

GUIDELINES OF THE RIO GRANDE REGION SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS

Revision: March 2015
Revision: March 2016
Revision: May 2018

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 1. Regional service committee participants include: Regional Committee Members, Regional Officers, Regional Delegate, Alternate Delegate, Convention Committee Members, and Regional Resource persons.

Section 2. All RSC members have a voice at the RSC, but only RCM's may vote (hereinafter referred to as "voting participants"). Any member of NA may attend RSC meetings as observers. When appropriate, interested NA members may petition the RSC requesting a sharing session on a particular topic of wide interest to the fellowship, and, with a majority vote of voting participants, time shall be scheduled to discuss that topic. (see Sharing Section, Special Rules of Order, Article X Section 5.)

Section 3. Area membership may be established by petitioning the RSC and with approval of a simple majority of voting participants. Active membership in the RGRSC must be maintained by participation at RGRSC meetings (see Article X Section 2.)

ARTICLE IV - REGIONAL COMMITTEE MEMBERS

Each member Area should elect two 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 report to their area the activities and conscience of the RGRSC.

ARTICLE V – RIO GRANDE REGION CONVENTION CORPORATION

Section 1. 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 12 Traditions and 12 Concepts of NA Service.

Section 2. Board members and Officers

- A) There will be a minimum of three and a maximum of 9 RCC members, allowing the possibility that every Area may be represented.
- B) Three of the RCC members will serve as the following officers of the RCC: President, Secretary, and Treasurer.
- C) The RCC Secretary shall be a signer of the RGRCC bank account.
- D) RCC members will serve a term of two (2) years and can serve three (3) consecutive terms.
- E) RCC members are elected by a 2/3 non-competitive vote of the RGRSC voting participants.
- F) The RCC President, Secretary, and Treasurer shall be elected by the RCC.
- G) The RCC President and Treasurer shall be confirmed by the RGRSC voting participants.
- H) Any RCC member, including officers, may be removed from the RCC for any reason, with or without cause (i.e. "at will") by a 2/3 vote of the RGRSC voting participants.
- I) RCC Membership Requirements
 1. Suggested minimum of three years NA clean time (continuous abstinence from all drugs).
 2. Suggested previous Regional service experience.
 3. Suggested previous convention experience.
 4. Willingness to sign documents required by local, state and federal law.
- J) To honor the guidance of the Twelve Traditions the RCC shall follow the will of the RGRSC.
- K) RCC Secretary will update the Secretary of State report annually from "Procedures."

Section 3. 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 or treasurer positions
 - 2) Have a basic understanding of bookkeeping principles and willingness to use QuickBooks
 - 3) Suggested 10 years clean time (continuous abstinence from all drugs)
 - 4) RCC Treasurer shall attend each RGRSCNA meeting.
- B) Treasurer's Duties:
1. Custodian and signer of the RGRCC bank account and responsible for handling the RCC financial responsibilities and enters details in QuickBooks.
 2. Deposits all funds received within 5 business days.
 3. Delivers an Annual Financial Statement to the RGRSC at the January meeting.
 4. Provides the Regional Delegate with a copy of the previous year's Financial Statement for presentation at WSC.
 5. Prepares and submits RCC biannual State and Federal taxes.
 6. Updates the NM COROS filing with the NM Attorney General
 7. Is a Signer of RCC bank account.
 8. Disburses funds as directed by the RCC and the RSC.
 9. If unable to attend the RGRSC meeting, arranges to have the relevant Treasurer's report brought by another participant for review at the RGRSC meeting.
 10. Submits a Financial Report to the RGRSC at each meeting.
 11. Provides a final accounting and a check for all funds, less and except minimum account requirements, at the first meeting of the RGRSC, in the month following the convention (RGRSCNA).
- C) Serves a two-year term.

Section 4. RCC Hotel Liaison

1. The RCC Hotel Liaison shall sign BEOs and serve as the hotel's only point of contact authorizing changes and/or expenses. Works with hotel catering staff for the planning of all food and beverages items.
2. Hotel Liaison will work with the RCC to contract a host hotel.
3. Works with all subcommittees to designate appropriate space in the hotel for their needs.
4. Brings all menu selections to the committee for final approval.

