

WASC Approved Guidelines 2023

I) DEFINITION

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 physical area is bounded within the north by Topanga Canyon Boulevard and Mulholland Highway (Mulholland Drive), to Benedict Canyon Road going south of Olympic Boulevard, going east to La Cienega Boulevard, and north of Century Blvd. For virtual meetings $\frac{2}{3}$ of the home group members or trusted servants must either be active in the west side or reside in the westside area for the meeting to be considered a Westside area meeting in accordance with the NA Guide to local services.

II) PURPOSE

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) 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. Narcotics Anonymous 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) 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 DEFINITION:

A. 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. Regional Committee Member (RCM)
 - d. Alternate Regional Committee Member (Alt-RCM)
 - e. Secretary
 - f. Co-Secretary

- g. Treasurer
- h. Co-Treasurer

B. GENERAL QUALIFICATIONS FOR ALL WASC PARTICIPANTANTS

1. 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:

a. 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.

b. 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 utilize digital GSR guide that can either be found on West side area's website (westsidena.org) or emailed separately and to also instruct other GSR's where they can find that information.
- 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 NA
 - 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~~ Inform alt GSR where to locate GSR guide 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: Although elected or appointed within the subcommittees, it is suggested that representatives meet the following qualifications and perform the following duties:

1. Qualifications:

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

2. 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.
- Cannot hold a GSR position while acting as an officer of the WASC

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 WASC
- 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.
- Cannot hold a GSR position while acting as an officer of the WASC

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 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

- Cannot hold a GSR position while acting as an officer of the WASC

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
- Cannot hold a GSR position while acting as an officer of the WASC

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 WASC Participants
- 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.
- Cannot hold a GSR position while acting as an officer of the WASC

2. Duties:

- To record, type, and distribute the minutes of all WASC regular and special meetings and to either distribute digitally and/or provide copies when WASC is in an in-person forum
- To maintain a current list of all WASC Participants.
- 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.
- Cannot hold a GSR position while acting as an officer of the WASC

2. Duties:

- To gather information regarding WASC functions and WASC subcommittee meetings
- To reproduce at least enough copies for each GSR, WASC subcommittee representative, and each WASC officer when in an in-person forum and/or ensure that copies of the Agenda are distributed digitally to all participants
- 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, all of which can be distributed digitally or physically and guide new members to where they can find that information
- 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
- Cannot hold a GSR position while acting as an officer of the WASC

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

VI. Regional committee Liaison

A. Convention Committee Liaison

1. Purpose:

- 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 liaison will be elected by the WASC in June/during elections.

2. 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

3. Duties:

- To attend all WASC and SCRCC regular meetings.
- To attend and vote as a Westside Area liaison at all SCRCC Program Subcommittee meetings.
- To accumulate a list of potential leaders and readers ~~including, but not limited to members of~~ from the Westside Area of NA.
- To accumulate a list of potential speakers carrying the NA message, including, but not limited to, members in the Westside Area of NA.
- 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.
- To prepare and submit a written and verbal report.

B. Youth Committee Liaison

1. Purpose:

- 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 liaison 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.

2. Qualifications:

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

3. Duties:

- Represents the WASC at the SCRSC Youth Committee.
- Creates awareness about the youth in WASC and work toward strengthening NA by encouraging youth participation.
- Strive to inspire youthful participation and involvement at all levels of service, creating a group conscience that better reflects the diversity of our fellowship.
- Attends all WASC meetings and submit a written and verbal report

C. LGBTQ Committee Liaison

1. Purpose

- 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), A SCRNALGBTQC liaison will be elected by the WASC. WASC's SCRNALGBTQC Representative will be the 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.

2. Qualifications:

- Suggested one (1) year minimum clean time and willingness to serve

3. Duties:

- Represents the WASC at the SCRSC LGBTQ Committee.
- Creates awareness about the LGBTQ in WASC and works toward strengthening NA by encouraging LGBTQ participation.
- Strive to inspire LGBTQ participation and involvement at all levels of service, creating a group conscience that better reflects the diversity of our fellowship.
- Attend all WASC meetings and submit a written and verbal report.

D. Sponsorship Behind the Walls (SBTW) Liaison

1. Purpose

- 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.

