NARCOTICS ANONYMOUS
INLAND EMPIRE WEST GUIDELINES
APPROVED JUN 28, 2026
AMENDED JUN 9, 2026

I. NAMES AND BOUNDARIES

This body shall be known as the Inland Empire West Area Service Committee of Narcotics Anonymous, hereinafter called I.E.W.A.S.C. This committee shall serve that portion of Southern California bound by the north by Campfire Road, bound by the south by the 71 (Corona) Freeway, bound on the west by the 57 Freeway, and bound on the east by the 15 (Ontario) Freeway.

II. PURPOSE

The purpose of the I.E.W.A.S.C. is to support and encourage the common welfare of its members and groups by serving as a resource of experience and to provide the opportunity for the collective conscience of its area. Additionally, the I.E.W.A.S.C. shall be bound by the 12 Traditions of Narcotics Anonymous and the 12 Concepts of N.A. Service with the only authority being a loving God as he expresses himself through a group conscience, "in carrying the message to the addict who still suffers."

To ensure that our group purpose is carried out, the I.E.W.A.S.C. shall have subcommittees directly accountable and responsible to those they serve.

III. GUIDELINES

These guidelines may be waived or amended by a 2/3 majority of the voting body of the I.E.W.A.S.C. These guidelines must be reviewed biennially (every two years) starting in February after elections and then approved by a 2/3 majority of the voting body of the I.E.W.A.S.C.

IV. FUNCTIONS

A. The I.E.W.A.S.C. shall maintain a post office box and a bank checking account.

B. The I.E.W.A.S.C. shall provide and maintain Activities, Hospitals & Institutions, Public Relations and Labor Day Marathon Subcommittees.

C. The I.E.W.A.S.C. may provide "ad-hoc" committees who shall meet for a designated time for a special purpose. These committees will be formed by a majority vote of the Group Service Representatives.

V. MEETINGS

A. The I.E.W.A.S.C. shall hold one regular meeting on the fourth Sunday of every month.

B. Special meetings may be called by:

1. Simple majority vote of voting participants.

2. The Chairperson or Vice-Chairperson being advised of a special urgency. (The Chairperson must give reasonable notice to all participants.)

3. All I.E.W.A.S.C. business meetings shall be open to any member of Narcotics Anonymous as a non-voting participant, but closed to the general public, except persons from which the Chairperson requests special information for clarification.

VI. PARTICIPANTS

A. Voting participants shall be limited to the Inland Empire West Area Service Committee:

1. GSRs (GSR Alternates when GSR is not present)

2. Chairperson in case of a tie.

3. Area Officers during elections only (Except Area Chair.)

4. Subcommittee/Representatives (during elections only.)

B. GSRs or their alternates representing a newly formed group and attending their first I.E.W.A.S.C. meeting will not be considered a voting participant until they attend their third consecutive area meeting, at which time they will be eligible to vote, but their group's meeting(s) will be entered into the printed directory and website immediately.

C. Absence from three consecutive meetings by a GSR/Alternate GSR implies inactivity of that group as a voting member of the I.E.W.A.S.C. That group will be considered active again upon attendance of their third consecutive Area meeting, at which time, they will be eligible to vote.

D. In the event that a group is inactive for 6 months, an elected area officer shall attend that meeting to ensure that it is still active and fulfilling our primary purpose.

E. Any recognized participants must be present in the meeting at the time of roll call in order to have a vote on anything. Members who arrive after the first roll call may participate in the meeting with no vote in the meeting. Members who leave before the second roll call will be counted as absent.

