

Csc_guiCoastal Service Co-op

P O Box 2786
Fort Bragg CA 95437
Established May 2009

Coastal Service Co-op (CSC) Guidelines

Approved November 2010
Revised June 2012

Our Mission

To promote unity and participation in NA service and fellowship and to further NA's primary purpose in the isolated communities for NA members and NA groups along the Mendocino County coast.

1. Boundaries

The CSC was established by the NA groups on the Mendocino County coast as an adjunct to the Mendocino Area Service Committee (ASC) to further serve the isolated NA members, groups, and communities on the Mendocino County coast.

2. Purpose

- A. To promote unity and participation in NA service for NA members and NA groups on the Mendocino County coast.
- B. To further NA's primary purpose by Identifying, developing, and delivering NA services to the communities and NA groups on the coast. These include, but are not limited to:
 - a. Meeting regularly to provide a local service forum for NA members and NA groups on the coast
 - b. Developing Public Relations (PR) with and providing Public Information (PI) to the communities on the coast.
 - c. Activities that help involve and unify NA members and NA groups
 - d. Maintaining two-way communication with the ASC
 - e. Informational and input forums about fellowship-wide issues.

3. Function

- A. Hold regular and accessible co-op meetings; the co-op meets on a regular basis as agreed upon by members of the co-op
- B. Develop, plan, and implement activities that promote local fellowship unity and participation for NA groups/members and maintain a financial balance to further CSC efforts on the coast.
- C. Provide a local forum for local NA groups/members to:
 - i. Unify and strengthen relationships between one another
 - ii. Learn about, discuss, and give input on local, area, regional, and fellowship-wide issues.
- D. Ensure appropriate maintenance and use of CSC resources.

4. Participation

- A.** The CSC welcomes and encourages all NA members and NA trusted servants to participate in the CSC.
- B.** Trusted servant position: All positions are one-year commitments
 - i. Chairperson
 - ii. Secretary
 - iii. Treasurer
 - iv. Alternate Treasurer
 - v. Delegated liaison to the ASC.
- C.** Discussion: Everyone in attendance at a CSC meeting is entitled to participate in discussion when called on by the chairperson.
- D.** Voting
 - i. Any NA member may vote at their second consecutive CSC meeting
 - ii. After two consecutive absences, voting privileges can be restored by attending two consecutive CSC meetings.
 - iii. The chairperson votes only in the event of a tie.

5. Service Components

- A.** Public Information/Public Relations: PI/PR needs are identified individually and the CSC delegates a member(s) to oversee implementing any individual services. These services include, but are not limited to:
 - i. Presentation about NA to the public
 - ii. Meeting list publications in the public domain
 - iii. Communication with individuals outside NA
- B.** Activities: are discussed and developed and the CSC delegates a member(s) to oversee organizing any individual activity. Activities include, but are not limited to local fellowship social events or NA meetings that are not regularly scheduled.
- C.** Communication: The CSC recognizes it is important to maintain two-way communication and information with our ASC to ensure practical and effective service delivery and use of service resources.
- D.** Fellowship-wide Information: The CSC aims to enhance knowledge and encourage more GSR and NA member participation in the decision-making process on local, area, regional, and fellowship-wide issues through workshops.

6. Trusted Servants Qualifications, Duties, and Responsibilities

A. Chairperson

- i. Qualifications
 - 1. Two years' clean time
 - 2. Six months experience serving on service boards/committees
 - 3. Time and resources to fill commitment

(Trusted Servants cont'd)

- ii. Duties/Responsibilities
 1. Attend all CSC meetings
 2. Facilitate CSC meetings
 3. Coordinate CSC meeting schedules for site and time availability
 4. Set each CSC meeting agenda
 5. Express no opinion during discussion unless requested otherwise
 6. Ensure equal representation of all
 7. Begin and end CSC meetings on time
 8. Assist with delegated activities and service efforts when needed
 9. Signatory on the CSC bank account.
 10. Post office box key holder

B. Secretary

- i. Qualifications
 1. One year clean time
 2. Have secretarial skills and resources to perform duties/responsibilities
- ii. Duties/Responsibilities
 1. Attend all CSC meetings
 2. Help coordinate CSC meeting schedule for site/time availability
 3. Accurately and impartially record discussions and decisions made during CSC meetings
 4. Have previous meeting minutes available at or before the following CSC meeting
 5. Archive minutes and other non-financial information for the CSC
 6. Chair the CSC meeting in the absence of the chairperson.