Section 5. Conventions

A) Convention Guidelines

The RCC will be the "single point of accountability" for holding the annual regional convention on behalf of the RGRSCNA. The RCC shall sign all contracts related to the convention and shall serve as hotel Point of Contact. The RCC will be responsible to document the annual convention processes, thereby developing convention guidelines for ongoing approval by the RGRSC. The latest version of the Convention Guidelines is included as Appendix A.

B) Convention Proceeds

All convention proceeds will be returned to the RGRSC.

ARTICLE VI – RGRSC and RCC FUNDS

Section 1. All moneys accumulated by the RGRSC through group donations or other NA sources shall be maintained in a bank account of the RGRSC. A separate RCC bank account will be established for the purposes of the Regional Convention.

Section 2. A prudent reserve is to be maintained in both accounts. An amount of \$2,500.00 should be maintained in the account by the RGRSC for yearly expenses. A second account should be maintained by the RCC with an additional \$5,000.00, if available, as seed money for the Convention.

Section 3. All expenditures made by the RCC shall be paid by check or credit card.

Section 4. A yearly budget shall be created by RGRSC in November for the following year when applicable.

Section 6. Receipts must be submitted and coincide with all moneys disbursed. The RD and AD shall receive a per diem for expenses related to food, beverages and travel, equivalent to that paid by NAWS and pursuant to NAWS guidelines, for all travel approved by the Region. This excludes reimbursement for expenses paid by NAWS. In the event that a RGRSC member cannot properly account for the funds disbursed, that member will be considered personally liable for the shortage.

ARTICLE VII - RGRSC OFFICERS

Section 1. Chairperson

A) Requirements

1. Suggested minimum of three years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience at the regional level.

B) Duties

1. Sets agenda for RGRSC meeting.
2. Presides at the RGRSC meetings.
3. Maintains archives.
4. Contacts RGRSC members who have been absent from any meeting.
5. Is a co-signer of Regional bank accounts.
6. Corresponds within the region on matters affecting NA or the Rio Grande Region as a whole. This includes, but is not necessarily limited to matters concerning the 12 Traditions of NA.
7. Submits a report to the RGRSC of his/her activities.
8. Mentor Vice-Chairperson to move into Chair position.

C) Serves a one year term.

Section 2. Vice-Chairperson

A) Requirements

1. Suggested minimum of two years NA clean time (continuous abstinence from all drugs). Suggested service experience at the regional level.
2. Suggested service experience at the regional level.

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 is no contact for more than 2 consecutive RSC meetings.
3. Assumes the duties of Chair in the Chair's absence.
4. 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. An election will still be held to move into the Chair position.

Section 3. Secretary

A) Requirements:

1. Suggested minimum of two years NA clean time.
2. Suggested service at the regional level.

B) Duties:

1. Keeps accurate minutes of each RGRSC meeting.
2. Prepares and distributes minutes no later than two weeks following meeting. Minutes shall be sent to the RCM's, Regional Officers, Regional Delegates, Resource persons, Subcommittee chairs, and the RCC.
3. Keeps copies on hand at each meeting of the current year's minutes and the most recent approved Policies and Procedures. At year's end, submits a copy of both to the Chairperson and the incoming secretary.
4. Maintains an updated list of the RGRSC participants and area secretaries.
5. Includes a copy of the updated mailing directory with each set of distributed minutes.
6. Submits a report to the RGRSC of his/her activities.
7. Is the custodian of the RGRSC Post Office box.
8. Is a co-signer on regional bank accounts.

B) Serves a one year term.

Section 4. RGRSC Treasurer

A) Requirements

1. Suggested minimum of five years NA clean time.
2. Suggested service at the regional level.
3. Financially stable.
4. Basic understanding of accounting principles and willingness to use Quickbooks.

B) Duties

1. Custodian of the RGRSC bank account and responsible for handling the RGRSC's financial responsibilities. Keeps an accurate ledger of all RSC financial transactions.
2. Deposits all funds within 5 business days.

