

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

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Approved March 16, 2024

## **ARTICLE I      NAME**

The name of this assembly shall be the Rio Grande Regional Service Committee of Narcotics, Anonymous, hereinafter referred to as RGRSC.

## **ARTICLE II      PURPOSE**

The purpose of the RGRSC shall be to unify and support the Areas within the region, to carry the Narcotics Anonymous message of recovery, and to contribute to the growth of NA.

## **ARTICLE III      PARTICIPANTS**

### ***Section 3.01      RGRSC Area Membership***

- A. Area membership may be established by petitioning the RGRSC and with approval of a simple majority of voting participants (*see Section 3.03 p. 1*)
- B. Active membership in the RGRSC is maintained by RCM attendance at RGRSC meetings
  - 1. An Area is considered active until such time as they have not been represented at two (2) consecutive RGRSC meetings
  - 2. An inactive Area becomes active again at the beginning of the second consecutive regional meeting attended
- C. Quorum is equal to the majority of active Areas
  - 1. This equals the lowest whole number greater than half of the active Areas
    - a. Example 1 – if there are five (5) active Areas, quorum is three (3)
    - b. Example 2 – if there are six (6) active Areas, quorum is four (4)
  - 2. Quorum is required for submitting motions and voting (*see Section 14.01 p. 1*)

### ***Section 3.02      RGRSC Participants***

- A. Regional Committee Members (RCMs)
- B. Regional Administrative Committee
- C. Regional and Alternate Delegates
- D. Regional Convention Committee Members (RCC)
- E. Regional Resource persons

### ***Section 3.03      RGRSC Voting Participants***

- A. All RGRSC Participants have a voice at the RSC, but only Regional Committee Members (RCMs) from Active Areas may vote (*see Section 3.01 p. 1*)
  - 1. RCM I is the primary Voting Participant for each Area
  - 2. RCM II votes on the majority of items, but votes only in the absence of the RCM I if the motion is on a one-vote-per-Area basis (*see Section 14.03 p. 21 for exceptions*)

### ***Section 3.04      RGRSC Observers***

- A. Any member of NA may attend RGRSC meetings as an observer
- B. When appropriate, observers may petition the RGRSC to request a sharing session on a particular topic of wide interest to the fellowship, and, with a simple majority vote of voting

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participants, time shall be scheduled to discuss that topic (*see Article XIII p. 20*)

## **ARTICLE IV REGIONAL COMMITTEE MEMBERS**

Each member Area should elect two Regional Committee Members (RCM's) to represent the Area. The RCM's suggested responsibilities are as follows: To regularly attend and participate in all matters of the RGRSC, to bring the Area conscience to the RGRSC, to report to their Area the activities and conscience of the RGRSC.

## **ARTICLE V RIO GRANDE REGIONAL CONVENTION CORPORATION**

### ***Section 5.01 RCC Board of Directors***

The Board of Directors for the RGRCC, Inc. shall be referred to as the Regional Convention Committee ("RCC"). The RCC shall always act in the best interest of the RGRSC, its constituent Areas and NA as a whole, and should be directed by the Twelve Traditions and Twelve Concepts for NA Service.

### ***Section 5.02 RCC Board members and Officers***

- A. There will be a minimum of three (3) and a maximum of nine (9) RCC members, allowing the possibility that every Area may be represented
- B. The Chair of the Convention Committee shall roll on to the RCC for a one (1) year term at the conclusion of the convention. They may be elected to serve on the RCC for additional terms at the conclusion of their first year
- C. In accordance with the by-laws, RCC members serve a term of two (2) years and can serve up to three (3) consecutive terms for a total of six (6) consecutive years and until their successor is elected and qualified
- D. RCC members are elected by a majority vote of the RGRSC voting participants
  1. In the event there are more candidates than open RCC positions, preference will be given to candidates from unrepresented Areas followed by those from under-represented Areas, regardless of experience
  2. Any RCC member, including officers, may be removed from the RCC for any reason, with or without cause (i.e. "at will") by a two-thirds ( $\frac{2}{3}$ ) vote of the RGRSC voting participants (*see Section 11.02 p. 18*)
- E. RCC Membership Requirements
  1. Suggested minimum of five (5) years continuous clean time
  2. Suggested previous Regional service experience
  3. Suggested previous convention experience
  4. Hold no other RGRSC voting position (*see Section 3.01 p. 1*)
  5. Willingness to sign documents required by local, state and federal law
- F. Four (4) RCC members will serve as the following officers of the RCC: Treasurer, Vice Treasurer, Secretary, and President
  1. These four (4) positions are elected by the RCC and confirmed by a simple majority of the RGRSC voting participants
  2. In accordance with the Bylaws, a director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

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G. To honor the guidance of the Twelve Traditions, the RCC shall follow the will of the RGRSC

## **Section 5.03 RCC Treasurer**

- A. In addition to the requirements set forth above, the RCC Treasurer position shall have the following requirements:
1. Hold no other RGRSC voting position (*see Section 3.03 p. 1*)
  2. Have a basic understanding of bookkeeping principles
  3. Be financially stable
  4. Computer literate to the extent necessary to do online banking, make payments online, and convert Word/Excel (or similar) files to pdfs
  5. Must be willing and able to use Excel (or similar) and QuickBooks with minimal training
  6. Suggested five (5) years continuous clean time
- B. Treasurer's Duties:
1. Custodian and signer of the RCC bank account
    - a. Completes a Financial Accountability Form at the start of the term as Treasurer
  2. Responsible for handling the RCC financial responsibilities including entering details in QuickBooks
  3. Attend each RCC and RGRSCNA meeting
  4. Submits a detailed written financial report to the RCC President for presentation at each RGRSC meeting
  5. Deposits all funds received within 5 business days
  6. Delivers an Annual Financial Statement to the RGRSC at the January meeting
  7. Provides the Regional Delegate with a copy of the previous year's Financial Statement
  8. Prepares and submits RCC biannual State and annual Federal taxes
  9. Updates the NM Charitable Organization Registration Online System (NM-COROS) filing with the NM Attorney General Charitable Organizations Division
  10. Provides a copy (or screen shot in lieu of paper forms) of all forms submitted to a government agency to the RCC President within 30 days of submission. Stores copies of all filings in the RCC Google Drive.
    - a. The RCC President documents the submission in the next RCC report to the RGRSC and forwards the copies to the RGRSC Chair for inclusion in RGRSC archives
  11. Disburses funds as directed by the RCC and the RGRSC
  12. Provides a final accounting and a check in the amount of convention proceeds (less minimum account requirements if applicable) at the meeting following the closeout of the convention
    - a. This may be delayed to the following RGRSC meeting if there is a delay in closing the convention books (ex. late invoices)
- C. Serves a two-year term

## **Section 5.04 RCC Vice-Treasurer**

- A. In addition to the requirements set forth above, the RCC Vice Treasurer position shall

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have the following requirements:

- a. Hold no other RGRSC voting position (*see Section 3.03 p. 1*)
- b. Have a basic understanding of bookkeeping principles
- c. Be financially stable
- d. Computer literate to the extent necessary to do online banking, make payments online, and convert Word/Excel (or similar) files to pdfs
- e. Must be willing and able to use Excel (or similar) and QuickBooks with minimal training
- f. Must be willing to be mentored by the RCC Treasurer and move into the RCC Treasurer position at the conclusion of term.
- g. Suggested five (5) years continuous clean time

## B. Vice Treasurer's Duties:

- a. Second Signer of the RCC bank account
  - i. Completes a Financial Accountability Form at the start of the term as Treasurer
- b. Work with RCC Treasurer to learn how all reports are filed, records are maintained, and budgets are created and monitored.
- c. Attend each RCC and RGRSCNA meeting
- d. Deposits all funds received within 5 business days
- e. Disburses funds as directed by the RCC and the RGRSC