2. Qualifications

- SBTW Liaison is appointed by the WASC
- Is elected by the SBTW committee
- Suggested to have two (2) or more years clean

- Should not miss more than two (2) consecutive SBTW meetings

3. Regional Duties

- Be responsible for all correspondence to/from area to the regional SBTW Committee (e.g. Sponsor reports, letters) If the liaison has missed a SBTW regional committee meeting, they may receive the mail through a re-mail from the committee.
- Report WASC activities to SBTW committee meetings as necessary
- 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.
- Shall maintain communication with the sponsors from his/her area on a regular basis
- Shall prescreen potential sponsors as to their willingness to follow the SBTW Guidelines and Procedures
- If necessary, may be removed by a simple majority vote of the SBTW committee

VII. 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. Officers are not allowed to hold a GSR position while serving as a WASC officer. 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 WAS, nor 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.

2. 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.

2. 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 SUBCOMMITTEE CHAIRS shall give their Westside Area service inventories.

- Activities
- H&I
- Public Relations
- Website
- Phonelines
- Literature

H. CHECKING ACCOUNT

1. The WASC RCM, Chairperson and/or 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 needs 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. Subcommittee chairs can be voted in by each Subcommittee group on their own (a minimum of 1 year clean time being suggested) but final approval rests with the WASC and chairs that are voted in must meet all WASC requirements:

A. Activities Committee (WAAC):

1. Definition: The Westside Area Activities Committee (WAAC) is a subcommittee of the Westside Area Service Committee (WASC) of Narcotics Anonymous (NA). The committee is made up of interested NA members from within the Westside Area.
2. Purpose:
 - To provide activities for the NA fellowship.
 - To provide donations over and above the WAAC prudent reserve to the WASC in order to carry out the functions outlined in the WASC guidelines.
3. Chairperson Qualifications:
 - Have at least THREE YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
 - Have at least ONE YEAR of service experience as an active WAAC member.
 - Have a working knowledge of the 12 Steps and 12 Traditions of NA.
 - Have a willingness to serve.
3. Duties:

- Preside and maintain order at all WAAC meetings and functions.
- Provide an agenda for the WAAC meetings.
- Be a co-signer on the WAAC bank account.
- Vote only on motions in the event of a tie.
- Attend all WASC meetings (or assign a representative) to:
 - a. Give a verbal report of the committee's activities.
 - b. Provide the WASC Secretary with a brief summary of the report to be included in the WASC minutes.
- Ensure that the WAAC Secretary provides minutes for the WASC.
- Ensure that the WAAC Treasurer provides a financial report for the WASC.
- Train the Vice-Chairperson in the performance of the duties of the Chairperson.
- Acquire key to the facility being used for any function and is responsible for opening and closing the facility.
- Delegate volunteers from within and outside the WAAC to perform specific duties before, during, and after any WAAC function.
- Contact and confirm all leaders, speakers, and readers asked to participate in a WAAC sponsored meeting.
- Take a group conscience from the WAAC in the event of any last-minute decisions pertaining to a function. If, after a reasonable effort has been made and group conscience cannot be reached, an automatic vote of confidence is given to the Chairperson.
- Sign event contracts as necessary.
- Attend the Regional Activities committee meeting if the Representative to the Regional Activities Committee is unavailable.

B. Hospitals and Institutions Committee (WAHIC)

1. Definition: The Westside Area Hospitals and Institutions Committee (WAHIC) is a standing sub-committee of the Westside Area Service Committee (WASC), which is composed of interested members of the Fellowship of Narcotics Anonymous (NA) who believe in the concept, "To ensure that no addict seeking recovery, need die without having had the chance to find a better way of life. From this day forward may we provide the necessary services."
2. Purpose: The concept stated in our definition is our primary purpose, so that when an addict who is in a correctional institution, hospital, or recovery house reaches for recovery, NA will be there. The WAHIC shall be directly responsible to the WASC and ultimately to the members we support with panels in the Westside Area.
3. WAHIC Chairperson Qualifications
 - Suggested 3 years clean time and a minimum of 1-year current H&I experience.
 - Chairperson cannot serve longer than 2 years.
4. Responsibilities:
 - Attending all WAHIC meetings.
 - Preparing the monthly WAHIC meeting agendas to include any matters to discuss or that need action.
 - Carrying out policies and orders for the committee.

