CONTRA COSTA AREA
Of
NARCOTICS ANONYMOUS

FELLOWSHIP SERVICE CENTER
GUIDELINES
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Article One</th>
<th>Mission Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Two</td>
<td>What is a Fellowship Service Center</td>
</tr>
<tr>
<td>Article Three</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>Article Four</td>
<td>Description of the FSC Subcommittee</td>
</tr>
<tr>
<td>Article Five</td>
<td>Voting Procedures</td>
</tr>
<tr>
<td>Article Six</td>
<td>Requirements and Duties of Subcommittee Officers</td>
</tr>
<tr>
<td>Article Seven</td>
<td>Facility Use Agreement</td>
</tr>
</tbody>
</table>

Printed November 11, 2000
Contra Costa Area Fellowship Service Center
Mission Statement

The Contra Costa Area Fellowship Service Center has been founded for the purpose of providing the fellowship of Narcotics Anonymous within the county of Contra Costa with a central location for the provision of all area services.

The Mission of the Fellowship Service Center and its elected subcommittee members is to:

- Serve as a distribution center for Narcotics Anonymous literature and other Narcotics Anonymous Approved items;
- Maintain Facilities and equipment enabling all Contra Costa Area Service Committees to provide specific services to the fellowship of Narcotics Anonymous;
- Have the Center serve as a point of contact for the Fellowship of Narcotics Anonymous;
- Provide a secure location for a telephone system and other forms of electronic media to allow access to our fellowship for the addict who still suffers;
- Preserve and maintain, in a custodial capacity on behalf of the Contra Costa Area Service Committee, the historical records and archives of the Contra Costa Area.
Article 2

What is a Fellowship Service Center?

2. A Fellowship Service Center is an NA center that involves partnership among groups in a community - just as NA groups themselves are partnerships of individuals. It is established to carry out certain functions common to all the groups - functions which are best handled by a centralized service center - and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the NA message to the addict who still suffers.

2.2 The development of the sub-committee is to maintain a Fellowship Service Center.

Written November 11, 2000
Article 3

Responsibilities

3.1 Maintain open communication with the CCASC in all matters, seeking guidance or approval as appropriate.

Conduct subcommittee business in a responsible, principled manner, carefully managing funds and other assets raised by the subcommittee or assigned to it by the CCASC.

Coordinate with other subcommittees to maximize the FSC usefulness to them as well as to the local fellowship.

Hold regular subcommittee meetings at times and places that are pre-announced and accessible to the local fellowship.

3.5 Prepare and annual budget to be submitted to the ASC no later that January 1 of the following year.

Written November 11, 2000
Article 4

Description of the FSC Subcommittee

4. This subcommittee shall consist of a Chair, Vice-chair, Secretary, Office Manager, Archives Coordinators, Project Coordinator (for specific projects) and supporting members.

FSC Subcommittee members are here defined as anyone who has attended two consecutive FSC meetings and defined him or herself as a member of a Narcotics Anonymous group within the Contra Costa Area. The right to vote begins at the third consecutive FSC meeting. Voting privileges are suspended after being absent two consecutive FSC meetings without prior arrangement.

All FSC meetings are open to all interested members of Narcotics Anonymous, but only the persons defined as Officers and Members shall be entitled to vote. The Officer Presiding shall not make motions and shall vote only in the event of a tie.

This subcommittee has members with a stated willingness to serve, necessary time and resources, and the ability to serve the needs of the FSC.

This subcommittee has members with a working knowledge of, and experience with the Twelve Steps, Twelve Traditions and the Twelve Concepts, or the willingness to learn and follow these principles.

Members abstain from the use of mind-altering substances. (Except where medically compelled.)

The FSC subcommittee will ask for the immediate resignation of any member that does not comply with Article 4.6 of the FSC guidelines.

Written November 11, 2000
Article 5

Voting Procedures

5.1 FSC chairperson will be elected in the month of March at the monthly Area Service Committee meeting.

5.2 Elections of the FSC officers shall be held at the April FSC subcommittee meeting.

Written November 11, 2000
Article 6

Requirements and Duties of Subcommittee Officers

6.1 Chair
   a. Two years clean time
   b. Two year commitment to position.
   c. Arranges an agenda for and presides over monthly FSC subcommittee meetings.
   d. Prepares a written monthly report of FSC subcommittee activities for presentation at the CCASC meetings, and will bring sufficient copies for distribution to all officers, GSR’s and other subcommittee representatives in attendance of the ASC.
   e. Attends monthly meetings of CCASC to report FSC subcommittee’s activities, pressing issues and service commitments available.
   f. Votes on motions and other matters brought before the CCASC. (Carries the subcommittee’s sole vote).
   g. Demonstrates capability of conducting meetings in a firm yet understanding manner.
   h. Coordinates with all officers and members on FSC subcommittee business and activities.
   i. Will act as the sole liaison between the FSC and the district, to include scheduling.

Vice-Chair
   a. One year clean time.
   b. Two year commitment to position.
   c. Performs all duties of chair in case of his or her absence.
   d. Coordinates with all Officers and Members on subcommittee business and activities.