F. Absence of two consecutive meetings by an elected officer of the I.E.W.A.S.C. may be cause for removal from office.

G. After 3 consecutive absences an elected officer of the I.E.W.A.S.C. shall be removed from office.

H. Area Officers are:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Vice-Treasurer
6. Regional Committee Member
7. Alternate Regional Committee Member
8. Literature Distribution Officer
9. 1st Literature Assistant
10. 2nd Literature Assistant
11. Coffee/Flyer Person

I. Area Non-Officer Liaisons are:

1. Convention Committee Representative
2. Regional Youth Committee Representatives
3. Sponsorship Behind the Walls Representative
4. Regional LGBTQ Committee Representative

VII. DUTIES AND REQUIREMENTS OF THE AREA OFFICERS ARE AS FOLLOWS:

A. CHAIRPERSON:

1. Duties:

a. May assist I.E.W.A.S.C. Treasurer after Area Meeting to write up bank deposit.

b. Provide an Agenda for Area Meeting.

c. Take care of all correspondence for the I.E.W.A.S.C.

d. Enforce the Area Business Meeting Procedural Guidelines.

e. At the I.EW.A.S.C. meetings, vote only in the event of a tie.

f. Be a cosigner of all the I.E.W.A.S.C. bank accounts.

g. Assist Treasurer in a semi-annual audit.

h. Assist subcommittees in yearly financial/asset audits.

i. Preside at all the I.E.W.A.S.C. and special meetings.

j. Hold keys to the I.E.W.A.S.C. storage unit and security codes to unit.
k. Tender state sellers permit.

2. Requirements:
a. Have no less than five years of continuous clean time.
b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service
c. Have at least three years of N.A. Service experience at Area Level.
d. Not have been removed from any N.A. service position within the last four years.

B. VICE-CHAIRPERSON:

1. Duties
a. Perform the duties of the Chairperson in their absence.
b. May assist the I.E.W.A.S.C. Treasurer after the Area Meeting to write up bank deposit.
c. Work with all I.E.W.A.S.C. Subcommittee Chairs and is available to serve as pro tem in the event there is no Committee Chair/Vice-Chair available.
d. May be co-signer of all I.E.W.A.S.C. bank accounts.
e. Upon resignation of the Chairperson, may assume their duties with a vote of confidence until Chairperson position is filled.
f. Has a vote during elections only.
g. To assist Treasurer in semi-annual audits.
h. Perform duties of Treasurer in his/her absence.
i. Chair all ASC ad-hoc committees.

2. Requirements
a. Have no less than four years continuous clean time.
b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service
c. Have at least two years of N.A. service experience at Area Level.
d. Shall not have been removed from any N.A. Service Position within the last three years.

C. SECRETARY:

1. Duties
a. Record, type and distribute minutes of the I.E.W.A.S.C. meetings monthly.
b. May assist the I.E.W.A.S.C. Treasurer after the Area Meeting to write up bank deposit.
c. Has a vote during elections only.
d. Has access to post office box in case of emergency.
e. Shall make available group insurance certificates as required.
f. Maintain Area Archive.

2. Requirements
a. Have no less than three years of continuous clean time.
b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
c. Have at least two years of N.A. service experience at the Area Level.
d. Not have been removed from any N.A. service position within the last two years.
e. Should be computer literate.

D. TREASURER:

1. Duties
a. Be custodian of the I.E.W.A.S.C. bank account.
b. Keep the I.E.W.A.S.C. financial ledger.
c. Make a report of all the contributions and expenditures at each meeting.
d. Be a signer of Activities, LDMC, Literature, and Area bank accounts.

e. Be a holder of I.E.W.A.S.C. post office box key.
f. Has a vote during elections only.
g. Make bank deposits within 24 hours of the I.E.W.A.S.C. meeting or within 48 hours if the following day is a bank holiday.
h. Count received contributions after Area Meeting.
i. Be responsible to have incoming signature card completed by the new board member and at bank before relinquishing duties to the new Treasurer.
j. Reimbursement checks are to be distributed only after a receipt is submitted.
k. Conduct an ASC audit on a semi-annual basis, during the months of January and June.
l. Assist Subcommittees and the Literature Distribution Officer (LDO) in semi-annual audit.
m. Shall pay rent as required by the facility.
n. Upon officer election or biennially (every two years), shall update non-profit status with the state of California.
o. Shall maintain EIN paperwork.

2. Requirements:

a. Have no less than five years continuous clean time.
b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
c. Have at least three years of service experience with one year at Area Level Service.
d. Have business accounting experience, computer skills, and be familiar with MS Excel.
e. Not have been removed from any N.A. service position within the last five years.
f. Must have steady income.

