

Lakeside Unity Area of Narcotics Anonymous

Area Service Committee Guidelines – Revised Review and Approval - March 2026

ASC Meeting Details:

Meets: First Sunday of each month at 4:45 PM

Location: DBH, 934 S Main, Layton, UT 84041

Format: In-Person Only

1. Purpose

- 1.1. The purpose of the Lakeside Unity Area Service Committee (LUASC) is to support local NA groups in carrying the message to the addict who still suffers, in accordance with the Twelve Traditions, Twelve Concepts of NA, and A Guide to Local Services in NA. The ASC exists to coordinate efforts and provide services the individual groups cannot easily provide alone.

2. Membership

2.1. Voting Members:

- 2.1.1. Group Service Representatives (GSRs) or their alternates, or a proxy person as determined by the group. Each established NA group in the Lakeside Unity Area has one vote.

2.2. Non-Voting Participants:

- 2.2.1. Subcommittee Chairs (unless also serving as GSRs)
- 2.2.2. ASC Officers (Chair, Vice Chair, Secretary, Treasurer, RCM, etc.)
- 2.2.3. Visitors and observers

3. Trusted Servants

3.1. Elections:

- 3.1.1. Elections for all Area trusted servant positions are held each December, with terms beginning in January.

3.2. Two-Hatting (Holding Multiple Service Positions):

- 3.2.1. To promote accountability, shared responsibility, and leadership development, members are generally encouraged not to hold more than one Area officer position at the same time ("two-hatting"). However, when trusted servants are limited, the Area Service Committee may allow a member to serve in more than one role through group conscience if it is clearly in the best interest of the fellowship. Such arrangements should be considered temporary whenever possible, and the Area should continue encouraging participation so positions may be filled separately.

3.3. Clean time:

- 3.3.1. LUASC uses *suggested* rather than *required* clean time for service positions to provide guidance while preserving the authority of group conscience. Clean time alone does not determine a member's ability to serve; qualities such as willingness, responsibility, humility, accountability, and understanding of the Twelve Traditions and Twelve Concepts are equally important. This approach reflects **Concept Four**, which affirms that effective

leadership is highly valued in NA and is based on spiritual principles rather than time clean alone. Suggested clean time allows the Area to remain flexible, inclusive, and responsive to its needs, especially when trusted servants are limited, while ensuring decisions are made in the best interest of the fellowship and the newcomer, guided by a loving Higher Power.

3.4. Attendance:

- 3.4.1. For the purpose of fulfilling Area service responsibilities, attendance at an Area Service Committee meeting means the trusted servant is present for roll call and remains for the majority of the business portion of the meeting, participating as needed in reports, discussion, and decision-making. Repeated absence, late arrival, or early departure may be reviewed by the Area through *group conscience* when determining whether a trusted servant is actively fulfilling the duties of their position, for example if three meetings are missed in a term, no call no shows, two consecutive missed meetings, no reports in place of lack of attendance, etc.

3.5. Area Chair

- 3.5.1. Suggested Clean Time: 3 years
- 3.5.2. Purpose: Facilitates ASC meetings and ensures business is conducted spiritually.
- 3.5.3. Responsibilities:
 - 3.5.3.1. Prepares and leads ASC meetings leading discussions in a productive manner by hearing all points of view once a higher power is invited into the conversation.
 - 3.5.3.2. Ensure Traditions and Concepts are upheld
 - 3.5.3.3. Maintains order and unity
 - 3.5.3.4. Does not vote except to break ties
 - 3.5.3.5. Sets official agenda for each meeting
 - 3.5.3.6. Previous Area Service experience is highly desirable
 - 3.5.3.7. Is a co-signer on the LUASC bank account as available
 - 3.5.3.8. Ability to facilitate productive conversations and ensure all points of view are considered in the decision-making process.
 - 3.5.3.9. Handles or directs all communications that may come from outside the fellowship.
 - 3.5.3.10. Responsible for coordinating the meeting space, including arranging setup and cleanup, and maintaining a positive relationship with the facility to ensure the Area has a consistent place to meet each month.
 - 3.5.3.11. Secures and maintains all Area login information for email, website, bank account, etc.
 - 3.5.3.12. Ensures that trusted servants handling funds understand the theft policy and their responsibility to safeguard NA resources.
 - 3.5.3.13. Will call special meetings as needed, determining time, location, and purpose.
 - 3.5.3.14. Will assist Secretary to retrieve and share materials in PO Box as needed.

3.6. Area Vice Chair

- 3.6.1. Suggested Clean Time: 2 years
- 3.6.2. Purpose: Supports Chair and assists subcommittees.
- 3.6.3. Responsibilities:
 - 3.6.3.1. Fills in for Chair when needed
 - 3.6.3.2. Supports subcommittees

- 3.6.3.3. Encourages unity in service
- 3.6.3.4. Fills in for any vacant positions as needed adhering to all responsibilities for that position.
- 3.6.3.5. Previous Area Service experience is highly desirable
- 3.6.3.6. Is a co-signer on the LUASC bank account as available
- 3.6.3.7. Understands and references current Area Guidelines to assist Chairperson during the Area meeting.