- Conducting the election of Panel Chairpersons and Panel Leaders for the purpose of filling vacant panels.
- Fills in on open panels as needed until a suitable replacement can be found.
- Attending all regional H&I and WASC meetings.
- Producing a report to submit to the WASC once monthly.
- Appointing ad-hoc committees for special needs of this committee.
- Ensuring that the 12 Traditions and the 12 Concepts of Service are observed in all matters.
- Training the Vice-Chairperson in the duties of the Chairperson.

C. Literature Committee (WALC)

1. Chairperson 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. Chairperson 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 when in an in person forum and/or be able to set scheduled times throughout the month to fulfill literature orders when the WASC is operating digitally. Dates and Time can be decided by the Literature chair.
- 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

D. Phonelines Committee (WAPHL)

1. Purpose:

- To provide a link between addicts and the Narcotics Anonymous Fellowship through a 24 hour helpline. Our goal is to fulfill our purpose in a manner consistent with the 12 Traditions of Narcotics Anonymous, 12 Steps of Narcotics Anonymous, and the Twelve concepts for NA Service.

2. Chairperson

• Qualifications:

- Meet the qualifications for WAPHL membership (Section III, item A of H&I guidelines)
- Two (2) years of continuous clean time.
- One (1) year of current experience on an WAPHL subcommittee.

• Duties:

- a) Preside over all WAPHL meetings.
- b) Provide an agenda for the WAPHL meeting.
- c) Vote only in case of a tie.
- d) Attend monthly WASC meetings and report on any issue concerning WAPHL, or designate a member 2 of the WAPHL executive body as a representative to attend in his or her absence.
- d. Make certain the Secretary's written minutes of the WAPHL monthly meeting are made available to the WASC.
- e. Assign and coordinate coverage of the phone lines time slots.
- f. Serve as the Regional Representative, or designate a member of the WAPHL executive body as a representative at the SCRPLC.
- g. Ensure all duties of the officer's phone line slots, and other necessary tasks are performed by the WAPHL subcommittee and communicate with officers and members to that effect.
- h. Submit receipts for any phone line training manual +expenses to the Area Treasurer for reimbursement.
- i. Maintain a calendar of phone line slots and distribute at regular WAPHL meetings.

E. Public Relations Subcommittee (WAPRC)

1. NAME AND BOUNDARIES

A. This service body shall be known as the Westside Area Public Relations/Information Committee hereinafter called (WAPRC). This is a subcommittee of the WESTSIDE AREA SERVICE COMMITTEE of NARCOTICS ANONYMOUS.

B. The WAPRC serves the WESTSIDE AREA in accordance with the boundaries as set forth by the WASC.

2. PURPOSE

A.

The purpose of the WAPRC is to carry the NA message to addicts and to those serving addicts The WAPRC shall administer and coordinate NA Public Relation Services for the Westside Area of Narcotics Anonymous. (WAPRC) Coordinates the efforts of carrying the NA message via public service announcements and public literature distribution to professionals in our community who have regular contacts with addicts. Our area is bounded on the north by Topanga Canyon Blvd and Mulholland Highway (Mulholland Drive), to Benedict Canyon Road going south to Olympic Boulevard, going east to La Cienega Boulevard, and on the south side by Slauson Boulevard and the Marina (90) Freeway.

B. MEANS OF OPERATION

The WAPRC will conduct business in a forum or platform open to any interested NA member. The specific means by which the WAPRC operates will be defined in this document. All WAPRC activities will be carried out in accordance with

the TWELVE CONCEPTS OF NA SERVICE and THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

3. MEETINGS

A. WAPRC shall hold monthly meetings on the FOURTH THURSDAY of each month unless there is a FIFTH THURSDAY or it falls on a holiday or is changed. In such an event the WAPRC will meet on the following THURSDAY.

1. Special meetings may be called by a majority of the active voting area representatives or by the Chair or Vice Chair upon being advised of a matter of special urgency. A minimum one-week notice of such meetings must be given to all participants including a post to the google group by the Chair or Vice Chair.