C. Treasurer/Alternate Treasurer

- i. Qualifications
 1. Two years' clean time
 2. One year previous effective experience with managing finances, including statements/checkbook balancing and reporting
 3. No unresolved history of misappropriated NA moneys
- ii. Duties/Responsibilities
 1. Attend all CSC meetings
 2. Accurately maintain and manage CSC's financial account(s)
 3. Deposit/withdraw CSC moneys as necessary and as directed by the CSC in a timely manner
 4. Ensure fixed and approved expenses are distributed in a timely manner.
 5. Report financial activities and balances at each CSC meeting
 6. Archive and have available bank statements and other financial documents (e.g. receipts for expenses) at CSC meetings
 7. Ensure prudent reserve is appropriately set and maintained
 8. Signatory on CSC bank account
 9. Post office box key holder
 10. Pick up mail before each CSC meeting.

(Trusted Servants cont'd)

D. Public Relations Liaison (NA and outside organizations)

i. Qualifications

1. Two years' clean time
2. One year previous NA service experience

ii. Duties/Responsibilities

1. Attend all CSC meetings
2. Assess need to provide information to the public
3. Provide leadership facilitating informing the public about NA
4. Liaise with the service structure of Narcotics Anonymous
5. Attend PR/PI-related workshops and subcommittees

E. Service and Activities Coordinator(s)

- i. When the CSC plans a service effort or activity, we elect a volunteer and/or nominee to coordinate the effort/activity as directed by the CSC with the assistance of other trusted servants of the CSC.
- ii. The chairperson may also delegate tasks with the approval of the CSC

7. Operational Guidelines

A. Meetings: the CSC holds meetings as determined by the CSC

B. Quorum: Is met when 2/3s of voting members from the previous meeting are present.

C. Motions:

- i. May be made by any voting CSC member
- ii. Require a second by a voting CSC member
- iii. Require a 2/3s majority of voting CSC members voting in favor of the motion to pass

D. Voting: See Section 4, subsection D.

E. Open Forum: The CSC will provide time for an open forum at which any member of NA may ask questions and/or present ideas and issues for discussion when recognized by the chairperson.

F. Finance

i. CSC money

1. Held in a savings account requiring two signers present at the bank to withdraw money: The CSC has designated the following trusted servants as signers on the bank account:

- a. Treasurer
- b. Alternate Treasurer
- c. Chairperson

ii. The CSC prudent reserve is set at \$300 (revised Jan 2012) as follows:

Annual activities budget (\$800/12) x 3	\$200
Plus (annual rent (\$240/12) x 3	\$ 60
Plus post office box (\$46)	<u>\$ 46</u>
	\$306

- iii. A 3/4 majority must vote in favor, in order to spend below prudent reserve
- iv. Donations: the CSC may accept donations from NA members, groups, and/or other service bodies.
- v. The CSC aims to be as self-supporting as possible and does not aspire to raise funds that exceed the expenses necessary to carry out the CSC's mission and purpose.

G. Elections

Nominations and annual elections occur on the third Wednesday of May.

No CSC trusted servants should serve more than two consecutive terms in one position

i. Nominations (nominees must be present)

- a. CSC open positions will be announced at NA recovery and NA service meetings beginning one month prior to elections
- b. Only voting CSC members can make nominations
- c. Non-voting nominees require a second from a voting CSC member
- d. Nominees will briefly qualify by providing any information they feel is relevant and by answering questions of the CSC.

ii. Election (voting)

- a. During voting, the nominee will step out of the room
- b. No discussion about the nominee is appropriate during elections
- c. To be elected, a 2/3 majority of CSC voting members in favor of the candidate is required.

Unfilled positions will be filled at subsequent CSC meetings

(Operational Guidelines cont'd)

- iii. Filling interim vacancies
 - a. A vacancy may occur when a CSC trusted servant:
 - i. Resigns
 - ii. Relapses
 - iii. Misses two consecutive regularly-scheduled CSC meetings
- iv. Removal of Trusted Servants
 - a. Trusted servants may be removed from positions because (of):
 - i. Resignation
 - ii. Relapse
 - iii. Actions contrary to the goals of the CSC and NA
 - iv. Absenteeism
 - 1. Upon a second consecutive absence, the chairperson will (try to) contact the trusted servant to determine if he/she will continue to serve.
 - 2. Three consecutive absences will merit immediate removal from the position and the CSC may immediately remove the trusted servant.

H. Public Information: The CSC will collaboratively implement public information services as described in the PR Handbook as they are determined to meet identified needs in the community for information about Narcotics Anonymous.

I. Activities: The CSC will coordinate CSC-approved fellowship activities for the local NA communities to promote unity and participation.

The co-op plans to hold the following events throughout the year:

- April Speaker Jam (seed money: \$100)
- May BBQ / Chili Cook-off (seed money: \$100)
- June Fun in the Fog (seed money: \$300)
- August Beach BBQ (seed money: \$200)
- October Speaker Jam (seed money: \$100)
- Total Annual Activity Budget: \$800

Addendums