3.7. Secretary

- 3.7.1. Suggested Clean Time: 2 years
- 3.7.2. Purpose: Maintains ASC documentation.
- 3.7.3. Responsibilities:
 - 3.7.3.1. Records and distributes minutes within two weeks of area meeting
 - 3.7.3.2. Maintains contact lists
 - 3.7.3.3. Stores ASC records
 - 3.7.3.4. Will retrieve and share materials in PO Box each month.

3.8. Treasurer

- 3.8.1. Suggested Clean Time: 3 years
- 3.8.2. Purpose: Manages ASC finances.
- 3.8.3. Responsibilities:
 - 3.8.3.1. Maintains financial records
 - 3.8.3.2. Reports on monthly finances
 - 3.8.3.3. Handles deposits and expenses
 - 3.8.3.4. Maintains prudent reserve
 - 3.8.3.5. Is a co-signer on the LUASC bank account as available
 - 3.8.3.6.

3.9. Regional Committee Member (RCM)

- 3.9.1. Suggested Clean Time: 3 years
- 3.9.2. Previous Area Service experience is highly desirable
- 3.9.3. Is a co-signer on the LUASC bank account as available
- 3.9.4. Purpose: Represents Area at Region.
- 3.9.5. Responsibilities:
 - 3.9.5.1. Attends ASC and RSC meetings
 - 3.9.5.2. Reports information between Area and Region
 - 3.9.5.3. Responsible to provide a written report at each meeting
 - 3.9.5.4. Communicates Area concerns to Region
 - 3.9.5.5. Is a co-signer on the LUASC bank account as available
 - 3.9.5.6.

3.10. Alternates

- 3.10.1. Purpose: Learn and support corresponding trusted servant role.
- 3.10.2. Suggested Clean Time: Same as corresponding position.

3.11. Group Service Representatives (GSRs)

3.11.1. Purpose: Carry group conscience to ASC.

3.11.2. Responsibilities:

3.11.2.1. Attend ASC meetings, **participates in discussions, and votes as needed**

3.11.2.2. Report ASC info to groups

3.11.2.3. Communicate group needs and concerns **to area in a written report**

3.11.2.4. GSRs are elected at the Home Group Level

4. Subcommittees

4.1. Each subcommittee sets its own meeting schedule and reports monthly to ASC. **Please refer to the individual guidelines for each subcommittee for more information.** The Lakeside Unity Area supports the following subcommittees:

4.1.1. Hospitals & Institutions (H&I) — Brings meetings to facilities.

4.1.2. Public Relations (PR) — Provides accurate NA information to the public.

4.1.3. Activities — Plans unity and recovery events.

4.1.4. Literature — Maintains NA literature stock and sales.

4.1.5. Web/Technology — Manages website and online communications.

5. ASC Meetings

5.1. Meetings are held monthly.

5.2. Basic Meeting Format:

5.2.1. Serenity Prayer

5.2.2. Reading(s) & **Traditions / Concepts Study**

5.2.3. Roll Call

5.2.4. Minutes Approval

5.2.5. Reports

5.2.6. Group Reports

5.2.7. Old Business

5.2.8. New Business

5.2.9. Announcements

5.2.10. Closing Prayer

5.3. Traditions / Concepts Study

5.3.1. To promote unity, understanding, and informed decision-making, each Area Service Committee meeting is encouraged to begin with a brief study of a Tradition or Concept of Narcotics Anonymous, as determined by the Area Chairperson. The Chairperson should select a topic that reflects current issues or needs facing the Area, helping to guide discussion toward relevant spiritual principles. Whenever possible, the Chairperson may invite a home group to lead this discussion, allowing groups to participate in service, share their experience, and help foster a spirit of involvement and learning within the Area. This practice supports the development of well-informed group conscience and helps keep the focus on NA's spiritual principles in all Area business.

6. Decision-Making

6.1. The ASC uses group conscience **seeking decisions that reflect the collective wisdom of the fellowship and are guided by a loving Higher Power. Whenever possible, the Area will use a consensus-based decision-making process, meaning members openly discuss an issue, share experience and concerns, and work toward a solution that most members can support or**

accept, rather than relying immediately on a simple majority vote. Consensus does not require unanimous agreement, but it encourages thorough discussion, respect for minority viewpoints, and willingness to place unity and the welfare of NA first. When consensus cannot reasonably be reached, the Chairperson may call for a vote according to established Area procedures. Participants are encouraged to table decisions when needed, so matters can be brought back to the groups for discussion, ensuring that decisions are informed by group conscience rather than made prematurely.

