

I) DEFINITION

- A) The Westside Area Service Committee (WASC) is an assembly of elected trusted servants of Narcotics Anonymous (NA) consisting of group service representatives (GSRs), subcommittee representatives, and WASC administrative officers. 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

- A) The purpose of the WASC shall be the administration and coordination of NA services and to create a forum in which NA groups may resolve their common concerns.

III) MEANS OF OPERATION AND FUNCTIONS

A) MEANS OF OPERATION

- 1) The WASC will conduct business in a forum setting open to any interested NA member. The specific means by which the WASC operates will be defined within this document in section V. NA services supported by the WASC will be administered through a system of subcommittees, and in some cases Ad hoc subcommittees may be formed. All WASC activities will be carried out in accordance with the *Twelve Concepts for NA Service* and the *Twelve Traditions of Narcotics Anonymous*.

B) FUNCTIONS

- 1) The functions of the WASC shall include, but are not limited to, the following:
- To provide a monthly forum referred to as the WASC meeting.
 - To provide a quarterly forum referred to as Quarterly.
 - To facilitate any special meetings.
 - To enable communication between the groups, the WASC subcommittees, and the WASC as a whole.
 - The administration and maintenance of a 24-hour phone line.
 - To provide a non-residential postal address in which to receive WASC correspondence.
 - To carry the NA message to addicts and those serving addicts.
 - To carry the NA message to addicts in hospitals and institutions.
 - To distribute, review, and help create NA literature.
 - To provide activities to promote NA unity and raise funds to carry out other Westside Area NA functions.
 - To review and update the WASC's and its subcommittee's guidelines.
 - To elect a Regional Committee Member (RCM) for active participation in the Southern California Regional Service Committee (SCRSC) to communicate between the WASC and the SCRSC.
 - To support NA services beyond the WASC by establishing monetary contributions to SCRSC and a means through which these donations will be made.
 - To elect representatives to the Southern California Regional Convention Committee (SCRCC) for actively participate in the SCRCC and to communicate between the WASC

and the SCRCC.

- To elect a representative to actively participate in the Lesbian, Gay, Bi, Trans and Questioning (LGBTQ) sub-committee of the SCRSC and to communicate between the WASC and LGBTQ committee.
- To elect a representative to actively participate in the Youth sub-committee of the SCRSC and to communicate between the WASC and Youth committee.
- To elect a representative to actively participate in the Sponsorship Behind the Walls (SBTW) sub-committee of the SCRSC and to communicate between the WASC and SBTW committee.
- To administrate and maintain a banking account.
- To assist GSRs in gathering information in regard to:
 - (a) Westside Area NA concerns and dates affecting the area or NA as a whole.
 - (b) Westside Area NA activities.
 - (c) Information regarding the Southern California Region of Narcotics Anonymous (SCRNA).
 - (d) Information regarding NA world service.
 - (e) Any NA activities.
 - (f) Other NA groups.
 - (g) The NA service structure.
 - (h) The Twelve Concepts for NA Service and the Twelve Traditions of Narcotics Anonymous.
 - (i) Involvement in NA service.
 - (j) To assist groups in listing their meetings in all official NA meeting directories.

IV) WASC PARTICIPANTS: QUALIFICATIONS AND DUTIES

A) DEFINITION:

- 1) Although any interested NA member is encouraged to participate in the functions of the WASC, the WASC as an operational body is comprised of elected or appointed trusted servants. These trusted servants may be referred to as WASC Participants and shall include, but are not limited to, the following roles:
 - GSRs and Alternate Group Service Representatives (Alt-GSRs).
 - WASC subcommittee representatives.
 - WASC Administrative Officers:
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) RCM.
 - (d) Alternate Regional Committee Member (Alt-RCM)

- (e) Secretary
- (f) Co-Secretary
- (g) Treasurer
- (h) Co-Treasurer
- (i) Literature
- (j) Website

B) GENERAL QUALIFICATIONS FOR A WASC PARTICIPANTANTS

- 1) A willingness and the ability to serve a full term as elected.
- 2) Maintenance of clean time for the duration of their commitment.
- 3) Active participation in the group, subcommittee, or commitment they are responsible to.
- 4) Knowledge of the *Twelve Steps of Narcotics Anonymous*, the *Twelve Traditions of Narcotics Anonymous*, the *Twelve Concepts for NA Service*, the NA service structure, and a working knowledge of the *WASC Guidelines*.