## C. Serves a two-year term

### **Section 5.05      *RCC President***

- A. The primary signer for all contracts related to the convention
- B. Attends all RGRSC, RCC, and convention committee meetings
- C. Provides the RGRSC with the most recent RCC Treasurer's report and RGRSCNA minutes
- D. Is the voice of the RCC and convention committee at the RGRSC
- E. Custodian of one of the keys to the Regional storage unit (*see Section 7.03 p.8*)

### **Section 5.06      *RCC Secretary***

- A. Coordinates RCC availability and schedules meetings
- B. Distributes the agenda prior to all RCC meetings
- C. Take minutes at all RCC meetings and makes them available within two (2) weeks
- D. Ensures the Secretary of State report is filed annually by the Treasurer and documented in archives
- E. Custodian of one of the regional Post Office box keys (*see Section 7.02 p. 8*)

### **Section 5.07      *RCC Vice-Secretary***

- F. Assists RCC Secretary with all duties
- G. Trains with RCC Secretary to fill the position at the conclusion of term
- H. Election will be held to elect RCC Secretary

### **Section 5.08      *RCC Hotel Liaison***

- A. Hotel Liaison will work with the RCC to contract a host hotel

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- B. Works with all subcommittees to designate appropriate space in the hotel for their needs
- C. Brings all menu selections to the convention committee for final approval
- D. Works with hotel catering staff for the planning of all food and beverages items
- E. The RCC Hotel Liaison shall sign Banquet Event Orders (BEOs) and serve as the hotel's only point of contact authorizing changes and/or expenses

## **Section 5.08 Conventions**

- A. Convention Location
  - 1. The convention location is chosen through a bid process
  - 2. The details of the bid process, including timing and requirements, are included in Appendix A
- B. Convention Policies and Procedures
  - 1. The RCC is the "single point of accountability" for holding the annual regional convention on behalf of the RGRSCNA
  - 2. The RCC shall sign all contracts related to the convention and shall serve as hotel Point of Contact
  - 3. The RCC will be responsible for documenting the annual convention processes, thereby developing convention timelines, policies, and procedures
  - 4. The latest version of the Convention Policies & Procedures is included as Appendix A
  - 5. An inventory should be completed by the RCC at the conclusion of every convention with a copy placed inside the storage unit, and shared with the RGRSC Secretary
- C. Convention Proceeds
  - 1. All convention proceeds will be submitted to the RGRSC, keeping the \$5000 seed fund in the RCC bank account, if able, to avoid bank fees

## **ARTICLE VI RGRSC and RCC FUNDS**

### **Section 6.01 RGRSC and RCC Expenditures**

- A. All expenditures made by the RCC and RGRSC shall be paid by the appropriate Treasurer via check, electronic payment available, or debit card
- B. All checks issued by the RGRSC must be cashed/deposited within six (6) months
  - 1. Any check not deposited within six (6) months must be voided and returned; a stop payment may be issued

### **Section 6.02 RGRSC and RCC Bank Accounts**

- A. All monies accumulated by the RGRSC through group donations or other NA sources shall be maintained in a bank account of the RGRSC
- B. All monies received on behalf of the RGRSCNA Convention shall be maintained in a separate bank account managed by the RCC
  - \*The RCC bank requires the account to have 2 responsible parties. These responsible parties are the signers on the account. These parties will need to go to the bank to have themselves added/removed at the beginning/end of term (take former responsible parties also and have them removed). MUST CHANGE RESPONSIBLE



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## PARTIES AND SIGNERS.

### **Section 6.03 RGRSC Budget**

An annual budget will be created by the RGRSC in November for the following calendar year

### **Section 6.04 RGRSC Encumbered Funds**

- A. Prudent reserve: an amount of money put aside to cover planned spending in extraordinary circumstances when expected funds are not available, and is not used under normal circumstances
  - 1. The prudent reserve for the RGRSC account is \$4,000
- B. Baseline funds: funds available at the beginning of a fiscal period to ensure that early-period expenses can be paid when income is not expected until later in the period
  - 1. Baseline funds for the RGRSC is \$5,000 (if available)
    - a. This amount ensures that the RGRSC can pay all expenses, primarily travel, that occur early in the year
    - b. The majority of RGRSC income comes in when the RCC transfers the convention proceeds
- C. Seed funds: funds available at the beginning of a fiscal period to ensure that early-period expenses can be paid when income is not expected until later in the period
  - 1. Seed fund for the RCC is \$5,000 (if available)
    - a. This amount ensures that the RCC can pay all expenses, primarily the purchase of pre-convention merchandise and other fundraising needs, prior to receiving funds for the sale of those items
    - b. Convention seed fund stays in RCC Bank Account to avoid bank fees, when available. Once the donation check clears the RCC bank account, a copy of the current bank statement showing a \$5000 balance should be submitted to the RGRSC Treasurer.
- D. Purposed funds: funds set aside for special purposes or specific projects that cannot easily be addressed in an annual budget
  - 1. One-time projects such as purchasing shelving for the Regional storage unit
  - 2. Events that are predictable, but not annual, such as RD/AD travel to the WSC,
  - 3. Expenses that do not have predictable timing, but could be high cost such as replacing technology like the Treasurer's laptop or Zoom equipment
- E. Amounts held for the prudent reserve, baseline funds, seed funds, and purposed funds are reviewed each November as part of the budget process
  - 1. A breakdown of these items is included in Appendix B as part of the budget

### **Section 6.05 RGRSC Reimbursements and Advances**

- A. Reimbursements
  - 1. Detailed receipts must be submitted with all requests for reimbursement
  - 2. Prior to voting on a reimbursement, the requestor or RGRSC Treasurer notifies the RCMs if the receipts are not in the full amount of the request for reimbursement
  - 3. Mileage is reimbursed at the current IRS Standard Mileage Rate unless an alternate rate

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is approved by the voting participants (*see Section 3.03 p. 1*)

4. Per diem rates paid according to GSA Per Diem Rates unless an alternate rate is approved by the voting participants
- B. Advances (funds disbursed prior to use for travel, an event, subcommittee need, or a one-time purchase)
  1. An Advance Request form must be submitted when requesting funds
    - a. Not required for AD travel to the WSC
    - b. Not required for RD or AD travel to the WSZF if budgeted
    - c. Not required for subcommittees requesting budgeted funds
    - d. Those not required to submit an advance form can request funds as part of the officer or subcommittee report
  2. Those receiving an advance are required to submit a detailed report, with receipts and remaining funds, to the RGRSC Treasurer at the following RGRSC meeting or within 60 days of the intended use, whichever is later
  3. In the event that the recipient cannot fully account for the funds disbursed (via receipts and/or returned funds), that person or Area will be considered liable for the difference
  4. Additional requests for funds from the same individual or Area will be denied until all funds from prior requests have been fully accounted for
- C. Travel Expenses
  1. Travel advances include transportation, event registration, and a location-based per diem for lodging, meals and incidentals
    - a. Travel advances will not be issued for any travel paid for by another NA entity unless approved by the voting participants
  2. Transportation is paid at the lowest reasonable rate regardless of the transportation method used by the payee unless approved by the voting participants (i.e. airfare is \$200 but mileage would be \$575 so the advance would include \$200 for transportation)
  3. Per Diem rates, including lodging, vary depending on location, but should not exceed the current location-based rates posted at <https://www.gsa.gov/travel-resources> unless approved by the voting participants
    - a. Per Diem rates are approved for only the days necessary to participate in the event (this may include the day before or after the event depending on event times)
    - b. Lodging taxes are not included in the posted Per Diem rates but should be included in the budgeted travel for the event and the advance
    - c. Additional approval for lodging is not required if the event hotel rate is higher than posted rates for lodging
  4. Estimated mileage is calculated at the current IRS Standard Mileage Rate unless an alternate rate is approved by the voting participants (*see Section 3.03 p. 1*)
  5. Travel reimbursements are paid at the lower of posted rates or actual cost unless otherwise approved by the voting participants (*see Section 3.03 p. 1*)