- 6.2. A quorum is required to conduct official Area business and voting. Quorum shall consist of the Chairperson (or Vice Chairperson) and a simple majority (more than one-half) of currently seated, voting GSRs present at the meeting. If quorum is not met, the Area may hold discussion and receive reports, but no binding votes or elections shall take place. Once Quorum is established, it remains in effect until the end of the meeting even if voting members choose to leave.

7. Voting:

- 7.1. Each group has one vote.
- 7.2. Simple majority (50% + 1) passes motions.
 - 7.2.1. Yes votes = counted
 - 7.2.2. No votes = counted
 - 7.2.3. Abstentions = not counted in either

8. Finances

- 8.1. The ASC is supported by group donations, literature sales, and fundraisers.
- 8.2. The Treasurer provides a written report monthly.
- 8.3. All expenses must be approved by ASC vote.
- 8.4. A PO Box is maintained for use by ASC.
- 8.5. All other expenses as determined necessary, including, but not limited to:
 - 8.5.1. Website hosting and builder
 - 8.5.2. Storage unit to hold literature, activities supplies, and other Area owned items.
 - 8.5.3. Zoom account
 - 8.5.4. Phoneline, shared cost with the Northern Area of NA

9. Literature Handling

- 9.1. The Literature Chair maintains literature based on NA World Services pricing and provides monthly inventory and sales reports.

10. Removal of Trusted Servants

- 10.1. Trusted servants may be removed by 2/3 ASC vote for:
 - 10.1.1. Relapse
 - 10.1.2. Misuse of funds
 - 10.1.3. Failure to fulfill duties

11. Amendments

- 11.1. These guidelines may be amended by a 3/4 ASC vote, of groups present, after groups review proposed changes.

11.1.1. It is suggested to give groups two months to review changes and provide feedback.

12. Prudent Reserve

12.1. The Lakeside Unity Area maintains a prudent reserve of \$500. Funds above the prudent reserve may be donated to the Region and the World Service Office in accordance with spiritual principles of NA.

13. H&I and PR Combination Clause

13.1. If the Area does not have enough trusted servants to support separate Hospitals & Institutions (H&I) and Public Relations (PR) subcommittees, these subcommittees may be combined into a single H&I/PR Subcommittee until such time that adequate trusted servants are available to resume independent functioning.

14. Interpretation, Deviations, and Group Conscience

14.1. These guidelines are intended to provide structure and clarity for the Lakeside Unity Area of Narcotics Anonymous and are not meant to replace or limit group conscience. All interpretations or deviations must be decided through the group conscience of the Area Service Committee, guided by a loving Higher Power as expressed in our collective conscience, and informed by the Twelve Traditions and Twelve Concepts of NA. When matters arise that are not clearly addressed, the Area shall seek direction through open discussion, prayerful consideration, humility, unity, and the best interest of the fellowship.

15. Ad-Hoc Committees

15.1. The Chairperson may appoint an ad-hoc committee to address specific tasks or temporary projects as needed. These committees serve for the duration of the assigned project and are dissolved upon completion.

16. Utah Corporation

16.1. A Registered Agent is identified and maintained with the State of Utah each year in September. A minimal fee is required and includes listing three (3) directors, typically the Area Chair, RCM, and Treasure.

17. New Groups

17.1. A new Narcotics Anonymous group seeking recognition within the Lakeside Unity Area must have a Group Service Representative (GSR) or alternate attend **two (2) consecutive Area Service Committee meetings** before the group is added to the official Area meeting schedule and granted voting participation in Area business. Upon the group's first attendance and introduction at the Area, the meeting information shall be **immediately included in the Area's online announcements** so members may be informed of the new meeting. After the second confirmed attendance, the group shall be formally seated for scheduling and voting purposes through group conscience.

18. Theft or Misuse of NA Funds or Property

18.1. Narcotics Anonymous funds and property are entrusted to us to carry the message of recovery. Any theft, misuse, or misappropriation of NA funds or property is a serious matter and must be addressed with integrity, transparency, and adherence to NA principles.

18.2. When theft or misuse is suspected or confirmed:

- 18.2.1. **Immediate Disclosure** - The matter shall be brought to the Area body as soon as possible so it may be addressed openly and responsibly.
- 18.2.2. **Group Conscience** - The Area shall use a group conscience process to determine appropriate actions, guided by NA traditions, spiritual principles, and the best interest of the fellowship.
- 18.2.3. **Restitution** - The individual involved will be encouraged to make full restitution whenever possible.
- 18.2.4. **Trusted Servant Status** - Until the matter is resolved, the individual may be asked to step aside from any trusted servant position involving funds or property.
- 18.2.5. **Focus on Recovery, Not Punishment** - Our goal is accountability, healing, and protection of NA resources—not punishment or exclusion. All actions should reflect compassion, responsibility, and unity.
- 18.2.6. **Documentation** - Any decisions or actions taken shall be documented in the Area and special meeting minutes to maintain transparency and clarity.