C) GSRs AND ALT-GSRs

- 1) Although elected or appointed by the group they represent, it is suggested that representatives meet the following qualifications and perform the following duties:
- 2) Qualifications:
 - Meet the General Qualifications for All WASC Participants (Section IV, Item B).
 - GSR: One (1) year of continuous clean time.
 - ALT GSR: Six (6) months of continuous clean time.
- 3) Duties:
 - To attend all WASC regular and special meetings
 - To attend all meetings of the group they represent
 - To inform their group about what is happening in the Westside Area of NA
 - To represent their group's conscience when proposing, discussing, and voting on motions on the floor of the WASC
 - To participate in all meetings of their group's steering committee
 - To inform individual members of their group about:
 - (a) Involvement in service
 - (b) The NA service structure
 - (c) The Twelve Concepts for NA Service and the Twelve Traditions of Narcotics Anonymous

(d) NA Activities

(e) How the WASC functions

- To help their group abide by the Twelve Traditions of Narcotics Anonymous.
- To make donations from their group to the WASC when so directed by their group.
- To participate, either directly or indirectly, in one or more WASC subcommittees.
- GSR: To train their ALT GSR in the performance of the duties of the GSR.

(a) Hand down GSR binder with the following items:

(i) How to Guide

(ii) WASC Guidelines

(iii) 12-Concepts, 12-Steps and 12-Traditions

(iv) Literature Order Forms

(v) List of Abbreviations

- ALT-GSR: To assume the duties of the GSR in case of their absence.

D) SUBCOMMITTEE REPRESENTATIVES:

1) Although elected or appointed within the subcommittees, it is suggested that representatives meet the following qualifications and perform the following duties:

2) Qualifications:

- Meet the General Qualifications for All WASC Participants (Section IV, Item B).
- A reasonable period of continuous clean time as determined by the guidelines of their respective subcommittee.

3) Duties:

- To attend all WASC regular and special meetings.
- To attend all meetings of the subcommittees which they represent.
- To inform their sub-committee about what is happening at the ASC and how WASC group meetings request their service.
- To participate in all steering committee meetings of the subcommittee which they represent.
- To be available to individual members of NA to inform them of how they can become involved in service on their subcommittee.
- To prepare the following prior to each monthly WASC meeting:

(a) A written report of their subcommittee's activities and financial transactions for the

previous month. Copies of this report are to be made available to all participants of the WASC by posting to the WASC Google Group.

- (b) A condensed report shall be submitted to the Secretary and Co-Secretary highlighting information to be placed on the monthly agenda such as future meetings, events and needs.
- (c) An oral report to the WASC concerning the time and place of their next meeting, their activities, needs, and other relevant information.

V) WASC ADMINISTRATIVE OFFICERS

A) Chairperson

1) Qualifications:

- Meet the General Qualifications for All WASC Participants.
- Five (5) years of continuous clean time.
- Served at least One (1) year as a vice-chair at the area level.
- One (1) year of service experience as a GSR.
- An understanding of the format of a group meeting.

2) Duties:

- To preside over, maintain order, and facilitate an agenda for the WASC meetings
- To work with and assist the other officers of the WASC
- To handle all correspondence for the WASC4
- To notify and express concern to any group who's GSR has not attended two (2) consecutive WASC meetings.
- To be available to individual members of the WASC to provide information about:
 - (a) Involvement in NA service.
 - (b) The NA service structure.
 - (c) The *Twelve Concepts for NA Service* and the *Twelve Traditions of Narcotics Anonymous*.
- To train the Vice Chairperson in the performance of the duties of the Chairperson.
- To review all changes to the guidelines of the WASC and its subcommittees and assure all changes adhere within the *Twelve Concepts for NA Service* and the *Twelve Traditions of Narcotics Anonymous*.

B) Vice-chairperson

1) Qualifications:

- Meet the General Qualifications for All WASC Participants.

- Four (4) years of continuous clean time.
- One (1) year of service experience as a GSR.

2) Duties:

- To serve as a liaison and attend at least one sub-committee meeting per month, alternating between each sub-committee
- To represent area at ad-hoc committee meetings
- To be a signatory of the WASC bank account
- To work with and assist the other officers of the WASC.
- To be prepared to perform the duties of the Chairperson and to do so in case of the Chairperson's absence.
- To be prepared to perform the duties of the Chairperson and to do so in case of the Chairperson's absence.
- To assist with the greeting and educating of all new GSRs and ALT GSRs at each WASC meeting as needed.

