

# **GUIDELINES of the SOUTH OF FRASER AREA SERVICE COMMITTEE of NARCOTICS ANONYMOUS, B.C. CANADA**

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## **S.O.F.A. Mission Statement**

The mission of this Area's trusted servants is to serve the groups of Langley, North Delta, Surrey, White Rock, and any other group wishing to be represented by this Area, in the spirit of co-operation and goodwill. Our mission is to create unity and fellowship between all the groups in our area and its members.

## **Our Purpose**

The purpose and scope of the South of Fraser Area Service Committee is to be supportive of the groups, its members, and their primary purpose by uniting the groups within the Area, helping groups deal with their basic situations and needs, and encouraging the growth of the fellowship.

## **Policy**

Any proposals presented at the SOFASC meetings that involve substantial changes to the SOFASC's Policy will be sent back to the groups to collect a Group Conscience. These Group Consciences will be collected at the subsequent ASC meeting. Changes will then be decided by Consensus as outlined in Appendix A CBDM. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with by the Guidelines Workgroup to be approved at the ASC meeting.

## **Procedures**

Changes to SOFASC Procedures will be decided by Consensus as outlined in Appendix A CBDM.

## **Outline**

### **Section 1**

#### **Policy**

1. Purpose and Scope
2. Nominations
3. Elections
4. Removal from Office
5. Seating Procedure
6. Discussion
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12. Standing Committees
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Appendix 'A'  
Consensus Based Decision Making (CBDM)

**SECTION 1**  
**POLICY**

**1. Purpose and Scope**

- A. The purpose and scope of the South of Fraser Area Service Committee is to be supportive of the groups, its members, and their primary purpose by uniting the groups within the Area, helping groups deal with their basic situations and needs, and encouraging growth of the fellowship.
- B. In all matters before this committee, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts, A Guide to Local Services, and these guidelines, will apply in this order. All business will be conducted using Consensus Based Decision Making as outlined in Appendix A CBDM.
- C. All Administration, Subcommittee Chairpersons and Liaisons elected by the South of Fraser Area Service Committee of Narcotics Anonymous (herein referred to as SOFASC) will be fully accountable to the SOFASC in carrying out their assigned functions.
- D. The SOFASC will meet at a minimum of once a month.
- E. The SOFASC serves Langley, North Delta, Surrey, and White Rock. This may include any other NA Group that wishes to be served by the SOFASC.

**2. Nominations**

- A. Any NA members in attendance at a SOFASC meeting may nominate Administration, Subcommittee and Liaisons.
- B. Administration, Subcommittee Chairpersons, and Liaisons are strongly suggested to have the following minimum clean time requirements:

Administration:

- 1) Facilitator – three (3) years
- 2) Co-Facilitator – two (2) years
- 3) Secretary – one (1) year
- 4) Treasurer – three (3) years
- 5) RCM 1 – three (3) years
- 6) RCM 2 – two (2) years
- 7) Guidelines Reference Person - two (2) years

Others:

- 8) PR Chair – two (2) years
- 9) Web Coordinator – two (2) years
- 10) Subcommittee Chairs (Literature, PR, Activities) – two (2) years
- 11) Liaison Positions – one (1) year

- D. No Administration or Subcommittee Chairperson shall serve more than two consecutive terms in office.
- E. Administration or Subcommittee Chairpersons may be re-elected after one term to serve a second term.
- F. One term for Administration positions is defined as (2) two years or (24) twenty-four calendar months. (A 1-year term of office shall not be counted as one term).
- G. One term for all other positions is defined as (1) one year or (12) twelve calendar months. (An abbreviated term of office shall not be counted as one term).
- H. All nominees must be present (in person or via virtual platform) at the Area election to give verbal or written agreement to stand for election.
- I. All nominees will be required to give verbal or written presentations of their qualifications for the position.
- J. Nominees are expected to answer questions regarding their service resume and/or their suitability for the position.

- K. No position as an Administrator or Subcommittee Chairperson can be held concurrently with a GSR or GSR Alternate position.

### **3. Elections**

- A. Elections of SOFASC Administration, Subcommittee Chairpersons, and Liaisons will be held in September at our Annual General Meeting (AGM) except in cases of early resignation or removal from office.
- B. Elections at AGM will be conducted by secret ballot.
- C. Only the GSRs (or GSR Alternate if GSR is unavailable) will vote at all elections.
- D. 60% voting in favor is required to elect Administration, Subcommittee Chairpersons, and Liaisons.
- E. All discussions of nominees shall be conducted in their presence only.