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6. All travel advances adhere to the requirements in the Advances section (*See Section 6.05B p. 6*)

## **Section 6.06 RGRSC and RCC Use of Payment Apps for online donations, events, and fundraising**

- A. Payment apps may include, but are not limited to, Square, PayPal, and Venmo
- B. The RCC payment account(s) will be maintained by the RCC Treasurer
- C. The RGRSC payment account(s) will be maintained by the RGRSC Treasurer
  1. RGRSC/RCC Treasurer will add and remove users as appropriate based on RGRSC-approved purposes
    - a. Users should meet the 5-year minimum continuous clean time requirement for handling funds (*see Section 7.01 p. 8*)
  2. Approved users agree to not share equipment or account information (access/logins) with anyone
  3. The RGRSC Treasurer will work closely with the Webmaster to ensure that the RGRSC website is set up to track receipts by source and purpose for online transactions
- D. The officer/committee using an RGRSC/RCC cash app account to accept funds will submit a detailed written report to the RGRSC/RCC Secretary and the RGRSC/RCC Treasurer
- E. The RGRSC/RCC Treasurer will reconcile the written report with bank activity and report any discrepancies to the committee (and RSC if the discrepancy cannot be reconciled)
- F. Donations to the RGRSC will be recorded at the amount submitted by the donor
  1. The RGRSC absorbs the associated fees and the RGRSC Treasurer tracks the fees as an expense to the RGRSC
- G. Voting participants (*see Section 3.03 p. 1*) will determine who (payer, RGRSC, RCC, subcommittee) absorbs associated fees for transactions that are not related to donations such as events or sales
  1. When appropriate, a fee will be added to the amount charged to payers to offset some of the fees charged by the payment app

## **ARTICLE VII ASSET MANAGEMENT**

### **Section 7.01 RGRSC and RCC Access to Assets**

- A. There is a suggested minimum continuous clean time of five (5) years for access to Regional assets including:
  1. Regional bank accounts including deposits of cash, checks, and money orders
  2. Regional payment accounts (Square, Venmo, PayPal, etc.)
  3. Keys to the Regional PO Box and Regional storage unit

### **Section 7.02 RGRSC PO Box**

- A. The following should have a key to the Regional PO Box
  1. RGRSC Chairperson or member designated by RGRSC, member must have 5 years clean

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time

2. RGRSC Treasurer
  3. RCC member designated by the RCC. Must have 5 years clean time
- B. The RGRSC Treasurer should, in conjunction with the RGRSC Chairperson, ensure that the PO Box is checked often enough to avoid missing due dates for mailed invoices (some invoices are due within 15 days of invoice date)
- C. Unless otherwise agreed upon between key holders, RCC members should remove only RCC-related items from the box (ex. convention registrations) and RGRSC members should remove only RGRSC-related items from the box (ex. RGRSC invoices and donations)
- D. The RGRSC Secretary is responsible for maintaining a log tracking PO Box keys

## ***Section 7.03 RGRSC Storage Unit***

- A. The following trusted servants should have a key to the Regional Storage Unit
1. RGRSC Chairperson or member designated by the RSC, member must have 5 years clean time
  2. RCC President or member designated by the RCC, member must have 5 years clean time
  3. The RGRSC Treasurer maintains a key since they are on the contract
- B. Storage unit keys shall not be loaned to a non-key holder and a key holder must be present at all times while the storage unit is being accessed
- C. Unless otherwise agreed upon between key holders, RCC members should remove only RCC-related items from storage (ex. convention items such as banners) and RGRSC members should remove only RGRSC-related items from storage (ex. RGRSC archives)
- D. Items removed from the storage unit must be checked out on the inventory log kept in the storage unit (*See Addendum B*) and a current copy maintained by the RGRSC Secretary (changes to inventory should be submitted to RGRSC Secretary as they happen)
- E. The RSC Secretary maintains a log of when storage unit keys are checked out and returned

## ***Section 7.04 RCC Regional Employer Identification Number (EIN)***

- A. Areas may use the Regional EIN for Public Relations purposes such as public service announcements and signs on buses, but not for monetary use or banking purposes
- B. For banking purposes, Areas should apply for an Area-specific EIN
1. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- C. The Regional EIN may not be used for commercial purposes

## ***Section 7.05 RGRSC and RCC Theft Policy***

- A. The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message, and the Twelfth Concept gives the RGRSC a mandate that calls for total financial accountability
- B. With this in mind, any misuse or misappropriation of funds cannot be tolerated
- C. Theft Policy:
1. Each trusted servant is entirely responsible for any funds or assets entrusted to them

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- a. Any loss, misuse, or misappropriation of Regional funds or assets must be repaid and must be immediately reported to the RGRSC Chairperson (or Vice Chairperson if applicable)
- b. The Chairperson will notify the RGRSC of the occurrence
2. Any allegations of misuse or misappropriation of RGRSC/RCC assets should be immediately reported to the RGRSC/RCC
  - a. The allegations will be investigated by an RGRSC Ad Hoc committee formed for this purpose
  - b. Any member accused of misuse/misappropriation may exercise the Tenth Concept right of redress at this time
3. Any trusted servant found guilty of misusing of funds, either through self-admission or through an investigation, may be removed from office by a two-thirds ( $\frac{2}{3}$ ) majority vote of voting participants
  - a. If so removed, the individual's participation with the RGR is terminated immediately
  - b. Additionally, the person cannot hold an elected RGRSC position for a period of two (2) years from the date of removal
4. Restitution:
  - a. Individuals found guilty of misuse or misappropriation of funds or assets are expected to make full restitution
    - i. At the will of the RCMs, a written payment plan may be implemented if restitution cannot be made immediately
  - b. If restitution is not made as agreed upon, the individual may be subject to criminal and/or civil prosecution

## ADMINISTRATIVE COMMITTEE

### ***Section 7.06 RGRSC Chairperson***

- A. Requirements
  1. Suggested minimum of five (5) years continuous clean time
  2. Suggested service experience at the regional level
  3. Must be physically present at all RGRSC meetings
- B. Duties
  1. Sets agenda for RGRSC meetings
  2. Presides at the RGRSC meetings
  3. Is a co-signer of the RGRSC bank account
    - a. Completes a Financial Accountability Form at the start of term as Chairperson
  4. Is a custodian of one the RGRSC's keys to the regional PO Box (*see Section 7.02 p. 8*)
    - a. In conjunction with the RSC Treasurer, ensures the PO Box is checked often enough to prevent late payments
  5. Is a custodian of the RGRSC's key to the regional storage unit (*see Section 7.03 p. 8*)

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6. Maintains archives
  7. Corresponds within the region on matters affecting NA or the Rio Grande Region as a whole. This includes, but is not limited to, matters concerning the Twelve Traditions of NA and the Twelve Concepts for NA Service
  8. Contacts elected RGRSC members (administrative and resource persons) who have been absent from any meeting
  9. Brings it to the attention of the RGRSC if an elected member (administrative or resource person) is not fulfilling the responsibilities of the position, including attendance requirements
  10. Submits a written report to the RGRSC of his/her activities
  11. Mentors Vice-Chairperson to move into Chair position
- C. Serves a one-year term