2. The WAPRC shall coordinate, attend and support the Southern California Regional Service Works events, in lieu of the regular SCRPRC meeting. Each of these events will be held in a different Area in an effort to encourage local participation and create an experience-sharing forum. If no Area has bid to host the Service Works event, it will be held at the Regional Service Office and hosted by the SCRPRC.

B. Any WAPRC meeting shall begin and remain in session until the end of business or a motion to adjourn is approved.

4. PARTICIPANTS

A. The WAPRC shall be composed of:

1. Duly elected Trusted Servants:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Alternate Secretary
- e. Community Relations Coordinator

B. WAPRC members are Area Public Information/Public Relations Committees as represented by their Chair, Vice Chair or approved representative and interested individual NA members.

C. All WAPRC meetings shall be open to any member of NA as non-participant observers, but shall be closed to the general public. At the discretion of the Chairperson, non-NA guests may make presentations or participate, as deemed appropriate or necessary.

D. An open forum will be included at the regularly scheduled monthly meetings, and can include members at large at the Chairperson's discretion.

E. All Participants shall attend, in person, via Zoom or by phone, WAPRC Meetings

F. Attendance, in person, via Zoom or by phone at 2 consecutive meetings is necessary to be recognized as a voting participant. Voting recognition will cease upon absence of 2 consecutive meetings and can be reinstated by attending 2 consecutive meetings.

G. This committee is encouraged to send a person to physically represent their area at Service Works (3 times a year).

H. Absence at two consecutive monthly committee meetings by any elected officer may be cause enough for removal. All WAPRC trusted servants shall abide by all the guidelines as set forth herein and the guidelines of the WAPRC.

I. QUALIFICATIONS AND DUTIES OF OFFICERS:

A. Chairperson

1. Qualifications

- Five years continuous clean time.
- Two years-experience in WAPRC
- Two years-experience in Public Information/Public Relations.
- Familiarity with the Public Relations Handbook and working knowledge of the 12 steps, 12 traditions, and 12 concepts.

2. Duties

- Arranges agenda and presides over all meetings maintaining order and calling for two pros and two cons as discussed under section VI part 1 of the SCRSC guidelines.
- Initiates any necessary correspondence.
- Manages and distributes phone conference call in number and ZOOM code access.
- Maintains a good working relationship with all other officers of the SCRPRC committee and the Region.
- Votes only in case of a tie vote.
- Represents the WAPRC at the SCRSC meetings, SCRSC subcommittees (as necessary) and at The Service Works Event.

- Will be available to attend Area Service Committee and Public Information/Public Relations Committee meetings and workshops, as needed.
- Approves the use of the Public Information Booth and other WAPRC resources by other Area committees in cooperation with the WASC (Any area can check out regional PI booth, but is responsible for their own literature)
- Attends the Western Service- Learning Days (WSLD) or sends Vice Chair.

B. Vice Chairperson

1. Qualifications

- Four years continuous clean time.
- One year experience in the WAPRC
- One year experience in Public Information/Public Relations.
- Familiarity with the Public Relations Handbook and working knowledge of the 12 steps, and 12 traditions, 12 concepts.

2. Duties

- Performs the Chair's duties in the absence of the Chair.
- Stays informed of all WAPRC activities and is available for any committee problem.
- Maintains an index of actions and motions made at each WAPRC meeting.
- Check the WAPRC email on a weekly basis and replies/forwards all inquiries in a timely manner.
- Facilitate the WAPRC Guideline review starting during odd numbered years.
- Attends all WAPRC Meetings and SCRPRC meetings, and Service Works events.
- Willingness to succeed chair.

C. Secretary

1. Qualifications

- Two years continuous clean time.

- One year experience in the WAPRC committee.
- Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

2. Duties

- Takes accurate minutes of each WAPRC meeting, regular or special, and Service Works events.
- Maintains Attendance Roster.
- Works with the Area Relations Coordinator (ARC) on correspondence including notification to any Area Service Committee (ASC) regarding absence of representation at two consecutive WAPRC meetings.
- Maintain archives of all WAPRC meeting minutes and correspondence.
- Maintains a calendar of WAPRC projects and events throughout the year.

D. Alternate Secretary

1. Qualifications

- One-year continuous clean time.
- One year experience in the WAPRC
- Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

2. Duties

- Performs the Secretary's duties in the absences of the Secretary.
- Helps Secretary to maintain archives of all WAPRC meeting minutes and correspondence.
- Willingness to succeed the Secretary.