Secretary
   a. One year clean time.
   b. Two years commitment to position.
   c. Keeps accurate minutes of all FSC subcommittee meetings and distributes copies to all members.
   d. Keeps attendance records and phone lists of all active members.

Written November 11, 2000
Article 6 (cont).

Office Manager
   a. Three years clean time.
   b. Two years commitment to position.
   c. Responsibly maintain an accurate inventory of all properties and supplies in the care of the FSC.
   d. Responsible for all FSC generated funds.
   e. Maintains all FSC subcommittee records and accounts.
   f. Makes a monthly operation and maintenance report to the FSC.

Project Coordinator
   a. One year clean time.
   b. Two years commitment to position.
   c. Coordinates operations pertaining to all FSC functions or fundraisers.

Archives Coordinator
   a. Three years clean time.
   b. Two years commitment to position.
   c. Organize and update the archives under the care of the FSC.
Article 7

Facility Use Agreement

The continued use of this facility depends on the accountability and behavior of each member of the Contra Costa Area of Narcotics Anonymous.

Please see attached Facility Use Agreement contract.

Written November 11, 2000
Ambrose Recreation and Park District

FACILITY USE AGREEMENT

This AGREEMENT is made and entered into between the AMBROSE RECREATION AND PARK DISTRICT (hereinafter called DISTRICT), a political subdivision in Contra Costa County, California and CONTRA COSTA AREA N/A (hereinafter called FACILITY USER).

The parties to this agreement mutually agree as follows:

DISTRICT agrees to allow use of the rear wing Conference Room located in the Ambrose Community Center, 3105 Willow Pass Road, Bay Point, California, as per Schedule A attached to and a part of this agreement.

FACILITY USER agrees to pay the sum of $300.00 per month, to be paid by the 10th day of each month. If paid after the tenth day of the month a late fee of $25.00 will be assessed. Payments to begin October 1, 2000 and continue every month thereafter.

DISTRICT agrees to allow access to the conference room effective the date of signing this agreement, for construction of a storage area. This access will be allowed, without a payment being assessed for that portion of September. All other conditions of this agreement will be effective with the signing of this agreement by both parties.

FACILITY USER understands he/she may be charged a Possessory Interest Ad Valorem Property Tax by Contra Costa County and agrees to be solely responsible for the payment of any such tax.

FACILITY USER agrees to furnish DISTRICT with a Certificate of Insurance showing liability coverage in an amount not less than One Million Dollars with, as a separate attachment, an Additional Insured Endorsement naming the Ambrose Recreation and Park District as the additional insured.

FACILITY USER agrees to clean the Conference of all N/A materials and debris at the conclusion of each use.

This AGREEMENT shall be in effect from the date of signing and shall remain in effect until such time as either party gives thirty (30) days written notice to cancel or amend the terms of said AGREEMENT.

This AGREEMENT may be terminated without notice for failure to meet any of the conditions as indicated in said AGREEMENT or destruction of willful misuse of district facilities and property, or theft.
AGREEMENT, WAIVER AND RELEASE: FACILITY USER agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the DISTRICT'S facilities. FACILITY USER agrees to defend, indemnify and hold harmless the DISTRICT, its officers, agents, employee and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of, or resulting from its use of the DISTRICT'S facility.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN AGREEMENT BETWEEN MY ORGANIZATION AND THE AMBROSE RECREATION AND PARK DISTRICT, IT'S OFFICERS, EMPLOYEES AND AGENTS AND I SIGN IT OF MY OWN FREE WILL.

Karl Zurcher
SIGNATURE OF FACILITY USER
9-7-00
DATE

Karl Zurcher, F.S.C. CHAIR
PRINT NAME & TITLE

Patti J Lambeet, Gen. mgr
SIGNATURE OF DISTRICT
9-7-00
DATE

PRINT NAME & TITLE

WITNESS THE EXECUTION THEREOF, this 15 day of September 2000.

By: Mary Jane Rodrigues
WITNESS SIGNATURE

Mary Jane Rodrigues
PRINT NAME & TITLE
Office Manager
ARTICLE 7
FACILITY USE AGREEMENT
(continued)

7.3 Any item's such as: furniture, pictures, plants, books, office equipment and or items to be stored, must first be brought to the attention of the Contra Costa Area Fellowship Service Center Subcommittee for approval.

7.4 In closing, after extensive research, it is the considered opinion of the Fellowship Service Center Subcommittee that the Service Center should remain un-incorporated and under the guidance and support of the Contra Costa Area Service Committee in which it is directly responsible to. We strongly suggest that before the A.S.C. of Contra Costa considers an incorporated service office it would review matters such as: legal status, County, State and Federal income tax, incorporation fees, legal fees, the increased cost of liability insurance and a paid accountant. Also to be considered: More than Forty offices (regional and area) have been created in Narcotics Anonymous in the past 12 years. Of all these, there are probably only five or six, which are stable in the terms of finances, fellowship unity, support, legal problems and tax issues. Even these few which are now stable, have endured more than five years of instability to reach this point. This should tell us all to use a great deal of caution in developing an incorporated service office, as not to bring any unwanted burdens onto our fellowship and defer us from our primary purpose.

In Fellowship

The F.S.C. Subcommittee