

**GUIDELINES OF THE RIO GRANDE REGION SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS**

Approved March 20, 2021

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 Area Membership

- A. Area membership may be established by petitioning the RSC 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 RSC 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 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 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 Observers

- A. Any member of NA may attend RSC meetings as an observer

- B. When appropriate, observers may petition the RSC to request a sharing session on a particular topic of wide interest to the fellowship, and, with a simple majority vote of voting 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 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 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. 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
- C. 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*)
- D. 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
- E. Three (3) RCC members will serve as the following officers of the RCC: Treasurer, Secretary, and President
 - 1. These three (3) positions are elected by the RCC and confirmed by a simple majority of the RGRSC voting participants
 - 2. Election as Treasurer, Secretary, or President does not change the timing of board elections, nor does it modify the overall maximum length of three consecutive terms totaling six consecutive years of service

F. 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 Federal taxes
9. Updates the NM Charitable Organization Registration Online System (NM-COROS) filing with the NM Attorney General
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
 - a. The RCC President documents the submission in the next RCC report to the RSC and forwards the copies to the RSC Chair for inclusion in RSC archives
11. Disburses funds as directed by the RCC and the RSC
12. Provides a final accounting and a check in the amount of convention proceeds (less minimum account requirements if applicable) at the July RSC meeting
 - a. This may be delayed until the September RSC meeting if there is a delay in closing the convention books (ex. late invoices)

C. Serves a two-year term from the date of being elected as RCC Treasurer

Section 5.04 RCC President

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

Section 5.05 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. Is a signer for the RGRCC bank account
 - 1. Completes a Financial Accountability Form at the start of the term as RCC Secretary
- E. Updates the Secretary of State report annually from “Procedures”
- F. Custodian of one of the regional Post Office box keys (*see Section 7.02 p. 8*)

Section 5.06 RCC Hotel Liaison

- A. Hotel Liaison will work with the RCC to contract a host hotel
- 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 5.07 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 RGRCA
 - 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
- C. Convention Proceeds
 - 1. All convention proceeds will be submitted to the RGRSC

ARTICLE VI RGRSC and RCC FUNDS

Section 6.01 Expenditures

- A. All expenditures made by the RCC and RSC shall be paid by the appropriate Treasurer via check 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 Bank Accounts

- A. All monies accumulated by the RSC through group donations or other NA sources shall be maintained in a bank account of the RSC
- B. All monies received on behalf of the RGR Convention shall be maintained in a separate bank account managed by the RCC

Section 6.03 RSC Budget

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

Section 6.04 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 RSC 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 RSC is \$5,000 (if available)
 - a. This amount ensures that the RSC can pay all expenses, primarily travel, that occur early in the year
 - b. The majority of RSC income comes in late summer 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
- D. Earmarked 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 AD travel to the WSC which occurs every two years
 - 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 earmarked 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 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 RSC 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 is approved by the voting participants (*see Section 3.03 p. 1*)
- 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 RSC Treasurer at the following RSC 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 (ex. NAWS pays for RD travel to the WSC) 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*)
- 6. All travel advances adhere to the requirements in the Advances section (*See Section 6.05B p. 6*)

Section 6.06 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 RSC payment account(s) will be maintained by the RSC Treasurer
 - 1. RSC/RCC Treasurer will add and remove users as appropriate based on RSC-approved purposes
 - a. Users should meet the 5-year minimum continuous clean time requirement for handling funds (*see Section 7.01 p. 8*) unless waved by a simple majority vote of Voting Participants (*see Section 3.03 p. 1*)
 - 2. Approved users agree to not share equipment or account information (access/logins) with anyone
 - 3. The RSC 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 RSC/RCC cash app account to accept funds will submit a detailed written report to the RSC/RCC Secretary and the RSC/RCC Treasurer
- E. The RSC/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 RSC will be recorded at the amount submitted by the donor
 - 1. The RSC absorbs the associated fees and the RSC Treasurer tracks the fees as an expense to the RSC
- G. Voting participants (*see Section 3.03 p. 1*) will determine who (payer, RSC, 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 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 PO Box

- A. The following should have a key to the Regional PO Box
 - 1. RSC Chairperson
 - 2. RSC Treasurer
 - 3. RCC Secretary (or other RCC member designated by the RCC)
- B. The RSC Treasurer should, in conjunction with the RSC 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 RSC members should remove only RSC-related items from the box (ex. RSC invoices and donations)
- D. The RSC Secretary is responsible for maintaining a log tracking PO Box keys

Section 7.03 Storage Unit

- A. The following trusted servants should have a key to the Regional Storage Unit
 - 1. RSC Chairperson
 - 2. RCC President
 - 3. RCC member designated by the RCC
- 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 RSC members should remove only RSC-related items from storage (ex. RSC archives)
- D. Items removed from the storage unit must be checked out on the inventory log kept in the storage unit
- E. The RSC Secretary maintains a log of when storage unit keys are checked out and returned

Section 7.04 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
- 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. For consideration if an Area wishes to use the Region's EIN for banking:
 - 1. The Region is ultimately responsible for all activity associated with its EIN and is liable if the EIN is used improperly
 - 2. Due to IRS reporting requirements, each Area using the Region's EIN is required to submit an annual financial statement to the RSC no later than the January RSC meeting
 - a. The financial statement must be submitted both in writing for the minutes and electronically as a QuickBooks file for the RCC Treasurer
 - b. The RSC forwards the file to the RCC Treasurer no later than January 31 to be included in the Region's IRS filing
 - 3. The Region currently files a simple federal return, but additional income could exceed the threshold, which would require a more complicated return and potentially an annual audit by an independent outside accountant
 - 4. A motion must be submitted to the RSC for an Area to use the EIN for banking purposes
- D. The Regional EIN may not be used for commercial purposes