## **Section 7.07 RGRSC Vice-Chairperson**

- A. Requirements
1. Suggested minimum of four (4) years continuous clean time
  2. Suggested service experience at the regional level
  3. Must be physically present at all RGRSC meetings
- B. Duties
1. Serves as liaison between the RGRSC and the Regional and Alternate Delegates, Resource persons, Subcommittees and Ad Hoc committees
  2. Contacts Areas when there has been no contact for two (2) consecutive RGRSC meetings
  3. Maintains a current contact list of RGRSC participants and Area Secretaries
    - a. The list should include name, position, Area, phone number, and email address
    - b. For those elected by the RGRSC, the list should also include the date elected, term length, and date incumbent's term will end
    - c. This updated contact list is provided electronically to the RGRSC secretary at the close of each RGRSC meeting for inclusion in the minutes
  4. Assumes the duties of Chair in the Chair's absence
  5. Assumes the duties of Secretary in the Secretary's absence
- C. Suggested 2-year term, with first year served as Vice-Chair and second year served as Chair
1. An election will still be held to move into the Chair position

## **Section 7.08 RGRSC Secretary**

- A. Requirements:
1. Suggested minimum of two (2) years continuous clean time
  2. Suggested service at the regional level
  3. Must be physically present at all RGRSC meetings
  4. Ability to use word processing software, Google Drive, and email
  5. Skills necessary to learn how to set up and use video conferencing equipment and software (ex. Zoom)

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## B. Duties:

1. Responsible for the Tech & Zoom Coordinator duties if that position is vacant
2. Keeps accurate minutes of each RGRSC meeting
  - a. The minutes shall include the Secretary's notes as well as all submitted reports and the list of term dates provided by the Vice-Chairperson
3. Prepares and distributes minutes electronically within two weeks of the meeting
  - a. The distribution shall include the minutes, current contact list (*see Section 7.07B.3 p. 11*), and any attachments provided by participants (ex. the current Operating Statement from the RGRSC Treasurer)
  - b. Minutes shall be sent to the RCM's, Regional Officers, Regional Delegates, Resource persons, Subcommittee chairs, RCC President, and Area Secretaries
4. Coordinates with Webservant to post minutes to the Rio Grande Regional website
5. Keeps one printed or digital copy on hand at each meeting of the current year's minutes and the most recent approved RGRSC Guidelines
  - a. At the end of the term, the Secretary submits printed and electronic materials to the Chairperson and incoming Secretary
6. Submits a written report to the RGRSC of his/her activities
7. Maintains the checkout log for the PO Box and storage unit keys
8. Maintains the RGRSC Google Drive to include minutes archive, login information for all accounts, and tech inventory, key log & storage unit inventory

## C. Serves a one year term

### **Section 7.09 RGRSC Tech & Zoom Manager**

#### A. Requirements

1. Suggested Minimum of Two (2) years continuous clean time
2. Knowledge of technology, how to set up cameras, speakers, and run zoom (tech savvy)
3. Must be physically present at all RGRSC meetings

#### B. Duties

1. Responsible for the set up, and storage of equipment used for video-conferencing (Zoom) for RGRSC meetings
2. Ensures that video conferencing is ready prior to the RGRSC start time
3. Hosts zoom meeting and ensures everything is running smoothly during meeting
4. Ensures Chair is aware of anyone raising hand on Zoom, and makes sure all information presented on Zoom is shared if the Chair doesn't catch it

#### C. Serves a one year term

### **Section 7.10 RGRSC Treasurer**

#### A. Requirements

1. Suggested minimum of five (5) years continuous clean time
2. Suggested service at the regional level
3. Financially stable
4. Basic understanding of accounting principles

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

5. Computer literate to the extent necessary to set up online payments, download monthly bank statements, and convert Word/Excel (or similar) files to pdfs
6. Must be willing and able to use Excel (or similar) and QuickBooks with minimal training

## B. Duties

1. Attends all RGRSC meetings in person
  - a. If unable to attend in person, arranges to have the RGRSC checkbook and Treasurer's report brought by another participant for use at the RGRSC meeting
  - b. If the RGRSC meeting is not held in person, or if the checkbook cannot be at an in-person meeting, the Treasurer will mail all approved payments within two (2) business days
2. Custodian of the RGRSC bank account and responsible for handling the RGRSC's financial responsibilities
  - a. Completes a Financial Accountability Form at the start of the term as Treasurer
3. Keeps an accurate ledger of all RGRSC financial transactions
4. Deposits all funds within five (5) business days
5. Disburses funds as directed by the RGRSC
6. Is a Signer on the RGRSC bank account
7. Is the Account Manager for RGRSC payment apps (*see Section 6.06 p. 7*)
8. Adds/removes signers with the bank based on election results during term, in collaboration with the bank account Responsible Parties\*
9. Submits a written financial report at every RGRSC meeting that should include (but is not limited to):
  - a. Account balance with and without encumbrances (prudent reserve, earmarked funds, etc.)
  - b. Income by source since the last report
  - c. Expenses by recipient and purpose since the last report
    - i. Outstanding checks
    - ii. Cost increases of 5% or more for any standing/automatic payments (phone lines, insurance, storage, etc.)
  - d. Status of outstanding Advances
  - e. Updated operating statement (compares income and expenses to budget)
10. Makes all RGRSC financial information for the past 2 years, including bank statements, available for review at each RGRSC meeting
11. Provides bank statements (redacted account number and address) and detailed and itemized Treasurer's reports and current operating statements to the Webmaster and RGRSC Secretary in pdf format for posting on the Regional website and presentation at the RGRSC at each bi-monthly meeting, to be included in the minutes
12. Develops a draft budget for the following year and provides to all RGRSC participants for review at least 30 days prior to the November RGRSC budget meeting
  - a. The draft budget should include



# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

- i. Actual expenses for the past few years by category
  - ii. Breakdown of encumbered funds including the balances of earmarked funds
  - iii. Estimated travel costs by location (when known) based on the current posted rates from <https://www.gsa.gov/travel-resources> for the WSC/WSLD/WSZF
13. At the November RGRSC meeting, suggests an amount for the current year's NAWS donation based on estimated remaining income and expenses
  14. Provides an annual Income Statement for the prior year at the January meeting
  15. Is the custodian of one of the RGRSC Post Office box keys and, in conjunction with the RGRSC Chairperson, checks the box often enough to ensure that all mailed invoices can be paid timely (some within 15 days)
  16. Involves the Vice-Treasurer in all Treasurer's duties and provides training as necessary
- C. Serves a 2-year term
1. Retains bank account access up to an additional 60 days following term end until the next Treasurer has transferred automatic payments to their RGRSC debit card

## **Section 7.10 RGRSC Vice-Treasurer**

- A. Requirements
1. Suggested minimum of five years continuous clean time
  2. Suggested service at the regional level
  3. Financially stable
  4. Basic understanding of accounting principles
  5. Computer literate to the extent necessary to set up online payments, download monthly bank statements, and convert Word/Excel (or similar) files to pdfs
  6. Must be willing and able to use Excel (or similar) and QuickBooks with minimal training
  7. Willingness to become Treasurer following approval by the region
- B. Duties
1. Attends all RGRSC meetings
  2. Assists Treasurer with all duties as a learning experience
  3. In the absence of the Treasurer, fulfills all of the Treasurer responsibilities with the exception of signing checks (RGRSC Chairperson is the second signer)
- C. Suggested 4-year term, with first two years served as Vice-Treasurer and second two years served as Treasurer
1. An election will be held to move into the Treasurer position

## **ARTICLE VIII REGIONAL DELEGATE & ALTERNATE**

### **Section 8.01 RGRSC Regional Delegate (RD)**

- A. Requirements
1. Suggested minimum of five (5) years continuous clean time
  2. Must have previous service experience at the regional/zonal/world level
  3. The willingness and ability to attend the World Service Conference (WSC), the Western States Zonal Forum (WSZF), all Conference participant meetings and other events as

