepare and submit a summary of their oral report.

If there are no other qualified candidates, the current Representative(s) may succeed themselves in office until such time as there is another qualified candidate. NOTE: To retain voting status at the SCRCC, a member cannot miss more than four (4) meetings throughout the SCRCC year.

VII. OTHER TRUSTED SERVANT (S)

A. Alternate Secretary Co-Secretary

A trusted servant shall be elected by the WASC to provide the Westside Area of N.A. with a monthly calendar reflecting various N.A.. Service Committees' meetings and N.A.. Functions, to include but not be limited

to all Westside Area functions. Also to provide new GSRs and Alternate GSRs with information and guidance as to how the WASC carries out its functions, an orientation meeting will be held prior to each regular WASC meeting.

1. This person shall have at least ONE (1) YEAR continuous clean time and maintenance thereof for the duration of the commitment.
2. Duties:
 - a. To gather information regarding N.A. functions and N.A. service committee meetings.

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- b. To place this information on a monthly calendar for the upcoming two (2) months.
- c. To reproduce at least enough copies for each GSR, WASC subcommittee representative, and each WASC officer.
- d. To provide these calendars for distribution at each regular WASC meeting.
- e. To arrive at the WASC meeting place at least fifteen (15) minutes before prior to the beginning of the open forum.
- f. To cordially greet all new GSRs and Alternate GSRs as they arrive.
- g. To provide each new group represented with the Westside Area Welcome Package, which includes the Temporary Working Guide to Service Structure Working Guide to Local Service and the WASC Guidelines.
- h. To sell a Westside Area Welcome Package at cost (\$4.60) to any existing group which had previously been given one.
- i. To show new GSRs and GSR Alternates where and how to:
 - 1. Make donations from their groups to the WASC.
 - 2. Purchase literature.
 - 3. Pick up flyers and minutes for their groups.
- j. To be available to help new GSRs and Alternate GSRs throughout the WASC meeting.
- k. Ensure that the Chairperson is aware of absences of representatives from any groups or subcommittees.

B. Set Up and Clean Up Person(s)

To ensure that the WASC is able to conduct business in a room set up to its own specifications, a trusted servant shall be elected by the WASC.

- 1. This person shall have at least ONE (1) YEAR continuous clean time and maintenance thereof for the duration of the commitment.
- 2. Duties:
 - a. To arrive at the meeting place of the WASC in time, at least fifteen (15) minutes prior to the beginning of the open forum, to have the tables and chairs in the configuration prescribed by the WASC, and have the coffee brewed and refreshments available prior to the beginning of the business meeting.
 - b. To purchase supplies as needed for refreshments.
 - c. To make certain the facility is cleaned up with the tables and chairs put back as they were found, and securely locked up.
 - d. To be responsible for the key to the facility.

VII. OPERATIONAL GUIDELINES

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- A. WASC officers shall serve for a term of one (1) year. These officers may succeed themselves in office, but none may serve more than two consecutive terms in a particular office. If an officer can no longer fulfill their commitment, that office will be filled by election of a replacement as soon as possible (preferably at the next regularly scheduled business meeting of the WASC). In case of the temporary absence of the Chairperson, accession to the Chair shall be as follows:
1. Vice Chairperson of Internal Affairs
 2. Vice Chairperson of External Affairs
 3. RCM
 4. Alternate RCM
 5. Treasurer
 6. Secretary
- B. An officer of the WASC may not be a voting member (except the Chairperson in case of a tie) of the WASC or serve as chairperson or vice chairperson of any WASC subcommittee.
- C. A quorum at WASC meetings shall consist of two thirds (2/3) of the active GSRs (a quorum is necessary to carry out business). This quorum being present, the matters before the WASC shall be decided by simple majority vote. A two-thirds (2/3) vote of all GSRs shall be required for removal of officers and matters regarding new or additional expenditures.
- D. The WASC shall hold regular monthly meetings. The WASC shall also hold Quarterly meetings to discuss status and issues. Mandatory attendance is expected of the Executive Body, which includes Sub-Committee Chairs. Any interested parties are welcome to attend as well. Special meetings may be called in either of two (2) ways:
1. By a two thirds (2/3) vote of GSRs.
 2. By the WASC Chairperson (upon being apprised of a matter of special and major importance such as major policy changes or large and unusual expenditures).
- E. For the purpose of conducting Westside Area business, a group failing to be represented at three (3) consecutive regular WASC meetings will be considered "inactive". Inactive status is not meant to be punitive, but is meant to help the Westside Area attain a quorum, since inactive groups are not counted when determining whether or not there is a quorum at WASC meetings. A group will be considered an active member when it has attended three (3) consecutive regular WASC meetings and on the third (3) meeting will become a voting member of WASC.
- F. Every May at the regular WASC meeting, all WASC officers and subcommittee representatives shall give their Westside Area service inventories.