E. VICE-TREASURER:

1. Duties

a. Must work as the Treasurer in their absence.
b. Replace the Treasurer, if necessary, by majority vote.
c. Work in an intern capacity with the Treasurer.
d. May be a signer of Activities, LDMC, Literature, and Area bank accounts.
e. Has a vote during elections only.
f. Assist Treasurer in conducting an ASC audit on a semi-annual basis, during the months of January and June.
g. Assist Subcommittees and the Literature Distribution Officer (LDO) in semi-annual audit.

2. Requirements:

a. Have no less than four years continuous clean time.
b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
c. Have at least two years of service experience with one year at Area Level Service.
d. Have business accounting experience and computer skills.
e. Not have been removed from any N.A. service position within the last four years.
f. Must have steady income.

F. REGIONAL COMMITTEE MEMBER:

1. Duties

a. Work for the good of Narcotics Anonymous, as a whole, by providing two-way communication between this Area and the rest of Narcotics Anonymous, specifically to the Southern California Regional Service Committee.
b. Must attend all R.S.C. Meetings, except in case of emergency, in which case, alternate will

attend.

c. Must attend and submit a written and verbal report to area meeting monthly.

d. Represent the group conscience of the I.E.W.A.S.C. at the regular meeting of the Southern California Regional Service Committee.

e. Has a vote during elections only.

f. May accompany the Treasurer after a meeting to make bank deposit.

g. In the absence of an I.E.W.A.S.C. RCM or RCM Alternate, the IEWASC Chair/Vice-Chair or duly appointed I.E.W.A.S.C. member may attend the regular meeting of the S.C.R.S.C. on the group's behalf.

2. Requirements

a. Not have less than three years of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least two years of service experience at Area Level.

d. Have at least one year of experience at Regional Level.

e. Not have been removed from any N.A. Service Position within the last year.

G. REGIONAL COMMITTEE ALTERNATE:

1. Duties

a. Must work as the Regional Committee Member in their absence.

b. Must attend all consecutive R.S.C. Meetings.

c. Work in an intern capacity with the Regional Committee Member.

d. Has a vote during elections only.

2. Requirements

a. Not have less than two years of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least one year of service experience at Area Level.

d. Not have been removed from any N.A. Service Position within the last year.

H. LITERATURE DISTRIBUTION OFFICER:

1. Duties

a. Submit a written report at each Area Meeting.

b. Has a vote during elections only.

c. Promptly following monthly Area Meeting, they will resupply the literature stock.

d. Be a custodian of literature bank account.

e. Keep literature financial ledger.

f. Make bank deposits within 24 hours of the I.E.W.A.S.C. meeting or within 48 hours if the following day is a bank holiday.

g. At the end of term, be responsible to have incoming signature card completed by new Literature Distribution Officer and I E.W.A.S.C. Officer.

2. Requirements

a. Not have less than three years of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least two years of N.A. service experience at Area Level.

d. Must not have been removed from any N.A. service position within the last two years.

e. Must have basic accounting experience.

f. Must have a steady income.

I. 1st LITERATURE ASSISTANT

1. **Duties**
   - **a.** Perform duties of the Literature Distribution Officer in their absence.
   - **b.** Replace the Literature Distribution Officer, if necessary, by majority vote.
   - **c.** Has a vote during elections only.
2. **Requirements**
   - **a.** Not have less than two years of continuous clean time.
   - **b.** Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
   - **c.** Have at least 6 months of N.A. Service experience at Area Level.
   - **d.** Not to have been removed from any N.A. service position within the last year.
   - **e.** Must have a steady income.
   - **f.** Must have basic accounting experience.

J. 2nd LITERATURE ASSISTANT:

2. **Duties**
   - **d.** Perform duties of the Literature Distribution Officer in their absence.
   - **e.** Replace the Literature Distribution Officer, if necessary, by majority vote.
   - **f.** Has a vote during elections only.
3. **Requirements**
   - **g.** Not have less than two years of continuous clean time.
   - **h.** Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
   - **i.** Have at least 6 months of N.A. Service experience at Area Level.
   - **j.** Not to have been removed from any N.A. service position within the last year.
   - **k.** Must have a steady income.
   - **l.** Must have basic accounting experience.