C) Regional Committee Member (RCM)

1) Qualifications:

- Meet the General Qualifications for All WASC participants
- Five (5) years of continuous clean time
- One (1) year of service experience as a GSR

2) Duties:

- To attend all WASC and SCRSC meetings and provide written reports to both.
- 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 for NA Service* and the *Twelve Traditions of Narcotics Anonymous*
- To serve as the liaison between the WASC and the SCRSC, representing the group conscience of the WASC and the SCRSC
- To be a signatory of the WASC bank account if Chair and Vice Chair cannot sign
- To be prepared to perform the duties of the Chairperson and Vice Chairperson in their absence.
- To train the Alternate RCM in the performance of the duties of the RCM
- In the event neither the RCM nor Alternate RCM (Alt-RCM) is able to attend SCRSC, then the RCM may appoint a Temporary Regional Representative (TRR) to attend

D) Alternate Regional Committee Member (ALT RCM)

1) Qualifications:

- Meet the General Qualifications for All WASC Participants.
- Four (4) years of continuous clean time.
- One (1) year service experience as a GSR

2) Duties:

- To understand the duties of the RCM
- To assist the RCM with their duties
- To be prepared to perform the duties of the RCM in their absence
- In the event neither the RCM nor Alternate RCM (Alt-RCM) is able to attend SCRSC, then the Alt-RCM may assist RCM in appointing a Temporary Regional Representative (TRR) to attend

E) Secretary

1) Qualifications:

- Meet the General Qualifications for All
- Two (2) years of continuous clean time.
- Six (6) months of service experience as a GSR.
- Access to some means of producing well-ordered and legible minutes of the WASC meeting.

2) Duties:

- To record, type, and distribute the minutes of all WASC regular and special meetings.
- To maintain a current list of all WASC Participants.
- To be the responsible party in handling the WASC postal box.
- To work with the WASC Chairperson in the following manner: Assist with all correspondence.
- To maintain an online record of all motions passed.
- To be prepared to perform the duties of the Chairperson in their absence.

F) Co-Secretary

1) Qualifications:

- Meet the General Qualifications for All WASC Participants.
- One (1) year of continuous clean time.
- Six (6) months of service experience as a GSR

- Access to some means of producing the monthly agenda and other reports.

2) Duties:

- To gather information regarding WASC functions and WASC subcommittee meetings
- To place this information on a monthly calendar for the upcoming two (2) months
- To reproduce at least enough copies for each GSR, WASC subcommittee representative, and each WASC officer
- To arrive at the WASC meeting place at least fifteen (15) minutes prior to the beginning of the open forum
- To greet all new GSRs and ALT GSRs as they arrive
- To provide each new group represented with the Westside Area Welcome Package, which includes *A Guide to Local Service* and the *Westside Area Service Committee Guidelines*
- To show new GSRs and ALT GSRs where and how to:
 - (a) Make donations from their groups to the WASC
 - (b) Purchase literature
 - (c) Pick up flyers and minutes
- To ensure that the Chairperson is aware of absences of representatives from any groups or subcommittees.
- To be available to help new GSRs and ALT GSRs throughout the WASC meeting.
- To perform roll call and to determine quorum.
- To be prepared to perform the duties of the Chairperson in their absence.

G) Treasurer and Co-Treasurer

1) Qualifications:

- Meet the General Qualifications for All WASC Participants
- Five (5) years of continuous clean time
- Experience in business, accounting, bookkeeping, or as a successful group treasurer
- Ability to provide the WASC with an accurate accounting of all financial transactions in a written form

2) Duties:

- It is suggested that the Treasurer and Co-Treasurer become familiar with official NA financial-based literature.
- To act as the custodian of the WASC bank account and keep the WASC financial ledger.

- To produce a written report of all contributions and expenditures (itemized by groups and subcommittees) and display deposit slips or copies thereof at all WASC meetings
- To make an annual statement at the end of the calendar year and at the end of their term of office
- To ensure that donations from the WASC to the SCRSC are made in accordance with Section VIII, Operational Guidelines Item I
- To be prepared to perform the duties of the Chairperson in their absence

H) Literature Chairperson

1) Qualifications:

- Meet the General Qualifications for all WASC participants
- Five (5) years of continuous clean time.
- One (1) year of service experience as a GSR or WASC officer.