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

requested and approved by the RGRSC

4. Suggested previous attendance at a WSC

## B. Duties

1. The primary responsibility of the RD is to work for the good of NA as a whole by providing communication between this region and the rest of NA
2. The RD is the Rio Grande Region's link with the WSZF, WSC, and the World Board
3. Prior to the WSC, a vote of confidence shall be requested from the groups to allow the RD to vote on issues that may arise for which no group conscience has been taken
  - a. This is the Regional Conscience
  - b. Specific voting instructions (Regional Conscience) may be given to the RD on NAWS issues via the CAR/CAT Workshops or Regional Assembly
4. Acts as a source of information and guidance in matters concerning the Twelve Traditions of NA and the Twelve Concepts for NA Service
5. Corresponds outside the region
6. Participates at the WSC and WSZF as the voice of the Rio Grande Region
7. Is encouraged to continue to provide service after term end to the service structure by requesting Region/Board/Zone (RBZ) Nominations for World Board, Human Resource Panel (HRP), or Co-Facilitator, or by participating in Western States Learning Days (WSLD) or Western States Zonal Forum) WSZF
8. Submits a detailed written report to the RGRSC of his/her activities, WSZF activities, and WSC activities
9. Submits a report to the WSZF and WSC of activities at the RGRSC
10. Facilitates the Regional Delegate Team of interested parties, which may include former delegate team members or NA members interested in becoming part of the delegate team.

## C. Serves a term that is consistent with the WSC cycle

### **Section 8.02 RGRSC Alternate Delegate (AD)**

## A. Requirements

1. Suggested minimum of three (3) years continuous clean time
2. The willingness to become RD following approval by the region
3. Must have previous service experience at the regional level
4. The willingness and ability to attend the WSC, WSZF, and other events that the RGRSC approves

## B. Duties

1. In the absence of the RD, the alternate shall perform the duties of the RD.
  - a. The AD may serve as relief for the RD at the WSC and vote in the RD's place
2. Submits a detailed written report to the RGRSC of his/her activities
3. Assists RD in preparation of a report to the WSC of activities of the RGRSC
4. Is responsible for the coordination and execution of the CAR/CAT Workshops or Regional Assembly

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

5. Assists the Delegate with facilitating the Regional Delegate Team of interested parties, which may include former delegate team members or NA members interested in becoming part of the delegate team.
- C. Serves a term that is consistent with the WSC cycle, and the suggestion to move into the RD position at the conclusion of the RD term

## **ARTICLE IX COORDINATORS & SUBCOMMITTEES**

### ***Section 9.01 RGRSC Coordinators/Subcommittees***

The RGRSC may establish coordinator positions or subcommittees to carry on its work. Any group member may petition the RGRSC to become a particular coordinator or form a particular subcommittee. Coordinators may establish subcommittees in their expertise areas of service to help carry out the duties of the position or to address specific events or needs within their expertise areas.

### ***Section 9.02 RGRSC Ad Hoc Committees***

Ad Hoc Committees may be appointed by the chair or formed by motion upon approval of the voting participants.

### ***Section 9.03 RGRSC Coordinator Duties and Requirements***

Subcommittees shall be formed based on a simple majority of the voting participants

- A. Coordinator and Subcommittee Chairperson Requirements
  1. Suggested minimum of two (2) years continuous clean time
  2. Suggested service at the Area or Regional level, within the same subcommittee
- B. Coordinators and/or Subcommittee Chairperson Duties
  1. Represents their “area of expertise” or subcommittee at the RGRSC meetings
  2. Submits a written report of the coordinator’s/subcommittee’s activities which shall include proposals for future activities, status of current activities, financial reports on use of NA funds, and Areas of difficulty
  3. Submit a suggested budget in writing to the RGRSC Treasurer at the September RGRSC meeting
  4. All Resource Persons should collaborate with one another, when needed
- C. Serves a one-year term

### ***Section 9.04 RGRSC Standing Coordinator/Subcommittees***

The following are standing coordinator positions / subcommittees approved by the RGRSC voting participants (*see Section 3.03 p. 1*)

- A. Hospitals and Institutions Coordinator
  1. Coordinate and provide training to the various Area H&I subcommittees
  2. Open and maintain lines of communication across state and local geography to support carrying the NA message
  3. Make presentations to professionals, courts, legal system, treatment centers, prisons, jails, institutions, and the NA Fellowship when appropriate
  4. Coordinate with Regional and Area PR efforts when appropriate

# **Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous**

5. Encourage H&I services in remote Regional locations or locations not served by an Area H&I subcommittee
6. Be an informational resource for Region, Areas, Groups and Members regarding H&I

## **B. Outreach Coordinator**

1. Coordinates with all Outreach committees within the region, and delivers information to them on a regular basis that can be taken to groups or addicts that are isolated
2. Hold learning days for Outreach committees within the region on outreach, and how to reach isolated addicts
  - a. Includes telecommunications training such as how to use Zoom
3. Coordinate with the Activities Coordinator to help publicize events to isolated members and groups across the region
4. The coordinator is a resource to assist members, groups, and Areas by providing supplies, literature, information, training, and other materials necessary to better carry the message
5. The Outreach coordinator will use the regional web site to support isolated addicts with no group and isolated groups
  - a. This may include NA speaker material and links to online meetings
6. The coordinator shall attend Regional meetings to report progress and collect information from RCM's related to needs of each Area, and maintain an updated list of Area Meeting dates, time, and location; as well as a contact person, as available
7. May attend Area meetings in the Region to offer support at Area and Group level if that Area has no Outreach coordinator if requested
8. Maintain communication with the RGRSC Committee so that member Areas may be informed of its activities
9. Communication flows both ways between the area and world level throughout the Regional Outreach Subcommittee
10. Opens and maintains the lines of communication between NA and the public, and between the individual member, the area, regional, and world levels of NA service

## **C. Phone lines Coordinator**

1. Coordinate and provide training to the various Area Phonenumber subcommittees
2. Provide training to Area phonenumber chairs with regard to the phonenumber system
3. Make presentations to NA Fellowship on phonenumber
4. Coordinate with Regional and Area, PR and the Regional website
5. Keep the Regional Phonenumber handbook up to date
6. Coordinate and provide phonenumber services in remote Regional locations or locations not served by an Area phonenumber subcommittee
7. Monitor the Regional Phonenumber system to ensure it is working correctly
8. Be an informational resource for Region, Areas, Groups and Members with regard to Phonenumber

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

9. May also serve as Webmaster

## D. Public Relations Coordinator

1. Coordinate and provide training to the various Areas PR subcommittees
2. Open and maintain lines of communication across state and local geography to publicize NA
3. Make presentations to the public, professionals, courts, legal system, political coalitions, schools, jails & institutions
4. Provide assistance for Information booths for community events, professional conferences & health fairs
5. Coordinate with Regional and Area, phone lines, websites, H&I efforts, and NA literature. Provide PR services in remote Regional locations or locations not served by Area PR subcommittees
6. Be a resource for Region, Areas, Groups and Members regarding NA Public Relations

## E. Activities Coordinator

1. Coordinate events in Region that encourage unity, as well as any other Region-wide activity, other than the convention, such as a regional motorcycle run
2. In conjunction with Webmaster, maintains an updated schedule of all activities within the region on the regional website
3. Provides information, support, and encouragement to Area Activity committees to help them be successful
4. Communicates with Area Activities committees on a routine basis to coordinate activities throughout the region
5. Assist the Convention Fundraising chairperson and Area Activities committees to set up fundraising events across the Region that do not conflict with other events
6. Coordinates with PR and other subcommittees to ensure that events are not scheduled at the same time as other events in the region whenever possible