VIII. DUTIES AND REQUIREMENTS OF NON-OFFICER LIASON POSITIONS:

A. CONVENTION COMMITTEE REPRESENTATIVE:

1. **Duties**
   - **a.** Must attend all Regional Convention Committee meetings.
   - **b.** Give written and verbal report at monthly Area Meeting.
   - **c.** Has a vote during elections only.
2. **Requirements**
   - **a.** Not have less than one year of continuous clean time.
   - **b.** Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
   - **c.** Have at least six months service at group level.
   - **d.** Not have been removed from any N.A. service position within the last year.

B. REGIONAL YOUTH COMMITTEE REPRESENTATIVE #1:

1. **Duties**
   - **a.** Must attend the monthly Area Meeting.
   - **b.** Obtain report from Regional Youth Committee Representative #2 to bring back to the Area.
   - **c.** Give written report at monthly Area Meeting.
   - **d.** Has a vote during elections only.
2. **Requirements**
   - **a.** Not have less than six months of continuous clean time.
   - **b.** Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
   - **c.** Have at least six months service at group level.

d. Not have been removed from any N.A. service position within the last year.

C. REGIONAL YOUTH COMMITTEE REPRESENTATIVE #2:

1. Duties

a. Must attend all Regional Youth Committee meetings (which are scheduled at the same time as the monthly Area Meeting).

b. Provides report to Regional Youth Committee Representative #1 to take to the Area.

2. Requirements

a. Not have less than six months of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least six months service at group level.

d. Not have been removed from any N.A. service position within the last year.

D. REGIONAL SPONSORSHIP BEHIND THE WALLS REPRESENTATIVE:

1. Duties

a. Give verbal and written report at all Area Meetings.

b. Has a vote during elections only.

c. Must attend all Regional Sponsorship Behind the Walls Committee Meetings.

2. Requirements

a. Not have less than two years of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least one year service at Area level.

E. COFFEE/FLYER PERSON:

1. Duties

a. Make coffee one hour prior to I.E.W.A.S.C Meeting.

b. Maintain coffee supplies and submit receipt to Treasurer for reimbursement.

c. Distribute flyers after break and before end of meeting.

d. Has a vote during elections only.

2. Requirements

a. Not have less than six months of continuous clean time.

F. REGIONAL LGBTQ COMMITTEE REPRESENTATIVE:

1. Duties

a. Must attend all Regional LGBTQ Committee meetings.

b. Has a vote during elections only.

c. Give written and verbal report at monthly Area Meeting.

2. Requirements

a. Not have less than six months of continuous clean time.

b. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

c. Have at least six months service at group level.

d. Not have been removed from any N.A. service position within the last year.

IX. ASC OPERATIONAL GUIDELINES:

A. The meeting will promptly start at 12:00 pm on the fourth Sunday of every month.

B. It is the Chairperson's responsibility to make an agenda to be copied and distributed to all participants before the meeting opens.

C. A quorum of at least 50% of the active meetings in existence must be present in order to conduct business; once established, it continues to the end of the meeting.

D. All Area Officers shall serve for a term of one year, unless stated elsewhere.

E. The I.E.W.A.S.C. shall maintain a prudent reserve of $1200.00. In the event that the I.E.W.A.S.C. is over its prudent reserve, the I.E.W.A.S.C. shall vote on a contribution to the S.C.R.S.C. or any I.E.W. projects.

F. If two officers live in the same residence, only one of them may have a signature on the Area bank account.

G. Two Area Officers are required to write up and sign the envelope when preparing bank deposits immediately following the monthly meeting.

H. The Treasurer, Literature Distribution Officer, Activities, LDMC, and I.E.W.A.S.C. shall submit a dated deposit receipt at the following monthly meeting to the ASC Secretary.