2) Duties

- Determine what supplies are needed by referencing sales detail and inventory.
- Order literature and merchandise via e-mail from Regional Service Office based on sales and inventory.
- Pick up or receive literature order.
- Fill literature orders at the ASC and distribute orders to GSRs.
- Fill literature orders for subcommittees as needed.
- Reconcile literature orders with money received and submit money to the Treasurer.
- Collect copies of all ASO invoices (including H&I, PR, etc), from RSO office on monthly basis.
- Give a monthly report at the ASC meeting.
- To be responsible for ensuring that the Literature subcommittee collects all of the remaining literature at the end of the WASC meeting and brings it back for the next meeting
- Website

I) Regional Representatives

1) Convention Committee Representative

- To ensure the Westside Area of NA's representation in the selection of leaders, readers, and speakers at the Southern California Regional Convention Committee (SCRCC), one (1) Convention Committee Representative will be elected by the WASC in June.
- Qualifications:
 - (a) Meet the General Qualifications for All WASC Participants.

(b) One (1) year of continuous clean time.

(c) Six (6) months of service experience as a GSR

- Duties:

(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 from the Westside Area of NA.

(d) To accumulate a list of potential speakers carrying the NA message, including, but not limited to, members in the Westside Area of NA.

(e) To give an oral report to the WASC including:

(i) The time and place of the next SCRCC meeting.

(ii) Activities of the SCRCC.

(iii) Needs of the SCRCC.

(iv) Any other relevant information from the SCRCC.

(f) To prepare and submit a written and verbal report.

2) Youth Committee Representative

- The primary purpose of Southern California Regional Youth Committee (SCRNAYC) is to give NA's young addicts a voice in service and to provide them with a sense of belonging in NA. To ensure Westside Area supports and participates in the Southern California regional Youth Committee (SCRNAYC), one (1) SCRNAYC Representative will be elected by the WASC. WASC's SCRNAYC Representative will liaison between WASC and SCRNAYC, providing Westside Area's young addicts with activities and resources to strengthen their participation in the NA recovery meetings and events, while encouraging their participation in NA services.

- Qualifications:

(a) Suggested one (1) year minimum clean time and willing to serve

- Duties:

(a) Represents the WASC at the SCRSC Youth Committee.

(b) Creates awareness about the youth in WASC and work toward strengthening NA by encouraging youth participation.

(c) Strive to inspire youthful participation and involvement at all levels of service, creating a group conscience that better reflects the diversity of our fellowship.

(d) Attends all WASC meetings and submit a written and verbal report.

3) LGBTQ Representative

- The primary purpose of Southern California Regional LGBTQ Committee (SCRNALGBTQC) is to give NA's LGBTQ addicts a voice in service and to provide them with a sense of belonging in NA. To ensure Westside Area supports and participates in the Southern California Regional LGBTQ Committee (SCRNALGBTQC), one (1) SCRNALGBTQC Representative will be elected by the WASC. WASC's SCRNALGBTQC Representative will liaison between WASC and SCRNALGBTQC, providing Westside Area's LGBTQ addicts with activities and resources to strengthen their participation in the NA recovery meetings and events, while encouraging their participation in NA service.
 - Qualifications:
 - (a) Suggested one (1) year minimum clean time and willing to serve
 - Duties:
 - (a) Represents the WASC at the SCRSC LGBTQ Committee.
 - (b) Creates awareness about the LGBTQ in WASC and work toward strengthening NA by encouraging LGBTQ participation.
 - (c) Strive to inspire LGBTQ participation and involvement at all levels of service, creating a group conscience that better reflects the diversity of our fellowship.
 - (d) Attends all WASC meetings and submit a written and verbal report.
- 4) Sponsorship Behind the Walls Representative
- The primary purpose is to provide a sponsor to work the twelve steps of Narcotics Anonymous to those people that are incarcerated in an institution and are not able to meet potential sponsors at their local NA meetings. Sponsorship Behind the Walls (SBTW) services are provided by mail only. Our mission is to ensure that any addict seeking recovery through a working knowledge of the twelve steps of Narcotics Anonymous has the opportunity to do so, even in an institution.
 - Qualifications:
 - (a) SBTW Representative is appointed by the WASC
 - (b) Is elected by the SBTW committee
 - (c) Suggested to have two (2) or more years clean time
 - (d) Should not miss more than two (2) consecutive SBTW meetings
 - Regional Duties:
 - (a) Be responsible for all correspondence to/from his/her Area to the Regional SBTW Committee (e.g. Sponsor reports, letters). Note: If the Liaison, for some reason, missed a SBTW Regional Committee meeting, the Liaison may receive the mail through a re-mail from the committee.
 - (b) Report WASC activities (???) to SBTW committee meetings.

