

Southern California Region Narcotics Anonymous Youth Sub-Committee Guidelines  
(Adopted March 2021)

**NAYC Definition of Purpose**

*“Today’s decisions may affect tomorrow’s members. When we think of solutions to our current problems, it’s not hard to consider the needs of our group, area, our regions or even the worldwide fellowship. But it’s also important to remember the ‘unseen members’ in our decisions-the members yet to come. When we work to ensure the vitality of NA, we’re not working just for ourselves but for those yet to join us.”* It Works: How and Why, Page 129

The primary goal of the Southern California Regional Narcotics Anonymous Youth Sub-Committee (from here on, referred to as the NAYC) is to support the groups we serve in their efforts to further our fellowship’s primary purpose: to carry the message to the still-suffering addict. Our primary approach will be to function as a sub-committee of the Southern California Region of Narcotics Anonymous (from here on, referred to the RSC). We believe the NAYC will promote unity within the fellowship by giving young people a voice in service and a sense of belonging within the community of Narcotics Anonymous as a whole. The NAYC will serve to encourage young addicts to get involved in their recovery enough to care about others and themselves by providing services to the fellowship. By setting an example, the trusted servants of the NAYC will show new young addicts that being of service and giving back is part of how we stay clean. This sub-committee will give young recovering addicts an opportunity to be introduced to regional service by mentors that are their peers, giving them a foundation for future service positions. We will also strive to make all Narcotics Anonymous meetings safe and friendly environments for parents to drop off their teenagers. We hope to make recovery available to underage youth who need parental consent to come to NA meetings. We will participate in outreach work in our communities to plant seeds of recovery in young addicts and let them know that no one is ever too young to find recovery in NA. The NAYC was started in the spirit of unity to help all addicts who want to stop using and find a new way to live.

*“Our membership is richly varied, made up of many addicts from widely differing backgrounds. These members bring with them a variety of ideas and talents. That diversity enriched the fellowship and gives rise to new creative ways to reach addicts who need our help.”* It Works: How and Why, page 127

## **1. Responsibilities and Functions**

- A. To support, participate, and communicate on a regular basis with RSC Sub-Committees (H&I, PR, Activities, Phone-lines, Convention).
- B. To hold a monthly Sub-Committee meeting that focuses on youth in recovery and new ways to reach them in harmony with our primary purpose, carrying the message to the addict who still suffers. All addicts are welcome regardless of age.
- C. To maintain a close working relationship with the RSC.
- D. To conduct all business in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service.
- E. To establish and maintain NAYC archives.
- F. To organize the NAYC "Clean Not Dead" Unity Day in conjunction with the Regional Activities Committee.
- G. To aid and coordinate with Areas within the Southern California Region by supporting youth-oriented groups.

## **2. Voting Procedures**

- A. Voting participants shall include NAYC trusted servants (as outlined in section 3 of this document), Area Liaisons, Alternate Area Liaisons and members at large who have previously attended two consecutive meetings and have not missed two consecutive meetings. Voting privileges will be extended at the third consecutive NAYC meeting.
- B. Quorum is defined as a simple majority of voting participants.
- C. Business motions shall pass with a simple majority of voting participants.
- D. Motions regarding guideline changes, money matters, or removal of a trusted servant from their position shall require a 2/3 majority of voting participants.
- E. Any responsibilities or decisions that rise between meetings are to be resolved by the executive body and reported at the next scheduled meeting.
- F. Elections of trusted servants shall require a simple majority. Nominations shall be held in September and elections in October with the newly elected officers taking office in November.
- G. After NAYC elections, the Coordinator and Co-Coordinator should be affirmed by the RSC before taking office.
- H. Business meetings are open to all interested members of NA, however only NAYC participants (as defined in line A of this section) are eligible to vote.
- I. During discussions, any participant may bring forward an idea or concern. After a full discussion, and after listening mindfully to the voice of the minority perspective, we shall try to reach a consensus.
- J. The NAYC shall follow "Roberts" Rules of order in conjunction with consensus-based decision making (as used by the RSC).
- K. In case of conflict with the RSC guidelines, RSC guidelines shall have authority.

### **3. Trusted Servant Descriptions**

- A. NAYC officers shall consist of the following elected positions: Coordinator, Co-Coordinator, Secretary, Sub-Committee Liaisons (one to each RSC Sub-Committee, as outlined in section 1-A).
- B. The executive committee shall consist of the Coordinator, Co-Coordinator, and Secretary.
- C. NAYC trusted servants with three consecutive absences (from the NAYC meetings or other duties) will be automatically removed from their position.
- D. Any NAYC trusted servant will be removed from their position upon loss of their clean time; they will become eligible again when they meet the clean time requirements.
- E. Trusted servants may not serve more than two consecutive terms in the same service position.
- F. Trusted servants should be able to maintain records related to NAYC service.