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- G. The WASC checking account shall require two (2) signatures on its checks. The WASC Chairperson, RCM, Alternate RCM shall all be cosigners of this account. No signers of the WASC checking account shall reside in the same household.
- H. Once the WASC meeting is underway, only one (1) matter will be before the WASC at anyone time and no other discussion is in order. The Chairperson's right to be in control of the process of the meeting **MUST** be respected so that we can get the maximum results from its content.
- I. Donations to the SCRSC shall be made on a quarterly basis in the amount of one-half (1/2) of everything over the WASC prudent reserve.
- J. In the spirit of unity and cooperation remembering that each group is autonomous, groups within and outside the Westside Area whose need are best served by participating in an adjoining Area may do so. Mutual agreement by the group, the WASC, and the ASC of the other Area involved is suggested.
- K. Specifically excluded from the objectives of the WASC, is the operation of any club, clubhouse, Detox Center, and such related facilities, and the endorsement of any public or private projects on addiction or drug abuse.
- L. These guidelines may be amended or temporarily waived by two thirds (2/3) votes of the active voting members.

VIII. MISAPPROPRIATION OF FUNDS AND MISCONDUCT

- A. Procedure for Interim Suspension of Those in Area Service.
 - 1. In the unlikely event that a trusted servant of the area misappropriates N.A. funds or is engaging in conduct that poses a serious, clear and immediate threat to the interest of the area ("Misconduct"), the following shall apply:
 - a. Conduct (Misconduct) posing a clear and immediate threat to the interest of the area is defined as conduct such as i. forgery, embezzlement, theft, misuse or misappropriation of money or area property ii. misuse of one's service title, position, office, the WASC or N.A. name for personal gain or advantage, which the area will suffer damage if prompt action is not taken to control, prevent or stop it.
 - b. Misappropriation is defined as forgery, theft, embezzlement or any other use of N.A. funds for purposes not expressly authorized by an area committee, subcommittee or ad hoc. This shall include the theft of cash, check, any financial instrument (i.e. refunds, royalties or rebates) or assets (i.e. equipment, supplies or physical inventory).
- B. Should the area Chair have reliable information to believe that a trusted servant of the area is engaging in such conduct, the Chair shall make every effort to find out the true facts.