## F. Webmaster Coordinator

1. Coordinate and provide training to the various Area Webmasters
2. Provide web services support for all Regional Resource Coordinators as well as Areas
3. Update the Regional meeting schedule and support updating Area schedules in the absence of an Area webmaster
4. Be aware of technical improvements to enhance carrying the NA message via web site
5. Works with RGRSC Secretary to upload all RGRSC Meeting minutes and updated guidelines to the website
6. May also serve as Phonelines

## **ARTICLE X      ELECTIONS**

### ***Section 10.01    RGRSC Elections***

- A. Elections for all regional positions will be held when a position will become vacant at the end of the RGRSC meeting or is still vacant from a previous meeting

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

- B. Any member of NA may be nominated to a regional position
- C. The term of office begins at the close of the RGRSC meeting at which the election took place
- D. No member may hold more than one RGRSC voting position at one time
  - 1. With the exception that RCMs may also hold one Resource person position such as H&I, PR, or Phonenumber
  - 2. RCC members may hold an RGRSC position
- E. No member can serve as both RGRSC Treasurer and RCC Treasurer concurrently
- F. The nominee with the most votes received for a regional position wins
- G. Elections for RCC positions are described in Section 5.02 p. 2
- H. Suggested to read the guidelines pertinent to any open position prior to election, and ask suggested questions (see Addendum C)

## **ARTICLE XI RESIGNATION AND REMOVAL**

### ***Section 11.01 RGRSC Voluntary Resignation***

- A. Should be given in writing to the RGRSC Chairperson in advance of the next RGRSC meeting
- B. RSC members who have suffered a relapse shall be considered to have resigned their position

### ***Section 11.02 RGRSC Removal from office***

- A. An elected RGRSC or RCC member may be removed if one or more of the following occurs
  - 1. Failure to perform duties and responsibilities including:
    - a. Two consecutive absences without contacting the Chairperson or Vice-Chairperson prior to the meeting (or President or Secretary for the RCC)
    - b. Three absences within one year
      - i. A written report may be submitted one time to the RGRSC (or RCC) Secretary in advance of the meeting and not count as an absence
  - 2. Breach of the Traditions, the Concepts, or any unethical conduct inconsistent with the role of a “trusted servant”
  - 3. Loss of faith and trust by the RGRSC body
  - 4. If the RCC determines that an RCC member should be removed from office, the recommendation is brought to the RGRSC for a vote per the Removal Procedures
- B. Removal Procedures:
  - 1. Items A1, A2, and A3 are prerequisites for removal
    - a. They are not intended to mean removal is required in each case that these conditions exist
    - b. They are meant to be a guide for group conscience when removal proceedings are initiated
  - 2. Chairperson is required to bring potential removals to the attention of the RGRSC (*see Section 7.06B p.10*)
  - 3. Removal from a position requires a motion that is made, seconded, and voted on

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

by voting participants (*see Section 3.03 p. 1*)

- a. The RGRSC chairperson will inform the officer, RCC member, or standing Subcommittee chairperson named for removal in the motion before the meeting, if possible
- b. If the person is not present, the motion to remove will be automatically tabled until the following RGRSC meeting
  - i. Voting can occur at the following meeting regardless of the person's attendance at that meeting
- c. The respondent is allowed up to 10 minutes to address the motion
  - i. RGRSC members may ask questions of the respondent during this time
- d. The motion requires a two-thirds ( $\frac{2}{3}$ ) majority of voting participants for passage

## **Section 11.03 RGRSC Service Moratorium**

- A. A six-month moratorium from further participation shall be required for any RGRSC participant resigning or removed from office prior to completion of their term
  1. There is an automatic exception when the resignation is to serve in a newly elected position
- B. Those who resign or are removed from office due to misuse or misappropriation of Regional funds or assets cannot serve at the Regional level for two (2) years

## **ARTICLE XII MEETINGS**

### **Section 12.01 RGRSC Meeting Dates**

- A. The RGRSC shall meet six times yearly on the third Saturday of the following months: January, March, May, July, September, and November
- B. In the month that the convention is held, instead of Saturday, the RGRSC will meet on Sunday at the close of the regional convention at the site of the convention
- C. The schedule for meeting locations should be created during the convention close RGRSC meeting.
  1. The RGRSC meeting month and location is determined by the convention. The location schedule, including details when available, should be included in each meeting's minutes and posted on the Regional Event Calendar
  2. Consideration should be given to weather – i.e. not going North in winter

### **Section 12.02 RGRSC Meeting Cancellation**

- A. In the event circumstances prevent an RGRSC meeting from taking place in person, officers of the RGRSC will determine if the meeting can be held entirely via teleconferencing (Zoom) or must be completely canceled
- B. In either case, a member of the executive committee should make every possible effort to contact as many participants as possible as soon as the change occurs

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## **Section 12.03 RGRSC Suggested Meeting Format**

- A. Meeting called to order
- B. Meeting is opened with a moment of silence, the Serenity Prayer, the Twelve Traditions
- C. Attendance is taken
- D. Previous meeting minutes are presented for revision and approval
- E. Officers, RD, AD, RCC President, Resource persons, subcommittee chairs, and RCM's reports are read and submitted to the secretary for inclusion in the RGRSC minutes
- F. Old business: Any business introduced but not concluded by the close of the previous meeting, including tabled motions. This includes any business placed on the agenda but not introduced at the previous meeting
- G. 15 MINUTE BREAK
- H. Matters not in the form of a motion (*see Article XIII p. 20*)
- I. New Business: Matters initiated at the present meeting including elections
- J. Next meeting location is confirmed
- K. NA Announcements for the good of the fellowship
- L. Meeting closed with the Gratitude Prayer or the Third Step Prayer

## **ARTICLE XIII SHARING SESSION**

- A. All items to be discussed are submitted prior to the start of the sharing session in writing
  - 1. After the session starts, items may be submitted only by majority vote and must be submitted in writing
- B. Question to officer, resource person, RCC board member, or committee chairperson:
  - 1. Question is read
  - 2. Officer, resource person, or chairperson responds
  - 3. Two follow up questions are permitted from the questioner with the officer, resource, or chairperson responding to each question
  - 4. Voting participants may then request a vote to open up a full participant discussion with time limits set by the Chair
- C. Items placed into discussion
  - 1. Item is read by Chairperson
  - 2. 5 minutes allotted for discussion starting with the submitter
  - 3. Vote is then possible to extend the discussion for a maximum of 15 minutes
  - 4. This vote can only be taken twice
- D. Each person is limited to speaking no more than 3 minutes per item unless directly asked to address an issue and then is only allowed 3 additional minutes to satisfy answer
- E. Chair will stop discussion when time limits have been reached



# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## **ARTICLE XIV MOTIONS AND VOTING**

### **Section 14.01 RGRSC Motions**

- A. Motions may be made by participants as defined in Article III (*see Section 3.02 p. 1*)
- B. Seconds must be made by an RCM I or RCM II
- C. Must have quorum for motions to be submitted
  - 1. Approval of minutes does not require a quorum