3. Pays RGRSC rents and other financial obligations as directed by the RGRSC.
 4. Prepares an Annual Financial statement.
 5. Is a Signer on the RGRSC bank account.
 6. Disburses funds as directed by the RGRSC.
 7. If unable to attend the RGRSC meeting, arranges to have the relevant checkbook and Treasurers report brought by another participant for use at the RGRSC meeting.
 8. Submits a financial report at every RGRSC meeting.
- C) Serves a 2 year term.

ARTICLE VIII - REGIONAL DELEGATE & ALTERNATES

Section 1. Regional Delegate (RD)

A) Requirements

1. Suggested minimum of five years NA clean time.
2. Suggested previous service experience at the regional/world level.
3. The willingness and ability to attend the World Service Conference (WSC), the Western States Zonal Forum (WSZF), and other events that the RGRSC approves.
4. Suggested previous attendance to at least one 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. The RD is the Rio Grande's link with the WSC and the World Board. Prior to the WSC, a vote of confidence shall be requested from the groups. This will allow the RD to vote on issues that may arise for which no group conscience has been taken. Specific voting instructions may be given to the RD on NAWS issues via the Regional Assembly.
2. Acts as a source of information and guidance in matters concerning the 12 Traditions of NA and the 12 Concepts.
3. Corresponds outside the region.
4. Participates at the WSC as the voice of the Rio Grande Region.
5. Is encouraged to participate in the HRP World Pool.
6. Submits a report to the RGRSC of his/her activities and WSC activities.
7. Submits a report to the WSC of activities at the RSC.

C) Serves a four year term.

Section 2. Alternate Delegate (AD)

A) Requirements

1. Suggested minimum of three years NA clean time.
2. The willingness to become RD following approval by the region.
3. Suggested 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. They may serve as relief for the RD at the WSC and vote in the RD's place.
2. Submits a report to the RGRSC of his/her activities.
3. Assists RD in preparation of report to the WSC of activities of the RSC.
4. Is responsible for the coordination and execution of the Regional Assembly.

C) Serves a four year term.

ARTICLE IX - RESOURCE PERSON & SUBCOMMITTEES

Section 1. The RGRSC may establish resource persons or subcommittees to carry on its work. Any group member may petition the RGRSC to become a particular resource person or form a particular subcommittee.

Section 2. Ad Hoc Committees may be appointed by the chair or formed by motion upon approval of the voting participants.

Section 3. Resource persons shall be selected, and committees shall be formed upon approval of the voting participants. The resource persons shall be but are not limited to: H&I and PI.

Section 4. A) Resource Person and Subcommittee Chairperson Requirements

1. Suggested minimum of two years NA clean time.

2. Suggested service at the area level, within the same subcommittee.
- B) Resource Person and/or Subcommittee Chairperson Duties
 1. Represents their “area of resource” or subcommittee at the RGRSC meetings.
 2. Submits a report of the resource/subcommittee activities which shall include proposals for future activities, status of current activities, financial reports on any NA funds, and areas of difficulty.
- C) Serves a one year term.

ARTICLE X - MEETINGS

Section 1. The RGRSC shall meet six times yearly on the third Saturday of the following months (January, March, May, July, September, and November). In the month that the convention is held, the RGRSC will meet on Sunday at the close of the regional convention and at the site of the convention, instead of Saturday. The other five meetings will be held in a city and at a time agreed upon by the RGRSC. The RGRSC secretary should provide RGRSC members with the time and location of the meetings.

Section 2. Quorum

- A) A Quorum shall be a simple majority of the active-voting participants.
- B) An Area is considered active until such time as they have not been represented at 2 consecutive regional meetings.
- C) An Area that is inactive becomes active again upon being represented at two consecutive regional meetings.

Section 3. The officers of the RGRSC may cancel the RGRSC meeting in the event of unusual circumstances such as inclement weather. Every effort possible should be made to contact as many other participants as possible.

Section 4. The RGRSC may hold an inventory meeting to review what has been done in the past year. All areas shall be notified one month in advance to encourage participation. The AD is responsible for organizing this event and it could be held in conjunction with the Regional Assembly. At this time all participants on RGRSC shall submit an annual report that includes: past accomplishments, future goals, and accountability for any NA funds.