I. Coins may not be accepted from the GSRs for Area contribution but will be accepted by literature distribution.

J. I.E.W.A.S.C. Treasurer shall be a signer on all I.E.W.A.S.C. bank accounts.

X. PROCEDURAL GUIDELINES

A. Motion Procedures:

1. Chairperson or other participant introduces discussion. Discussion on topics will be limited to the topic only and will not exceed three (3) minutes per person.
2. Once a motion has been seconded, discussion will begin and only two (2) pros and two (2) cons to the motion will be allowed. This may be extended by either the decision of the Chairperson or a majority vote.
3. Any participant, except the ASC Chair and Vice-Chair, may make a motion; however, only a GSR may second a motion.
4. Motions and other procedures may be called Out of Order at the discretion of the Chairperson. The Chairperson may only be overruled by a majority vote.
5. All motions must be seconded by a GSR.
6. Amendments to the motion will follow the same procedure as motions.
7. "Friendly" Amendments may only be made by voting GSRs and must be accepted by the participants who made and seconded the original motion. Then voting proceeds.
8. After all motion procedures have ended, the motion will go to the floor for a vote. This vote will be taken by a Voice Vote, Hand Count or Roll Call Vote, which will be the decision of the Chairperson, except for all Money Matters and Guideline Procedures being a 2/3 Hand Count.
9. Any disruptive participant may be asked to leave an I.E.W.A.S.C. Meeting by the Chairperson, after every effort to maintain an atmosphere conducive to these guidelines has failed.
10. Voting procedures are to be conducted in accordance with Addendum "A" Voting Policy.

XI. LITERATURE DISTRIBUTION PROCEDURAL GUIDELINES:

A. The Literature Distribution Officer shall keep original Literature Orders and give copy to the meetings submitting the order.

B. The Literature Distribution Officer shall supply monthly Literature Order Forms and file by month.

C. The physical audit of books, cash and literature shall be made every six months, one in January to be done by the officer leaving office and the officer taking office, and one audit in July to be done by a committee appointed by the I.E.W.A.S.C. Written reports must be submitted to the I.E.W.A.S.C. after each audit.

D. The Literature Distribution Officer must report an accurate count of literature and monies at every I.E.W.A.S.C. Meeting.

E. Under no circumstances is the Literature Distribution Officer to purchase literature unless monies in the

checking account are assured.

F. The Literature Distribution Officer shall always maintain a reasonable amount of literature.

G. The Literature Distribution Officer is responsible for making a way convenient for all GSRs to purchase literature.

H. The Literature Distribution Officer may be responsible for furnishing all subcommittees' literature. Subcommittees will need to advise Officer of special request at previous Area Meeting.

I. Literature Distribution Budget is not to exceed $2500.00 per month.

XII. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

The 11th concept of N.A. Service establishes the sole priority for the use of N.A. funds to carry the message to the addict that still suffers. With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) including all subcommittee trusted servant(s) or N.A. member(s) will not be tolerated.

A. The definition of "misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of N.A. funds for purposes not expressly authorized by an area committee or subcommittee. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties or rebates from vendors to the N.A. fellowship), or asset (i.e. equipment, supplies or physical inventory).

B. Misconduct

Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the guidelines of the I.E.W.A.S.C., the guidelines of an I.E.W. Subcommittee, or violation of California State or US Federal Law to the extent that such misconduct is detrimental to the I.E.W. Area. This includes conduct that creates a benefit to an I.E.W. Member or outside enterprise to the detriment of the I.E.W. Area.

C. Interim Action - Suspension

Should any Area Executive Committee Member, Subcommittee Member, or any non-elected N.A. Member be suspected to have misappropriated or misused area funds or have been involved in misconduct at the area level, the Area Executive Committee duly elected officers will vote, in person 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.

1. 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 I.E.W. Area, its committees, and subcommittees. Additionally, a member, upon notification of being suspended by phone (call or text) or email from the Chair, may not be reimbursed for any service-related expenses incurred during the course of their suspension.

2. Upon suspension of any member(s), the Area Executive Committee duly elected officers must make a full and timely (30 days) investigation and report the findings at the next area meeting.