### **Section 14.02 RGRSC Financial motions**

- A. All funds requests require a motion unless otherwise indicated in part B
  - 1. Requests for Fellowship Development funds require an Advance Request Form including estimated expenses and income (if applicable) (*see Appendix C*)
  - 2. The Treasurer will suggest an amount for the motion for the current year's NAWS donation at the November RGRSC meeting (*see Section 7.09B p. 12*)
    - a. The donation to NAWS may be different than the budgeted amount depending on estimated available funds
- B. Financial requests that do not require a motion:
  - 1. Budgeted recurring expenses including phone lines, storage, website, insurance, etc.
  - 2. Resource persons may request budgeted subcommittee funds by including the request in their verbal and written reports to the RGRSC
    - a. Funds requests exceeding the budget must be submitted as a motion
  - 3. RD/AD travel to the WSC unless the amount requested exceeds the amount budgeted
  - 4. RD/AD travel to the WSZF unless the amount requested exceeds the amount budgeted
- C. Those requesting Regional funds agree to follow the Reimbursements and Advances policies (*see Section 6.05 p. 6*)

### **Section 14.03 RGRSC Voting**

- A. Quorum must be met for voting to occur
- B. An RCM from an active Area (*see Section 3.01B p. 1*) may request that the motion be submitted to the Areas for review
  - 1. The motion will be tabled until the following RGRSC meeting to allow RCMs time to discuss the motion with their Areas
  - 2. One RCM per Area may vote on motions sent to the Areas for review
- C. Elections
  - 1. RGRSC Elections require a simple majority vote
  - 2. RCC members are elected based on the guidelines in *Section 5.02 p. 2*
  - 3. All RCMs present may vote
- D. Removal from office motions
  - 1. Requires a two-thirds ( $\frac{2}{3}$ ) majority vote to remove
  - 2. All RCMs present may vote

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

- E. Guideline changes
  - 1. Requires a two-thirds ( $\frac{2}{3}$ ) majority vote
    - a. All RCMs present may vote
    - b. If the guidelines are sent to the Areas for review, one RCM per Area may vote
- F. All other motions
  - 1. Require a simple majority vote
  - 2. All RCMs present may vote
- G. In the event of a tie vote on any motion or election, the Chairperson shall provide the tie-breaking vote
  - 1. In the Chairperson's absence, the tie-breaking vote comes from the Vice-Chairperson, RD, AD, or Secretary, in that order

## **Section 14.04 RGRSC Special Rules of Order**

- A. New business shall be submitted to the chair in writing
- B. Motions may be amended or withdrawn by the maker prior to voting
  - 1. A motion amended in this manner must be re-seconded
- C. The maker of a motion may speak to intent
- D. The Chair should entertain two cons and two pros to each motion
- E. Each speaker should be restricted to three minutes to present a motion, unless the body approves to extend time
- F. The time limit does not apply when speaker is clarifying an issue or answering a question

## **ARTICLE XV REGIONAL SERVICE INVENTORY**

- A. The RGRSC may hold a Service Inventory meeting to review how well the RGRSC is fulfilling its stated Purpose (*see Article II p. 1*)
- B. The AD is responsible for organizing this event, preferably in conjunction with an RGRSC meeting, Regional Assembly, or other Regional event
  - 1. Guidance on performing a Service Inventory is available in the Guide to Local Service and in Planning Basics
- C. All Areas shall be notified at least two months in advance to encourage participation
- D. All RGRSC participants are encouraged to submit a report, based on the period since the last Service Inventory, that includes: past accomplishments, future goals, opportunities for improvement, and how NA funds were used to fulfill the RGRSC's stated purpose
- E. If appropriate, an Ad Hoc committee may be formed to address opportunities or concerns identified during the inventory
- F. Inventory results should be posted to the Regional website

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## **ARTICLE XVI SPIRITUAL GUIDANCE**

### **Section 16.01 RGRSC Documents**

The RGRSC shall refer to in all its actions with the following documents:

- A. The Twelve Traditions of Narcotics Anonymous
- B. The current publication of these guidelines
- C. Any special rules of order the RGRSC may adopt
- D. The Twelve Concepts for NA Service
- E. Planning Basics
- F. The Guide to Local Service
- G. Current publication of all NA Handbooks

## **ARTICLE XVII GUIDELINE AMENDMENTS**

### **Section 17.01 Amendments**

- A. Any participant may propose an amendment to these guidelines at any RGRSC meeting. The proposal must be seconded and may be sent to the Areas for consideration if requested by any RCM (*see Section 3.02 p. 1*)
- B. A two-thirds ( $\frac{2}{3}$ ) majority of the voting participants is required to amend the guidelines
  1. If the guidelines are sent to Areas for review, the vote will be on a one per Area basis
- C. The amendment shall go into effect immediately upon its adoption unless otherwise specified in the motion to adopt
- D. These Guidelines should be reviewed by an Ad Hoc committee at a minimum of every WSC cycle
- E. Appendix A – RCC Policies and Procedures
  1. May be amended by the RCC with a two-thirds ( $\frac{2}{3}$ ) majority vote of all RCC members
  2. Should be reviewed annually, at the conclusion of the convention, and updated with lessons learned
  3. The RGRSC must be notified at the next RGRSC meeting of any RCC-approved changes to Appendix A
    - a. Approval at the RGRSC is not automatically required, but may be requested by an RCM from an active Area (*see Section 3.01B p. 1*)
- F. Appendix B – Annual RGRSC Budget
  1. Treasurer to update following RGRSC budget approval each November
- G. Appendix C – Forms approved by the RCMs to conduct RGRSC business
  1. Financial Accountability Form
  2. Advance Request Form
  3. Theft Policy
  4. Addendum B - Regional Storage Unit Inventory Template
  5. Addendum C - Suggestions for questions for elections

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## ARTICLE XVIII GUIDELINE HISTORY

### *Section 18.01 Revision Dates*

- A. March 2015
- B. March 2016
- C. May 2018
- D. January 2021
- E. March 2021
- F. March 2024

### *Section 18.02 Summary of Guideline Amendments*

- A. January 2021
  - 1. RGRSC/RCC position updates (ex. added RSC Activities and RGRSC vice-Treasurer positions, added a position description for RCC President, and added Zoom setup to the RGRSC Secretary's duties)
  - 2. Updated RGRSC and RCC Funds to include:
    - a. Definitions for encumbered funds (prudent reserve, baseline/seed funds, and earmarked funds)
    - b. Structure for reimbursements and advances (including an Advance Request form)
    - c. Use of payment apps (PayPal, Square, Venmo, etc.)
  - 3. Added Asset Management to cover:
    - a. Access to assets including the PO Box and storage unit as well as the bank account and payment apps
    - b. Use of the RGR Employer Identification Number (EIN)
    - c. Theft policy
  - 4. Scheduling RGRSC meeting locations one year in advance with consideration for the weather (Don't go north in the winter)
  - 5. Update Motions and Voting to clarify:
    - a. When RGRSCM 2s can and cannot vote
    - b. Which cash disbursements require a motion
  - 6. Appendix C
    - a. Financial Accountability Form (for those with bank account and payment app access)
    - b. Advance Request Form (for travel, events, and misc.)
    - c. Theft Policy
  - 7. General updates for consistency and clarity
- B. March 2021
  - 1. Corrected RCC term lengths when elected to Treasurer, Secretary, or President
- C. March 2024
  - 1. Corrected language by changing all instances of "RSC" to "RGRSC"
  - 2. Adjusted RD/AD term lengths to match WSC cycles

## **Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous**

3. Corrected language for RCC term lengths to match Bylaws
4. Amended PO Box and Storage unit keyholder positions to match what we actually have
5. Created key log and storage unit inventory as attachments to these guidelines
6. Add back in the RGRSCNA Chairperson rolls on to the RCC for one year at the conclusion of the convention, which was inadvertently removed during earlier revisions
7. Add RCC Vice-Secretary position to match Bylaws
8. Remove RCC Secretary as 2nd RCC bank account signer
9. Add RCC Vice-Treasurer and add as 2nd RCC bank account signer
10. Add language surrounding suggested 5 year clean time requirement
11. Changed suggestion to review and amend guidelines to match WSC cycle, rather than every 5 years
12. Added "Responsible Parties" description for RCC bank account
13. Added Tech & Zoom Coordinator position
14. Added suggested questions for elections