- (c) Provides the SBTW Regional Committee meeting with updated reports on the names of Sponsors and who their sponsees are, including the information the Sponsor reports as well as the records the Liaison keeps.
- (d) Shall maintain communication with all the Sponsors from his/her Area on a regular basis.
- (e) Shall pre-screen potential Sponsors as to their willingness to follow the SBTW Guidelines and procedures.
- (f) Shall provide SBTW Regional Committee Guidelines to Liaison's Area and follow those Guidelines and procedures, in conjunction with his/her Area Guidelines.
- (g) If necessary, may be removed by a simple majority vote of the SBTW committee.

VI) OPERATIONAL GUIDELINES

A) OFFICER TERMS

- 1) 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. In case of the temporary absence of the Chairperson, accession to the Chair shall be as follows:
 - Vice Chairperson
 - RCM
 - Secretary
 - Co-Secretary

B) VOTING

- 1) 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) QUORUM

- 1) A quorum at WASC meetings shall consist of two thirds (2/3) of the active GSRs. This quorum being present, the matters before the WASC shall be decided by simple majority vote.

D) MEETING TIMES

- 1) 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 Subcommittee Chairs. Any interested parties are welcome to attend as well. Special meetings may be called in either of two parties are welcome to attend as well. Special meetings may be called in either of two (2) ways:
 - By two thirds (2/3) vote of GSRs
 - By the WASC Chairperson

E) GOOGLE GROUP

- 1) The WASC Google Group is a Closed Communication System designed to enhance the flow of information between members of the WASC and the NA Fellowship. It is not open to the Public.
 - NA Members may request to be added to the Google Group at any time.
 - The WASC Web Coordinator will monitor the Google Group including requests to join.
 - Electronic typed copies of all WASC Reports should be distributed via the Google Group.
 - Sending Spam email will result in removal from the Group.
 - Personal Attacks will result in a warning then removal if the behavior continues.
 - Any information or request for information pertaining to the WASC is appropriate communication.

F) INACTIVE GROUP STATUS

- 1) 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 there is a quorum at WASC meeting. 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.

G) SERVICE INVENTORIES

- 1) Every May at the regular WASC meeting, all WASC officers shall give their Westside Area service inventories.
 - Activities
 - H&I
 - Public Relations
 - Website
 - Phonelines
 - Literature

H) CHECKING ACCOUNT

- 1) The WASC RCM, Chairperson and Vice Chairperson shall be cosigners of this account. No signers of the WASC checking account shall reside in the same household.

I) SINGLE POINT OF ORDER

- 1) Once the WASC meeting is underway, only one (1) matter will be before the WASC at any time, and no other discussion is in order. The Chairperson’s right to maintain a single point of order of the meeting must be respected, so that we can get the maximum results from its content.

J) DONATIONS

- 1) 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.

K) GROUPS OUTSIDE THE WESTSIDE AREA

- 1) 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. Agreement by the group, the WASC, and the ASC of the other Area involved is suggested.

L) OUTSIDE ENDORSEMENT

- 1) Specifically excluded from the objectives of the WASC is the operation of any club, clubhouse, Detox Center, and such related facilities, or the endorsement of any public or private projects on addiction or drug abuse.

M) AMENDING THE GUIDELINES

- 1) These guidelines may be amended or temporarily waived by two thirds (2/3) vote of the active voting members.