3. Any member who participates in or who had knowledge of the suspected misappropriation or misuse of area funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the I.E.W.A.S.C.

4. The presiding officer of the I.E.W.A.S.C., upon calling the following I.E.W.A.S.C. to order, must report all interim actions/decisions made by the Executive Committee duly elected officers. Fully disclose the alleged misappropriation or misuse of area funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of area funds or misconduct may

exercise the 10th Concept of N.A. Service to redress the issue at this time.

D. Area Action - Removal and Reinstatement

Once the I.E.W. Area Executive Committee's duly elected officers investigate and report to the area its findings of the suspected violation of this section, the I.E.W.A.S.C. must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause" to reinstate or to extend the investigation with the member(s) present.

1. Should the area remove an officer(s) or member(s) with cause, the said individual's participation within the I.E.W. Area is immediately terminated.

a. Any officer(s) or member(s) suspended or removed from office and/or committee by the I.E.W. Area for misappropriation may no longer represent themselves to the fellowship or service boards/committees as an officer or member of I.E.W.A.S.C., its committees and subcommittees for a period of *five* (5) years from the date of interim suspension.

b. Any officer(s) or member(s) suspended or removed from office and/or committee by the I.E.W. Area for misconduct may no longer represent him/herself to the fellowship or service boards/committees as an officer or member of the I.E.W.A.S.C. committees or subcommittees for a period of 2 to 5 years, at the discretion of the I.E.W.A.S.C. on a case-by-case basis. (This period of time 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 I.E.W.A.S.C. having taken the aforementioned action and reaching a final resolution, the I.E.W.A.S.C. shall proceed to suspend the trusted servant. The I.E.W.A.S.C. shall investigate the matter and follow the aforementioned process to its normal conclusion.

2. Upon early reinstatement by a required 2/3 vote of I.E.W.A.S.C., said member's suspension will be lifted and the member will resume their role as a full participant of I.E.W.A.S.C., its committees and subcommittees if applicable.

E. Restitution

1. A member removed from office for the misappropriation or misuse of area funds might be subject to criminal and/or civil legal proceedings. A 2/3 majority vote of the I.E.W.A.S.C. shall be required to file charges with local law enforcement authorities, inclusive of the local police and DA's office.

2. Members removed from office for the misappropriation or misuse of area funds may, at the discretion of the I.E.W.A.S.C., be asked to sign a promissory note and make restitution in full of all misappropriated or misused I.E.W. Area funds in lieu of filing charges.

XIII. ELECTIONS:

A. I.E.W.A.S.C nominations and elections will be held at the end of the January business meeting, unless offices are vacated throughout the regular business year. At the Area Meeting in January, the committee shall elect in this order: Chairperson, Vice-Chairperson Secretary, Treasurer, Vice-Treasurer, Regional Committee Member, Regional Committee Alternate, Literature Distribution Officer, 1st Literature Assistant, 2nd Literature Assistant, Convention Committee Representative, Regional Youth Committee Representatives, Sponsorship Behind the Walls Representative, Coffee/Flyer Person, and a Regional LGBTQ Committee Member.

B. Nominees must be present in order to be elected.

C. Any participant may make nominations.

D. Nominations do not need to be seconded.

E. All nominees must clearly understand and be able to fulfill the duties of the office in which they are nominated.

F. All positions are open to any active member of N.A. who meets the requirements set forth in these guidelines.

G. It is strongly suggested that outgoing Officers shall attend February ASC Meeting to mentor newly elected Officers.

H. Any Officer who relapses during their term will forfeit their office.

I. No one Officer may serve more than two consecutive terms in the same office.

J. A 2/3 vote is needed to modify or waive guidelines during elections.

K. No Officer may serve as a GSR while serving as an elected Officer.

XIV. SUBCOMMITTEES

Subcommittees are directly responsible to the I.E.W.A.S.C. Newly proposed Subcommittees shall function as Ad-Hoc Committees until they are established with guidelines. It is necessary to clearly define the responsibilities of these potential Subcommittees so that they may fulfill the purpose for which they are created; newly elected Subcommittee Chairpersons will be affirmed by the Group Service Representatives.