#### **Coordinator**

##### **1. Requirements**

- a. Three years clean and one to two years commitment to the position.
- b. Two years service committee experience and one-year NAYC experience.
- c. Affirmed by the RSC
- d. Ability to organize and direct the NAYC in a service-oriented manner.
- e. Must be 18 years of age at the time of election.
- f. Ability to attend NAYC and RSC meetings every month.
- g. Working knowledge of the Steps, Traditions, and Concepts.

##### **2. Duties**

- a. Facilitates NAYC meetings on time, smoothly and efficiently.
- b. Prepares an agenda for each NAYC meeting.
- c. Ensures that all NAYC trusted servants fulfill their duties.
- d. Serves as a liaison between NAYC and RSC.
- e. Provides monthly written reports to NAYC and RSC.
- f. Votes on behalf of NAYC at RSC when applicable.
- g. Prepares materials for informational training.

#### **Co-Coordinator**

##### **1. Requirements**

- a. Two years clean and one-year commitment (with willingness to advance to Coordinator's position if elected at conclusion of Co-Coordinator term).
- b. One-year previous service committee experience and one-year NAYC experience.
- c. Ability to carry out responsibilities of Coordinator in case of Coordinator's absence.
- d. Must be 18 years of age at time of election.
- e. Ability to attend NAYC and RSC meetings every month.
- f. Working knowledge of the Steps, Traditions and Concepts.

##### **2. Duties**

- a. Attends NAYC and RSC meeting every month.
- b. When Coordinator is absent:
  - 1. Facilitates NAYC meetings.
  - 2. Provides written report to NAYC and RSC.
  - 3. Exercises NAYC voting privileges at RSC.
- c. Facilitates orientation of new members.
- d. Honors request to attend ASC meetings in the So-Cal Region
- e. Assists Coordinator with preparing materials for the informational training.

**Secretary**

- 1. Requirements
  - a. Two years clean and one-year commitment to the position.
  - b. One-year previous service committee experience.
  - c. Ability to keep concise and accurate written records of business meetings.
  - d. Access to a computer.
  - e. Working knowledge of the Steps, Traditions, and Concepts.
- 2. Duties
  - a. Taking minutes and distributes copies at the beginning of the next monthly meeting.
  - b. Updates roster.
  - c. Maintains records (agendas, reports to the RSC and NAYC, attendance sheets, etc.)
  - d. Retains copies of NAYC guidelines to give to new members.

**Task Based Sub-Committee Liaisons**

- 1. Requirements
  - a. One year clean and a one-year commitment to the position.
  - b. Previous service experience.
  - c. Ability to attend NAYC and appropriate Sub-Committee monthly meeting.
- 2. Duties
  - a. Submit reports for both NAYC and appropriate Sub-Committee.
  - b. Serves as NAYC liaison to appropriate sub-committee.
  - c. Coordinates any NAYC project related to that sub-committee.
    - i. PI: Distribute youth meeting lists and phone-lists, participate in workshops, presentations, booth sittings, and Service Works.
    - ii. H&I: Distribute youth meeting lists and phone lists, participate in H&I Learning Day, and update the NAYC about youth panels in So-Cal.
    - iii. Activities: Coordinate budget on Unity Day and updates Activities on our event.
    - iv. Convention: Coordinates youth information table, workshop participation, and suggested youth speakers for the convention.

## **Area Liaisons and Alternate Area Liaisons**

1. Requirements
  - a. Elected by their ASC
2. Duties
  - a. All duties, responsibilities, and other aspects of these positions are to be determined by their respective Areas.

## **4. Operational Guidelines**

- A. Any portion of these guidelines may be waived at any time by a 2/3 vote of the voting body.
- B. *"A Guide to Local Service in Narcotics Anonymous"* should be used only as a reference.
- C. Any portion of these guidelines may be amended by a 2/3 vote of the voting body. The amended section shall be added to the guidelines by the creation of an addendum.
- D. An annual Guideline Review will convene at the December committee meeting, guidelines will be approved by the NAYC and then be approved by the RSC in March. The previous year's addendums will then be incorporated into these guidelines following RSC approval.
- E. In the event of a vacated office, special elections may be held to fill the position.
- F. Any contract, whether it is to secure a facility, DJ, or vendor must be signed by the Chair of the Board of Directors of the Southern California Regional Service Office.
- G. Any event put on by the NAYC has must have insurance prior to the distribution of flyers.

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