N) SUBCOMMITTEES

- 1) Subcommittees are directly responsible to the Westside Area. Newly proposed subcommittees shall function as Ad-hoc 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):

- Activities Committee (WAAC)
- Hospitals and Institutions Committee (WAHIC)
- Literature Committee (WALC)
- Phonelines Committee (WAPHL)
- Public Relations Committee (WAPIC)
 - (a) To include area website

- 2) Ad-hoc Committees (WAPIC):

- Temporary committees, which are created for a specific purpose, either by the WASC Chairperson or a simple majority vote of the GSRs
- Ad-hoc committees cease to exist either when their task is completed or at the discretion of the WASC

VII) MISAPPROPRIATION OF FUNDS AND MISCONDUCT

- A) The Eleventh Concept for NA Service establishes the sole priority for the use of NA funds: to carry the message to the addict that still suffers. The Twelfth Concept for NA Service gives the WASC a mandate from the NA groups that call for total fiscal accountability. Any misappropriation or

misuse of funds by any WASC trusted servant(s) or NA member(s) cannot be tolerated.

B) DEFINITIONS

- 1) "Misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area committee or ad-hoc committee. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties, or rebates from vendors to the NA fellowship), or assets (i.e. equipment, supplies, or physical inventory).
- 2) "Misconduct" is any action contrary to the *Twelve Traditions of Narcotics Anonymous*, the *Twelve Concepts for NA Service*, the guidelines of the WASC, the guidelines of a WASC committee or an ad-hoc committee (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA fellowship.

C) INTERIM ACTION – SUSPENSION

- 1) Should any member of the WASC be suspected to have misappropriated or misused WASC funds or have been involved in misconduct, the WASC administrative officers will vote, in person or by phone, to immediately suspend the member(s) involved from further area service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of an incident.
 - A suspended officer or member may no longer represent him/herself to the fellowship or service boards/committees as an officer or member of the WASC, its service committees, and/or its ad-hoc committees. Additionally, a member, upon notification of being suspended, by phone or letter from the WASC Chairperson, may not conduct business as a member and so, will not be reimbursed for any service-related expenses incurred during the course of their suspension.
 - Upon suspension of any member(s), the WASC administrative officers must make a full and timely investigation of the matter within 30 days of the suspension(s). They must report the findings at the next WASC meeting after the investigation is completed.
 - Any member who participates in or who had knowledge of the suspected misappropriation or misuse of WASC funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the WASC.
 - The presiding officer of the WASC, immediately upon calling the following WASC to order, must report all interim actions/decisions made by the administrative officers, fully disclosing the alleged misappropriation or misuse of WASC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of WASC funds or misconduct may exercise the 10th Concept for NA Service to redress the issue at this time.

D) WASC ACTION

- 1) Removal and Reinstatement: Once the WASC administrative officers investigate and report to the WASC its findings of the suspected violation of this section, the WASC must

immediately vote on a motion to either reinstate the member(s), to remove the individual(s) from office and/or the committee with cause, or to extend the investigation. The WASC Chairperson will notify said member(s) by phone or certified mail as well as notifying the appropriate subcommittee(s) (if applicable) by e-mail or by phone.

- Should the WASC remove an officer(s) or member(s) with cause, the said individual's participation within the WASC is immediately terminated.
 - (a) Any member removed from office and/or committee by the WASC for misappropriation of WASC funds or assets may no longer represent him/herself to the fellowship or service boards as an officer or member of the WASC, its service committees, and/or its ad-hoc committees for a period of 5 years.
 - (b) Any member removed from office and/or committee by the WASC for misconduct may no longer represent him/herself to the fellowship or service boards as an officer or member of the WASC, its service committees, and/or its ad-hoc committees for a period of 2 to 5 years, at the discretion of WASC, on a case-by-case basis (This period will be voted on and determined at the time of removal from office and/or committee).
 - (c) If a trusted servant resigns from office or a committee prior to the WASC having taken the action and reaching a final resolution, the WASC shall proceed to suspend the trusted servant. The WASC shall investigate the matter and follow the aforementioned process to its normal conclusion.
 - (d) The WASC RCM will inform the Southern California Regional executive body of instances of misappropriation and/or misconduct and the determinations of the WASC in their monthly report to the Southern California Region.
- Upon reinstatement, by a required 2/3 vote of the WASC, said member's suspension will be lifted and the member may resume their role as a full participant of the WASC, its service committees, or ad-hoc committees, as applicable.

E) RESTITUTION

- 1) A member removed from office for the misappropriation or misuse of WASC funds might be subject to criminal and/or civil legal proceedings. A 2/3 majority vote of the WASC shall be required to file charges with the local law enforcement authorities, inclusive of the local police and local District Attorney's Office.
- 2) Members who have been removed from office for the misappropriation or misuse of WASC funds may, at the discretion of the WASC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused WASC funds in lieu of filing charge.