A. The I.E.W.A.S.C. shall be responsible for the approval and implementation of guidelines for each Subcommittee it creates. Said guidelines are to be drafted by the Subcommittee Officers and active members, utilizing the suggestions below and presented for approval at a regular I.E.W.A.S.C. Meeting.

B. All Subcommittee Representatives or Acting Chairpersons shall attend all I.E.W.A.S.C. Meetings. The Subcommittee Chairperson is responsible for creating a functioning committee made up of members willing to serve.

C. Guidelines of I.E.W.A.S.C. Subcommittees shall contain at least:

1. Name
2. Purpose
3. Functions
4. Voting Procedures
5. Meetings (include time and place)

D. Guidelines to be reviewed biennially. All subcommittee guidelines must be submitted to the IEWASC website coordinator upon GSR approval and any subsequent amendments.

E. Subcommittees shall submit a legible written report each month at the I.E.W.A.S.C. Meeting. A balance sheet shall be added to any Subcommittee responsible for Area monies to their written report. Additionally, any Subcommittee responsible for Area monies shall have a semi-annual audit done immediately following that Subcommittee's election and six months following that.

F. A trusted servant must remain for the entire I.E.W.A.S.C. Meeting.

G. Subcommittee definitions:

1. Hospitals & Institutions

I.E.W.A.S.C. shall establish a Hospitals & Institutions Subcommittee whose function it will be to fulfill the Fifth Tradition by carrying the message to the addict who still suffers in controlled environments that are within the boundaries of the I.E.W.A.S.C. Area. Literature purchases are not to exceed $500.00 per month and must be purchased through the RSO with a check obtained from the Area Treasurer at the monthly meeting of the I.E.W.A.S.C.

2. Activities

I.E.W.A.S.C. shall establish an Activities Subcommittee whose function will be to further unity within the I.E.W. Area by coordinating functions. The Activities Chairperson shall hold a key and security code to the I.E.W.A.S.C. storage unit. The committee shall have a $5000.00 budget for events.

3. Public Relations

I.E.W.A.S.C. shall establish a Public Relations Subcommittee that will serve the Area. They shall be directly accountable to the I.E.W.A.S.C., whose primary purpose is to carry the message to the addict who still suffers, operate a 24-hour help hotline, update and distribute Area Directories, and create and maintain Area Website for the I.E.W.A.S.C. Public Relations shall have an annual literature budget of $600.00.

4. Labor Day Marathon Committee

I.E.W.A.S.C. shall establish a Labor Day Marathon Subcommittee that will serve the Area to celebrate recovery and promote unity. "Promote unity to carry the message to the addict who still suffers". The LDMC Chairperson shall hold a key and security code to the I.E.W.A.S.C. storage unit.

INLAND EMPIRE WEST STORAGE UNIT

A. Storage Unit Purpose

1. Inland Empire West will maintain a storage unit at all times to ensure the compilation, preservation and accountability of maintaining area archives, history of our area and subcommittee supplies.

2. Area archives (anything two years or older) will be stored inside this unit at all times and the only items that can be removed from the archives are those that are necessary to maintain the I.E.W. Area.

3. Archives older than 7 years may be purged.

4. Only Area Executive Body Members can retrieve documents from the Area archives and only with consent and assistance of Area Chair or Area Acting Chair.

B. Operations

1. Area Chair, Activities Chair, and LDMC Chair will fill out their signature cards for this unit at the beginning of their terms of office within two months after assuming their positions.

2. Storage unit will have three sets of keys with pass code at all times.

3. Keys with pass code will be given to Area Chair and Activity Chair, and LDMC Chair at the beginning of their term of office.

4. Loaning out of the area key with pass code will be permitted by GSRs approval of simple majority vote, or at Chair of Area's discretion and then only to the Vice-Chair of the Area.

5. Activities and LDMC key with pass code cannot be lent out at any time. This is done to ensure that one key will always be accounted for.