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## ADDENDUM B

### Rio Grande Regional Storage Unit Inventory Template

#### Archives:

RSC and Convention archives in plastic tubs

#### Convention Info:

- Yellow safety vests – \_\_\_
- Walkie-Talkies – \_\_\_
- Charging stands – \_\_\_
- Earpieces – \_\_\_
- USB chargers – \_\_\_

#### Entertainment:

- Cordless mics with earpieces – \_\_\_
- Play backdrops and costumes – \_\_\_

#### Graphics/Merchandise:

- HP Printer; small desktop model – \_\_\_

#### Hospitality on next page

#### Merchandise:

- Cash register – \_\_\_

#### Miscellaneous:

- clear plastic bins – \_\_\_

#### Programs:

- Binders – \_\_\_
- Banners – \_\_\_
- Easels – \_\_\_

#### Raffle Items:

- Generally previous convention remaining merchandise – \_\_\_
- Donations – \_\_\_

#### Registration:

- Cash register – \_\_\_
- Plastic bins – \_\_\_
- envelopes – \_\_\_
- lanyards – \_\_\_

#### Translation:

- Headphones – \_\_\_
- Transmitter – \_\_\_
- A/C power cords – \_\_\_
- Headphone cables – \_\_\_
- Mic and stand – \_\_\_
- Silver cover – \_\_\_

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- White notebook with reading in Spanish – \_\_

## **Hospitality:**

- Aluminum coffee pots – \_\_
- Coffee filters, large \_\_
- Tubing to connect to faucet to fill coffee pots – \_\_
- Power cords – \_\_
- Garbage bags, 40 gal – \_\_
- Volleyball set (includes ball) – \_\_
- Badminton set – \_\_

## **Decorations:**

- Flag banners (mix of red and rainbow) – \_\_
- Tablecloths, red rectangle (54") – \_\_
- Tablecloths, white rectangle (54") – \_\_
- Tablecloths, white round (84") – \_\_
- Tablecloths, blue – \_\_
- Stickers – \_\_

## **Plates/Bowls:**

- Bowls, small Styrofoam – \_\_
- Bowls, small – \_\_
- Bowls, 12oz plastic – \_\_
- Plates, small – \_\_
- Plates, large Styrofoam – \_\_
- Nacho baskets – \_\_

## **Cups:**

- 6 oz Styrofoam – \_\_
- 8 oz Styrofoam – \_\_
- 16 oz Dixie cups – \_\_

## **Utensils/napkins:**

- Cutlery packets (napkin, salt and pepper, utensils) – \_\_
- Plastic forks – \_\_
- Plastic knives – \_\_
- Plastic spoons – \_\_
- Napkins – \_\_
- Coffee stirrers (3 boxes) – \_\_

## **Condiments:**

- Salt shakers – \_\_
- Pepper shakers – \_\_
- Sweet N Low (3 boxes, 2,000/box) – \_\_
- Sugar canisters (20 oz) – \_\_
- Sugar packets – \_\_

## **Beverages:**

- Teas, assorted boxes – \_\_

## **Serving/Display:**

- Wire baskets, blue – \_\_
- Bowls, clear plastic – \_\_
- Bowls, green plastic – \_\_
- Ice tubs, green plastic – \_\_
- Roasting pan, foil – \_\_
- Snack trays – \_\_

# Guidelines for the Rio Grande Regional Service Committee (RGRSC) of Narcotics Anonymous

## ADDENDUM C

### Suggested Questions for Election Nominees

#### **RGRSC Chair Questions**

1. Do you think you can be assertive enough to keep the meeting moving forward, and gentle enough to maintain an atmosphere of recovery?
2. Are you able to travel to all of the regional meetings?
3. Are you willing to mentor the Vice Chair?
4. Are you able to meet attendance requirements for this position? Cannot miss more than two meetings.

#### **RGRSC Vice Chair Questions**

1. Are you able to assume Chair and Secretary duties in their absence and are you aware of those duties?
2. Are you able to travel to and attend all RGRSC meetings in person?
3. Are you willing to move into the chair position at the end of the vice chair position term?
4. Are you able to meet attendance requirements for this position? Cannot miss more than two meetings.

#### **RGRSC Secretary Questions**

1. Are you able to maintain google documents, use word processing software and email
2. Are you able to set up meeting equipment?
3. Are you computer literate?
4. Are you able to travel to and attend all RGRSC meetings in person?
5. Are you able to meet attendance requirements for this position? Cannot miss more than two meetings.

#### **RGRSC Treasurer Questions**

1. What experience do you have with accounting principles?
2. Are you familiar with and have experience with excel and/or QuickBooks?
3. Are you able to travel to and attend all RGRSC meetings in person?
4. Are you able to provide detailed and itemized reports?
5. Are you computer literate?
6. Have you read the guidelines? If you have are you able to fulfill all of the duties listed?
7. Are you able to prepare financial reports, such as income statements?
8. Are you able to meet attendance requirements for this position? Cannot miss more



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than two meetings.

## **RGRSC Vice Treasurer Questions**

1. Are familiar with accounting principles?
2. Are you familiar with and have experience with excel and/or QuickBooks?
3. Are you willing to serve a second two-year term as treasurer when the two-year Vice Treasurer term ends?
4. Are you able to meet attendance requirements for this position? Cannot miss more than two meetings?

## **Regional Delegate**

1. Do you have previous regional service experience?
2. Do you feel that you are able to carry the conscious of this region no matter what your personal opinion is?
3. Are you able to present information from world and Zones to this Region without trying to influence the Region based on your own personal opinions?
4. Are you willing and able to provide service-learning opportunities around the region when requested?

## **Alternate Regional Delegate**

1. Do you have previous regional service experience?
2. Do you feel that you are able to carry the conscious of this region no matter what your personal opinion is?
3. Are you willing to spend time training with the RD?
4. Are you willing and able to provide service-learning opportunities around the region when requested?

## **H&I Coordinator**

1. Do you have H&I experience?
2. Are you willing to be in contact with the areas in this region to provide support?
3. Are you willing and able to make presentations when appropriate and needed?

## **Outreach Coordinator**

1. Do you have Outreach experience?
2. Are you willing to be in contact with the areas in this region to provide support?
3. Will you be able to work with all the areas in this region to carry the message to addict?
4. Will you be able to focus attention on isolated areas that have no group, or area to ensure the addicts in those areas are reached?

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5. Are you willing to travel around this Region as needed

## **Phonelines/Website Coordinator**

1. Do you have phonenumber experience or a willingness to learn?

Do you have website maintenance experience or a willingness to learn?

2. Will you be able to train others on phonelines and website and make presentations when needed?

3. Are you willing to ensure that areas that are isolated have phonenumber and website services?

## **Public Relations Coordinator**

1. Do you have PR experience?

2. Are you willing and able to make presentations to the public, professionals, courts, legal system, political coalitions, schools, jails & institutions

3. Are you willing and able to coordinate with other coordinators as needed

## **Activities Coordinator**

1. Do you have activities experience?

2. Are you willing to travel around the region as needed?

3. Are you willing and able to put on events in different areas around the region?

4. Are you willing and able to seek out others to get involved in helping put on events?

5. Are you able to coordinate between areas and keep a calendar of events in the area ensuring no big events overlap?

## **Tech & Zoom Coordinator**

1. Are you willing to travel around the region as needed?

2. Are you familiar with Zoom and the computer equipment we use at RGRSC?

3. Are you able to travel to and attend all RGRSC meetings in person?

4. Are you willing and able to safely store the equipment between meetings?