E. Community Relations Coordinator

1. Qualifications

- Three years continuous clean time.
- One year experience in the WAPRC
- Two years-experience in Public Information/Public Relations.

- Familiarity of the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

2. Duties

- Identifies opportunities of external WAPRC activities – Booth Sitings, presentations, etc.
- Creates and maintains a community relations contact list for the WAPRC.
- Identifies and maintains relationships with contacts:
 - a. Follow-up
 - b. Collect feedback
 - c. Assessment of future needs
- Provide monthly report to WAPRC on the status of all completed and ongoing public relations plans.
- Helps secretary maintain PR events calendar.

II. MOTION AND VOTING PROCEDURES

A. All eligible voting members carry one vote with the exception of the Chair who can only vote in the event of a tie.

B. A quorum at each WAPRC meeting shall be established only if more than 50% of the voting participants are present at the meeting.

C. A quorum is necessary to carry out business. Once a quorum is achieved at each WAPRC the quorum shall stand for the remainder of the meeting. At the second consecutive WAPRC meeting where the quorum is not met, this guideline will be waived.

D. Unless otherwise stated in these guidelines, all matters before the WAPRC shall be decided by a majority vote. A majority vote is more than 50% of the voting participants present.

E. A two-thirds vote of voting participants present shall be required for the removal of any officer.

F. A two-thirds vote of voting participants present shall be required to decide all AREA money matters.

G. There may be two pros and two cons heard on each motion made. Each motion must be seconded before a vote is taken. Discussion may be extended by a majority vote of the voting participants present.

H. All WAPRC voting participants can make or second motions except the WAPRC Chair.

III. ELECTIONS

A. Nominations and elections for all Trusted Servants will be held ONCE each year. The Chair and Vice Chair will assume their duties on an interim basis, pending affirmation by the WAPRC at the next regularly scheduled WAPRC meeting.

B. Nominees for Chair, Vice Chair and Secretary must be present in person at the time of their nomination for elections to their positions on WAPRC. All other nominees must be present in person, via zoom or by phone.

C. In the event of a vacated position, special elections may be held to fill in the position temporarily until the next regularly scheduled election.

D. The election of a duly elected Trusted Servant requires a simple majority of voting participants present. In the event that a majority vote is not achieved (such as when there may be more than 2 candidates for one position). A runoff election will be conducted until a clear majority can be achieved.

IV. GUIDELINES These guidelines may be waived or amended at any time by a two-thirds (2/3) vote of the voting participants present and with the approval of the WAPRC.

F. Website Committee

1. Chairperson

- Qualifications:

- a. Meet the General Qualifications for all WASC participants as outlined in (Section IV, Item B)
- b. Five (5) years of continuous clean time
- c. One (1) year of service experience as a GSR or WASC officer
- d. Have the willingness and ability to attend Regional monthly meetings

- Duties

- a. To attend and participate in all monthly and quarterly WASC meetings
- b. Attend the monthly SoCal Regional Web Committee meeting
- c. Maintain the Westside Regional Basic Meeting Locator Tool (BMLT) to ensure WASC meetings are updated and accurate on the Regional website
- d. Be the custodian of westsidena.org

- e. Maintain Westside NA Meeting Directory to ensure meetings and any information is updated and accurate
- f. Post WASC monthly and quarterly meetings, subcommittee meetings and special events onto the Westside Calendar
- g. Be the custodian of the WASC and Westside Leadership Google Groups
- h. Be the custodian to the Regional Web Page, Area Web Page, BMLT and Google Groups passwords
- i. Ensure the WASC Vice-Chair has all current passwords in the form of a spreadsheet
- j. Archive all WASC and sub-committee guidelines on westsidena.org website
- k. During the monthly WASC meeting, request information for any upcoming blacked out meetings and update on WASC Calendar

G. Annual Women's Luncheon & Men's Breakfast Committee

I. Definition and Purpose of the Subcommittee:

The Westside Area Women's Luncheon/Men's Breakfast Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous, which provides the Westside Area with an annual recovery-oriented event. All funds generated through the Subcommittee belong to the WASC.