6. Use of storage unit will be accessible and of use to all subcommittees of the Inland Empire West Area only.

7. No personal use of the storage facility will be allowed at any time.

8. Shall be maintained/inventoried by I.E.W.A.S.C. annually in February.

C. Financial

1. Storage unit will be paid for by the Inland Empire West Area funds.
2. The amount to be paid for the storage unit will be approved by GSRs 2/3 vote.
3. Storage unit may be paid for monthly, semi-annually, or annually depending upon any discounts by the facility or whichever is approved by GSRs 2/3 vote.

XV. Flyers

All flyers need to be submitted through the IEWASC Activities Subcommittee for approval prior to distribution.

XVI. ADDENDUM "A" - VOTING POLICY

Basic rule of all voting.

When determining the outcome of the vote, be concerned only with the number of yes and no votes cast, not the number of people present-since no one is required to vote.

A. Majority vote:

Definition: A majority means more than half of the total YES plus the NO votes cast. As a result, majority means more than half the people entitled to, and who choose to take a position on the motion by way of their vote, must approve the motion for it to pass.

How to tally: The following scenario illustrates what we mean by majority vote:

Number of votes cast	*Number needed for a majority*
12 votes	7 votes
17 votes	9 votes
18 votes	10 votes
19 votes	10 votes

When valid: for a majority vote to be valid the following conditions must be observed:

1. The meeting must be correctly called, with the members notified properly.
2. There must be a quorum present (note: at the I.E.W.A.S.C., once a quorum is established it remains in effect until the close of the meeting).
3. Abstentions do not count in the tally.

B. Two-thirds vote:

Definition: This means that at least two-thirds of the members entitled to, and who choose to take a position on the motion by way of their vote must cast ballots in favor of the issue being debated. (For clarity the following formula will be used in determining two-thirds): the YES (a) votes added to the NO (b) vote= TOTAL (c) votes. So ((a+b)/3)x2= the two-thirds necessary(d) or twice the number of YES votes as NO votes.

How to tally: The following chart shows how a two-thirds vote is tallied:

Number of votes cast	*Number needed for a 2/3 vote*
12 votes	8 votes
17 votes	12 votes
18 votes	12 votes
19 votes	13 votes

When valid: for a two-thirds vote to be valid the following conditions must be observed:

1. The meeting must be correctly called, with the members notified properly.
2. There must be a quorum present (note: at the I.E.W.A.S.C. once a quorum is established it remains in effect until the close of the meeting.)

3. Abstentions do not count in the tally.

C. Polling of abstentions:

In the event there are enough abstentions that could change the outcome of the vote that at the discretion of the chair or at the request of the body the abstentions may be polled to see if there is any information that they need in order to take a position on the motion and to ensure that the motion is clearly understood.

Right of abstention: No member can be compelled to vote. As a result, every member has the right to abstain.

Recommendation: it is not recommended that an organization base its voting requirements on the number of members present at a meeting. In such cases an abstention would be counted as a negative vote, the organization would, in effect, be denying members the right to remain neutral. In addition, members who do not vote because they are indifferent to an issue can have a pronounced negative effect on the outcome of the vote. If an organization does want to change the basis for deciding a vote from a majority or two-thirds vote to something else, previous notice of the intention must always be given. This means members must be notified at a prior meeting.

XVII. ADDENDUM "B" - FINANCIAL SERVICES AGREEMENT

All IEWASC trusted servants with access to NA funds will sign the following document to assure honesty, accountability, and responsibility of NA funds for the duration of their service.

Trusted Servants Financial Services Acknowledgment

I, _____have received, and read a current copy of the Guidelines of the Inland Empire West Area Service Committee).

It is my intent to accept a money-handling, volunteer position within the IEWASC. I understand that it is a requirement of the IEWASC that all Trusted Servants performing a money-handling service position sign this Acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that NA funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, the procedures outlined in the Guidelines of the IEWASC will be initiated and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to the local Law Enforcement Authorities, inclusive of the Local Police and DA's office, solely at the discretion of the IEWASC.

_____
Date

_____
Print Name

_____
Signature

_____
Witness