Section 5. Suggested Meeting Format

- 1) Meeting called to order.
- 2) Meeting is opened with a moment of silence, Serenity Prayer, 12 Traditions, 12 Concepts of NA, & Service Prayer.
- 3) Attendance is taken.
- 4) Previous meeting minutes are presented for revision and approval.
- 5) 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.
- 6) Old business: Any business introduced but not concluded by the close of the previous meeting. This includes any business placed on the agenda but not introduced at the previous meeting.
15 MINUTE BREAK
- 7) Matters not in the form of a motion. (See Sharing Session in Special Rules of Order)
- 8) New Business: Matters initiated at the present meeting.
- 9) Next meeting is scheduled.
- 10) NA Announcements for the good of the fellowship
- 11) Meeting closed with the Gratitude Prayer or the Third Step Prayer.

ARTICLE XI - VOTING

Section 1. Motions may be made by participants as defined in Article III. Seconds must be made by an RCM.

Section 2. Voting on all motions and elections not sent back to Areas shall be done on a one vote per R CM system. If one of the RCM's from an active Area feels it is necessary to send a matter back to the Areas for their vote, the voting at the next RGRSC will be on a one-vote per Area system.

Section 3. In the event of a tie on any motion or election, the Chair shall vote to decide the issue. If the Chair is absent, the Vice-Chair, RD, AD, and Secretary, in that order, can serve to break the tie.

Section 4. Special Rules of Order

- A) Motion may be amended or withdrawn by the maker prior to voting. A motion amended in this manner must be re-seconded.
- B) New business shall be submitted to the chair in writing.
- 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.

Section 5. Sharing session:

- A) All items to be discussed are submitted prior to session starting. On a discussion question form, items may only be submitted in writing after session has started by majority vote.
- 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 members 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.

ARTICLE XII - ELECTIONS

Section 1. Elections for all regional positions will be held when a position is vacant.

Section 2. Any member of NA may be nominated to a regional position.

Section 3. The term of office begins at the close of the RGRSC meeting at which the election took place.

Section 4. No member may hold more than one RGRSC position at one time except that RCMs may also hold a Resource Person Position such as H&I, PR, or Phonenumber.

Section 5. The nominee with the most votes received for a regional position wins. Elections for RCC positions are described in Article V, Section 2.

Section 6. Any RGRSC participant, except for RCM's, may be removed from office for non-fulfillment of the duties of their position by the RGRSC. This includes loss of abstinence or the failure to attend two consecutive RGRSC meetings. A report can be sent one time and not count as an absence. Removal from a position must be done by a motion that is made, seconded, and voted on by voting participants. It requires a two-thirds majority of those present for passage.

Section 7. 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. The only exception will be when their resignation is to serve in a newly elected office.

Section 8. No RGRSC officer may serve more than one term in one consecutive position unless voted on by 2/3 of the voting members.

Section 9. When any office is vacant for any reason, the RGRSC shall fill that office by election at the next meeting.

ARTICLE XIII - SPIRITUAL GUIDANCE

Section 1. The RGRSC shall comply in all its actions with the following documents in order:

- A) The 12 Traditions of Narcotics Anonymous
- B) The current publication of these guidelines.
- C) Any special rules of order the RGRSC may adopt.
- D) The Guide to Local Service.
- E) The 12 Concepts of NA Service.
- F) Current publication of all NA Handbooks.
- G) Current edition of Robert's Rules of Order.

ARTICLE XIV - AMENDMENTS

Section 1. 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.

Section 2. A two-thirds majority of the active areas voting is required to amend these Policies and Procedures if sent back to the areas.

Section 3. A two-thirds majority of RCM's voting is required to amend these Guidelines if they are not sent back to the areas.

Section 4. The amendment shall go into effect immediately upon its adoption unless otherwise specified in the motion to adopt.

Section 5. These Guidelines should be reviewed by an ad hoc committee, chaired by the secretary, at a minimum of every 5 years.