As a Subcommittee of the Westside Area Service Committee (WASC), we shall maintain effective communication and cooperation with the WASC. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings, this Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of Service of NA, and the resources of A Guide to Local Services.

II. Functions of the Subcommittee:

- A) Holds regularly scheduled meetings: January through event date and one post event.
- B) Communicates and disburses all information to and from volunteers.
- C) Distributes Activity flyers to all groups via WASC meetings.
- D) Provides representation and participation in the WASC.
- E) Provides RSC with flyers for the region.
- F) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- G) Provides functions for the fellowship to have fun at.
- H) Carries the NA message to the addict who still suffers.
- I) Maintains an archive of all minutes.

III. Structure of Elected Positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. All positions are elected by the Subcommittee.

If an elected subcommittee member becomes unable to discharge the duties of that position, a successor shall be elected or appointed by the Subcommittee at the next Subcommittee meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice Chairperson will automatically assume the position of the Chairperson until the next subcommittee meeting where a new Chairperson will be elected or appointed.

IV. Definition of a Member of the Subcommittee:

A member is defined as a NA Member who is present at the Subcommittee's meeting and identifies herself or himself as a member of the Subcommittee.

V. Qualifications and Duties of Elected Subcommittee Members:

A. Chairperson: Elected by the Subcommittee. Suggested clean time requirement of two (2) years and previous Luncheon/Breakfast Subcommittee experience as elected trusted servant.

These responsibilities include:

1. Attends and provides written reports of all monthly activities at each WASC meeting.
2. Announces and holds regularly scheduled Subcommittee meetings.
3. Prepares an agenda for and maintains order at each meeting.
4. Submits budget for approval to the WASC one (1) month in advance.
5. Channels all funds from any event to the Treasurer of the WASC by the next WASC meeting.
6. Is a signatory on the Subcommittee bank account.
7. Coordinates the printing and copying of fliers, etc.

B. Vice Chairperson: Elected by the Subcommittee. Suggested clean time requirement of one (1) year. Responsibilities to the Subcommittee include:

1. Assumes the duties of the Chairperson in the case of the Chairperson's absence.
2. If the office of the Chairperson should become vacant, the Vice Chairperson assumes the duties until a new Chairperson is elected or appointed by the Subcommittee.
3. If the Vice Chairperson steps up to the Chairperson position, then a new Vice Chairperson needs to be elected.
4. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
5. Responds to all inquiries of members relating to policies and procedures.

C. Secretary: Elected by the Subcommittee. Suggested clean time requirement of one (1) year. Responsibilities to the Subcommittee include:

1. Records the minutes of all meetings of the Subcommittee and maintains the archives of prior meeting minutes and related materials.
2. Distributes copies or emails of the minutes from the Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and email addresses.
4. Keeps records of all venues used for events including rules & regulations, prices, and contact information.

- D. Treasurer: Elected by the Subcommittee. Suggested clean time requirement of five (5) years. Responsibilities to the Subcommittee include:
1. Maintains a simple set of accounting books for the Subcommittee.
 2. Reconciles the Cash Flow & Statement of Income for each event.
 3. Handles all monies.

VI. Voting Participants and Procedures:

- A. Those addicts who have been defined as members of this Subcommittee are eligible to vote on matters.
- B. All voting matters shall be decided by a simple majority.

VII. Management of Funds:

- A. Signers on the account should be the Area Chairperson, Subcommittee Chairperson, and the Subcommittee Vice Chairperson.
- B. Two (2) Subcommittee members shall count all funds acquired at Subcommittee function/event – at least one (1) being an elected member.
- C. A receipt must accompany ALL expenditures.
- D. An itemized accounting statement for all transactions shall be provided for review at each WASC monthly meeting.
- E. Within a 30-day period, after the funds from the event are turned over to the area and all banking is reconciled, the existing signers of the Subcommittee account will be removed, and maintenance of the account shall be the responsibility of the WASC.
- F. A prudent reserve of \$800 shall be maintained in the bank account to be utilized by both Women's and Men's Subcommittees for venue deposit(s) and miscellaneous pre-event expenses.

VIII. Flyers:

All flyers must be reviewed and approved by the Subcommittee and the WASC prior to distribution.

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

VIII. 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.