### **4. Removal from Office**

- A. Admitted interruption in continuous abstinence is understood to be a resignation from the SOFASC.
- B. When a person fails to perform his/her duties, a proposal to remove can be put before the ASC under Open Discussion whenever it is brought to the attention of the SOFASC.
- C. When a person fails to attend two (2) consecutive SOFASC meetings, a proposal to remove can be put before the ASC under Open Discussion upon the second consecutive missed meeting. The Facilitator or Co-Facilitator will reach out to that person to give them the opportunity to be present at the third SOFASC meeting.
- D. Administrators, Subcommittee Chairpersons, or Liaisons can be removed during his/her term of office by a secret ballot and requires two-thirds majority.
- E. Administrators, Subcommittee Chairpersons, or Liaisons resigning or having been removed from office will not be eligible for another position at the ASC for six (6) months. Exception: When resignation is intended to facilitate a newly elected position with the agreement of the SOFASC.
- F. Any Administrator, Subcommittee Chairperson, or Liaison position left vacant from an early resignation or removal shall remain vacant for one month so the vacancy may be announced to the fellowship.  
Note: The SOFASC Facilitator can appoint an individual to fill the position temporarily.

### **5. Seating Procedure**

- A. An NA group must meet the following requirements to be recognized as having voting privileges at the monthly SOFASC meetings and AGM.
  - 1) That the service structure be operating as per the Guide to Local Services.
  - 2) That the group must be following the Twelve Traditions of Narcotics Anonymous.
  - 3) That the group must be a regularly scheduled meeting.

### **6. Discussion**

- A. Any member in attendance may participate in discussions.
- B. Discussions may be extended or limited by means of a main topic.
- C. All discussions shall be directed by the Facilitator, or an administrative member appointed by the Facilitator.

### **7. Regional Topics**

Proposals that have been sent to SOFA from the BC Regional Service Committee [BCRSC] to collect our group conscience must be discussed and dealt with at monthly ASC meetings. It is common practice for these proposals to be brought back to our NA groups to collect their group consciences first, before subsequently collecting our ASC's group conscience from our GSRs (or Alternate GSRs if the GSR is unavailable).

### **8. General Decision-Making Procedure**

- A. SOFASC utilizes a Consensus Based Decision Making process as detailed in Appendix A CBDM. All efforts should be made to further the understanding and discussion of any issue on the floor until a consensus is reached.
- B. All decisions requiring a vote at SOFASC are decided upon in the following manner:

1. See Appendix A CBDM

- C. Unless stated otherwise, voting by secret ballot is used only when required by these Service Guidelines or when the ASC has ordered the vote to be taken by secret ballot.

## 9. Funds

- A. All monies generated by the SOFASC, and Subcommittees will be maintained in one common account.
- B. Signature of the Treasurer or acting Treasurer and any one of the following signing authorities is required on all dispersals: Facilitator, Co-Facilitator, Secretary, Literature Chairperson, RCM 1.
- C. A prudent reserve of one month's operating expenses shall be maintained by the SOFASC.
- D. Regardless of the attendance, the monthly Operating Expenses shall be dispersed as usual to facilitate the ongoing operational requirements of the ASC. (See Section 2, Heading 10, Monthly Operating Expenses)
- E. Consensus must be reached for all topics requiring money expenditure, aside from the above.
- F. No expenditure shall be made from the treasury without a receipt, proof of payment, or invoice.-
- G. No funds exceeding \$200.00 will be disbursed by the Area Treasurer without informing the Facilitator or Co-Facilitator for approval.
- H. Whenever possible, cheques are to be made out to the establishments for which services are provided.
- I. All contributions collected at the SOFASC meetings will be deposited by the Treasurer.
- J. Our contribution to the BCRCS (British Columbia Regional Service Committee) will be determined at the SOFASC meeting prior to the BCRCS meeting.
- K. The SOFASC may opt to seed events or activities (Learning Days etc.).
- L. All monies including seed funds and any excess generated by events, Activities, and Literature will be forwarded to the SOFASC Treasurer with a full accounting.
- M. Anytime a group submits (2) two NSF (insufficient funds) cheques within a (6) six-month period for Literature purchases, that group will be required for a period of (3) three consecutive months to submit Cash, E-Transfer, Money Order, or a Certified Cheque for Literature purchases.
- N. A Treasurer's updated report is required prior to the entertainment of topics under Open Discussion.
- O. All disbursements from Area, subcommittees, and Ad hoc committees of more than \$50.00 are required to be in the form of a cheque.

## 10. Reports

- A. All GSRs, Administrators, Subcommittee Chairpersons, and Liaisons are required to submit reports to the Secretary at each SOFASC meeting.
- B. All Administrators, Subcommittee Chairpersons, and Ad hoc Chairpersons are required to make their reports available to GSRs and all in attendance at all SOFASC meetings upon request.
- C. All proposals made within the body of a report will be discussed after the report, dependent on the time required; otherwise, the idea will be discussed during Open Discussion and any decision required will be dealt with then.
- D. All standing subcommittee chairs are recommended to produce a quarterly report and quarterly projection of the operation of their subcommittee.