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- C. If the Chair reasonably believes that, by continuing in office, the member continues to pose a clear and immediate threat to the interest of the area, the Chair shall start the following procedure to temporarily suspend that member from all area service.
1. The Chair shall explain to each member of the Executive Committee the facts of the situation, as he or she understands them. The term "Executive Committee" shall refer to those elected area officers described in section IV (A) 4 of the WASC guidelines or any succeeding section.
 2. Each Executive committee member shall vote on whether or not to approve the suspension, a majority of all Executive Committee
 3. Members, not just those contacted, shall be required to approve a suspension.
 4. If a suspension is approved, the member in question shall not be authorized to act on behalf of the area or any committee or other area body during the suspension period. The member may not act as an officer of, or vote as a member of, any area committee, sub-committee or ad hoc. The member must immediately turn over to the Chair all area or committee property in his or her possession, including cash, checks, checkbooks or records.
 5. The suspension shall be in effect only until the next meeting of the WASC.
 6. If the suspension is approved, the matter must be brought up at the next meeting of the WASC for action by the entire body. Such action may include removal, reinstatement, or any other action approved by the WASC according to the guidelines.
 7. Upon the suspension of any member(s) the WASC Executive Committee must make a full and timely investigation of the matter and report the findings and any recommendations at the next meeting of the WASC.
 8. At the first WASC meeting following the interim suspension, the presiding officer of the WASC must report all interim actions, decisions and findings of the Executive Committee. Any member subject to the provisions of this section may exercise the 10th Concept of N.A. Service at this time.
 9. Once the WASC has met, the suspension will lose its effect whether or not the WASC has acted on the issue or not. The WASC must act or the member will be immediately reinstated with full privileges and authority. However, if the Executive Committee's investigation and recommendation process has not been completed by the first WASC meeting following the

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interim suspension, the Executive Committee may vote to impose an additional period of suspension for purposes of obtaining guidance and/or for additional investigation. However, the total of any additional interim suspension periods cannot exceed 90 days.

It is not the role of the WASC or its executive body to act as policeman or to discipline members. The preceding steps are intended to be used in extreme circumstances and

only when the conduct in question poses such an immediate threat to the area that the matter cannot wait until the next meeting of the WASC.

Once this procedure has been used against a member, it cannot be utilized again for the same acts. It can only be instituted additional times if the chair receives credible evidence of new conduct.

B. Purpose and Procedure for Removal and Reinstatement

Purpose: When the wrongful actions of a member prevents or hinders the WASC or any of its committees or sub-committees from carrying out their assigned functions, the WASC may vote to impose a pause in that members right to participate in service at an area level in order to restore order and function.

Once the WASC Executive Committee has investigated the matter and reported its findings to the WASC, the WASC may vote on a motion or motions to remove the individual(s) from area service according to the following guidelines (a 2/3rds majority shall be required to pass any motion for removal under this section):

1. **Removal for Misappropriation of Funds:** Should the WASC vote to adopt a motion to remove for Misappropriation of Funds, the individual so removed shall not hold any area office or be allowed to handle any N.A. funds for a period of 5 years. The term "area office" shall mean any position of the WASC, its committees, subcommittees or ad hocs. N.A. funds shall include, but are not limited to the funds of any region, area committee, subcommittee, ad hoc or the funds of any Westside Area N.A. meeting.
2. **Removal for Misconduct:** Should the WASC vote to adopt a motion to remove for Misconduct, the individual so removed shall not hold any area office for a period of not less than three (3) years nor more than five (5) years as the WASC may decide. The term "area office" shall mean any position of the WASC, its committees, subcommittees or ad hocs.
3. **Terms of Removal:** Should the WASC vote to remove on more than one ground, the periods of removal may be imposed either consecutively or concurrently as the WASC may decide. But in no event shall the total term of removal exceed five (5) years.

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4. Testimony/Evidence Allowed: The WASC may hear any evidence relevant to the matter at hand. Evidence of prior instances of misconduct or misappropriation may be heard. But such evidence shall be limited to the official findings of any prior proceedings or investigations concerning the individual in question and the existence and outcome of any other actions for removal, suspension or restitution.
5. Resignation prior to the Motion: Even if the member in question resigns his or her position before the conclusion of the process described above and the final outcome, the WASC must complete the process as if no resignation had taken place. This will allow the process to reach its conclusion and provide closure and finality for the fellowship. This section M is meant to be applied retroactively and shall date back and apply to any covered conduct discovered 2 years prior to the date of its adoption.

D. RESTITUTION

1. Any member found to have misappropriated N.A. funds may be subject to criminal and/or civil prosecution.
2. Any member who has misappropriated N.A. funds must fully account for and return or make arrangements to return all misappropriated funds.