

## **Lakeside Unity Area of Narcotics Anonymous**

Area Service Committee Guidelines – For Review and Approval - November 2025

### **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**

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 and Twelve Concepts of NA. The ASC exists to coordinate efforts and provide services the individual groups cannot easily provide alone.

### **2. Membership**

Voting Members:

- Group Service Representatives (GSRs) or their alternates. Each established NA group in the Lakeside Unity Area has one vote.

Non-Voting Participants:

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

### **3. Trusted Servants**

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

#### **3.1 Area Chair**

Suggested Clean Time: 3 years

Purpose: Facilitates ASC meetings and ensures business is conducted spiritually.

Responsibilities:

- Prepares and leads ASC meetings
- Ensure Traditions and Concepts are upheld
- Maintains order and unity
- Does not vote except to break ties

#### **3.2 Area Vice Chair**

Suggested Clean Time: 2 years

Purpose: Supports Chair and assists subcommittees.

Responsibilities:

- Fills in for Chair when needed
- Supports subcommittees
- Encourages unity in service

### **3.3 Secretary**

Suggested Clean Time: 2 years

Purpose: Maintains ASC documentation.

Responsibilities:

- Records and distributes minutes
- Maintains contact lists
- Stores ASC records

### **3.4 Treasurer**

Suggested Clean Time: 3 years

Purpose: Manages ASC finances.

Responsibilities:

- Maintains financial records
- Reports on monthly finances
- Handles deposits and expenses
- Maintains prudent reserve

### **3.5 Regional Committee Member (RCM)**

Suggested Clean Time: 3 years

Purpose: Represents Area at Region.

Responsibilities:

- Attends ASC and RSC meetings
- Reports information between Area and Region
- Communicates Area concerns to Region

### **3.6 Alternates**

Purpose: Learn and support corresponding trusted servant role.

Suggested Clean Time: Same as corresponding position.

### **3.7 Group Service Representatives (GSRs)**

Purpose: Carry group conscience to ASC.

Responsibilities:

- Attend ASC meetings and vote
- Report ASC info to group
- Communicate group needs and concerns

#### **4. Subcommittees**

The Lakeside Unity Area supports the following subcommittees:

- Hospitals & Institutions (H&I) — Brings meetings to facilities.
- Public Relations (PR) — Provides accurate NA information to the public.
- Activities — Plans unity and recovery events.
- Literature — Maintains NA literature stock and sales.
- Web/Technology — Manages website and online communications.

Each subcommittee sets its own meeting schedule and reports monthly to ASC.

#### **5. ASC Meetings**

Meetings are held monthly.

Meeting Format:

1. Serenity Prayer
2. Reading(s) (Traditions, Concepts, ASC Purpose)
3. Roll Call
4. Minutes Approval
5. Reports
6. Group Reports
7. Old Business
8. New Business
9. Announcements
10. Closing Prayer

#### **6. Decision-Making**

The ASC uses group conscience.

Voting:

- Each group has one vote.
- Simple majority (50% + 1) passes motions.
- Policy changes require a 2/3 majority after groups review.

#### **7. Finances**

The ASC is supported by group donations, literature sales, and fundraisers.

- The Treasurer provides a written report monthly.
- All expenses must be approved by ASC vote.
- A PO Box is maintained for use by ASC.

## **8. Literature Handling**

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

## **9. Removal of Trusted Servants**

Trusted servants may be removed by 2/3 ASC vote for:

- Relapse
- Misuse of funds
- Failure to fulfill duties
- Behavior in conflict with NA principles

## **10. Amendments**

These guidelines may be amended by a 2/3 ASC vote after groups review proposed changes.

## **11. Prudent Reserve**

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.

## **12. H&I and PR Combination Clause**

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.

## **13. Interpretation and Deviations**

Any interpretations or deviations from these guidelines must be discussed and decided using the group conscience of the Area Service Committee.

## **14. Ad-Hoc Committees**

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.

## **15. Utah Corporation**

A Registered Agent is identified and maintained with the State of Utah each year in October.