## 11. Amendments to the SOFASC Guidelines

- A. Proposed amendments to the SOFASC Guidelines must be submitted in writing at a regular SOFASC meeting.
- B. Amendments pertaining to SOFASC Policy shall be brought back to the groups-to collect group conscience at the subsequent ASC meeting.
- C. On matters affecting Policy, such as approval, removal or change of the SOFASC Policy, a consensus is required.
- D. Any adopted amendment to the SOFASC Guidelines shall take effect immediately unless otherwise noted.
- E. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with at the SOFASC without going back to the groups for approval.
- F. Amendments will be added to the Guidelines as they occur.

## 12. Standing Committees

Standing subcommittees are the regular subcommittees of the area, such as H&I or PI. The basic descriptions of these, and how they relate to the Area Service Committee, may be found in A Guide to Local Services.

## 13. Workgroups

Sometimes a question or project needs to be referred to a special subcommittee when the task does not fit with the focus of an existing subcommittee. In such cases, the task can be delegated by the SOFASC Facilitator to a Workgroup. These workgroups are set up for specific purposes, and once they have finished their job(s) and have reported back to the SOFASC, they are disbanded. A proposal to refer to a Workgroup should specify what the group's purpose would be. The Facilitator may then appoint the Workgroup in its entirety, or he/she may appoint just the Workgroup Point Person, who will organize and facilitate the members and their agenda/schedule at a later time.

## 14. Travel Fund

- A. All travel expenses (i.e., fuel, ferry etc.) incurred by ASC members attending the BCRSC (British Columbia Regional Service Committee) on behalf of the SOFASC and requesting reimbursement, must include these expenses in their report following their attendance at the BCRSC. (Food and accommodation expenses are not eligible for reimbursement).
- B. SOFASC will fund accommodation expenses for RCM 1 and RCM 2 for two nights while travelling outside the Lower Mainland for Region.

## SECTION 2 PROCEDURES

1. When a topic changes policy, that policy must be included in the minutes adjacent to the topic.
2. The Literature stockpile shall be a maximum of \$7,500.00.
3. The group contributions are entered into the treasurer's report.
4. GSR Orientations take place before each area meeting.
5. Regular (bi-annual) area inventories shall be conducted.
6. Conduct regular workshops (possibly in conjunction with dances.) Topic examples: How to write a GSR report; How to write a Subcommittee report; What is consensus based decision making?; The application of the 12 Traditions, the 12 Concepts; The easiest way to perform service, etc.
7. During the ASC meeting, Literature sales, distribution of Newsletter, Meeting Lists, and all other conduct not pertaining to the business at hand are not to be conducted. However, these services may be conducted before, at halftime, or after the ASC meeting.
8. Monthly Operating Expenses:

1. Literature locker	\$209.30
2. Literature	\$600.00
3. PO Box	\$21.90
4. Bank charges	\$4.95
5. PI Literature budget	\$500.00
6. H&I Literature budget	\$500.00
7. Activities	\$1500.00
8. Website	\$10.00
9. Cloverdale Church rent	\$15.00
10. RCM accommodations	\$100.00
11. RCM fuel	\$12.50
12. Basic News	\$189.79
13. Phonelines	\$14.06
14. Meeting lists	\$45.00
15. Outreach budget	\$100.00
16. Misc.	\$25.00
<b>Total</b>	<b>\$3847.50</b>

## Appendix “A” – Consensus Based Decision Making (CBDM)

### Consensus Based Decision Making Procedure

#### LEVEL ONE:

Proposal or item is presented with budget implication if any; any clarification needed is provided, short discussion period if warranted.

Facilitator asks for consensus. Does the item receive 100% approval or rejection? If there is 100% approval, the proposal carries, if 100% rejection, proposal fails, record the results in the minutes. If the item does not receive 100% in either go to LEVEL TWO.

#### LEVEL TWO:

Facilitator facilitates consensus building. More information is provided, with full intent for the proposal. A brief break may be necessary. Discussion is had for/against the proposal; small group discussion may be warranted. Facilitator asks for consensus. Does the item receive 100% approval or rejection? If 100% approval, proposal carries if 100% rejection, proposal fails if item does not receive 100% in either go to LEVEL THREE.

#### LEVEL THREE:

##### Straw Poll

If 60% in favour/40% opposed: listen to the minority point of view or have a small group discussion; discuss to reach consensus. Accept the proposal as proposed.

If 50% in favour/50% opposed, 40%/60%, 25%/75% we need reflection:

Delay the decision to the next ASC by doing one of the following:

1. Form an expert group
2. Seek more information to present at the following meeting
3. Send back to the groups

**Stand Aside:** When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

**Block:** A blocking concern must be based on a generally recognized principle, not a personal preference, or it must be against the entire group’s wellbeing. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern and a reasonable attempt must have been made to resolve it. If legitimate concerns remain unresolved and the person has not agreed to stand aside, consensus is blocked.