Section 7.05 *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
 - a. Any loss, misuse, or misappropriation of Regional funds or assets must be repaid and must be immediately reported to the RSC Chairperson (or Vice Chairperson if applicable)
 - b. The Chairperson will notify the RSC of the occurrence
 - 2. Any allegations of misuse or misappropriation of RSC/RCC assets should be immediately reported to the RSC/RCC
 - a. The allegations will be investigated by an RSC 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 RSC 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 *Chairperson*

A. Requirements

1. Suggested minimum of five (5) years continuous clean time
2. Suggested service experience at the regional level

B. Duties

1. Sets agenda for RGRSC meetings
2. Presides at the RGRSC meetings
3. Is a co-signer of the RSC bank account
 - a. Completes a Financial Accountability Form at the start of term as Chairperson
4. Is a custodian of one the RSC'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 RSC's key to the regional storage unit (*see Section 7.03 p. 8*)
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 RSC 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 *Vice-Chairperson*

A. Requirements

1. Suggested minimum of four (4) years continuous clean time
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 has been no contact for two (2) consecutive RSC 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 RSC, 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 RSC secretary at the close of each RSC 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 Secretary

- A. Requirements:
 - 1. Suggested minimum of two (2) years continuous clean time
 - 2. Suggested service at the regional level
 - 3. Ability to use word processing software and email
 - 4. Skills necessary to learn how to set up and use video conferencing equipment and software (ex. Zoom)
- B. Duties:
 - 1. Responsible for the setup, use, and storage of equipment used for video-conferencing (Zoom) for RSC meetings
 - a. Ensures that video-conferencing is ready prior to the RSC start time
 - 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 Treasurer)
 - b. Minutes shall be sent to the RCM's, Regional Officers, Regional Delegates, Resource persons, Subcommittee chairs, RCC President, and Area Secretaries
 - 4. Posts minutes to the Rio Grande Regional website
 - 5. Keeps one printed copy on hand at each meeting of the current year's minutes and the most recent approved RSC 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
- C. Serves a one year term

Section 7.09 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
- 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 RSC checkbook and Treasurer's report brought by another participant for use at the RGRSC meeting
 - b. If the RSC 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 RSC 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 RSC payment apps (*see Section 6.06 p. 7*)
- 8. Adds/removes signers with the bank based on election results during term
- 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 RSC financial information for the past 2 years, including bank statements, available for review at each RSC meeting
- 11. Provides bank statements (redacted account number and address) and detailed Treasurer's reports and current operating statements to the Webmaster in pdf format for posting on the Regional website
- 12. Develops a draft budget for the following year and provides to all RSC participants for review at least 30 days prior to the November RSC budget meeting
 - a. The draft budget should include
 - 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 RSC 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 RSC 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 his/her RSC 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 (RSC 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 *Regional Delegate (RD)*

- A. Requirements
 1. Suggested minimum of five (5) years continuous clean time
 2. Suggested 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), and other events as 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 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 Regional Assembly (please refer to the Guide to Local Services for more information about the 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 participate in the NA World Human Resource Pool (HRP)
 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 RSC
- C. Serves a four year term

Section 8.02 *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. 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.
 - 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 RSC
4. Is responsible for the coordination and execution of the Regional Assembly (please refer to the Guide to Local Services for more information about the Regional Assembly) to reach a Regional Conscience

C. Serves a four year term

ARTICLE IX RESOURCE PERSON & SUBCOMMITTEES

Section 9.01 Resource Persons/Subcommittees

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 9.02 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 Resource Persons Duties and Requirements

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

A. Resource Person 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. Resource Person and/or Subcommittee Chairperson Duties

1. Represents their "area of resource" or subcommittee at the RGRSC meetings
2. Submits a written report of the resource/subcommittee 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 RSC Treasurer at the September RSC meeting

C. Serves a one year term

Section 9.04 *Standing Subcommittees*

The following are standing subcommittees approved by the RSC voting participants (*see Section 3.03 p. 1*)

A. Hospitals and Institutions

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
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

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 various Activities committees 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 RSC 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

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

D. Public Relations

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

1. Coordinate an annual Regional Unity Day and 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

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

ARTICLE X ELECTIONS

Section 10.01 Elections

- A. Elections for all regional positions will be held when a position will become vacant at the end of the RSC meeting or is still vacant from a previous meeting
- 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 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 RSC position
- E. No member can serve as both RSC 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

ARTICLE XI RESIGNATION AND REMOVAL

Section 11.01 Voluntary Resignation

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

Section 11.02 Removal from office

- A. An elected RSC 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 RSC (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 RSC body
 4. If the RCC determines that an RCC member should be removed from office, the recommendation is brought to the RSC 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 RSC (*see Section 7.06B p.10*)
 3. Removal from a position requires a motion that is made, seconded, and voted on by voting participants (*see Section 3.03 p. 1*)
 - a. The RSC 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 RSC 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. RSC 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 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 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. At the January RSC meeting, the meeting locations/hosting Areas shall be selected for the following July through March RSC meetings
 1. The May location is determined by the convention location
 2. The location schedule, including details when available, should be included in each meeting's minutes and posted on the Regional Event Calendar
 3. Consideration should be given to weather – i.e. not going North in winter

Section 12.02 Meeting Cancellation

- A. In the event circumstances prevent an RSC 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 cancelled
- B. In either case, a member of the executive committee should every possible effort should be made to contact as many participants as possible as soon as the change occurs

Section 12.03 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

ARTICLE XIV MOTIONS AND VOTING

Section 14.01 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 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 RSC 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 RSC
 - a. Funds requests exceeding the budget must be submitted as a motion
 - 3. 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 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 RSC 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. RSC 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
- 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 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 RSC is fulfilling its stated Purpose (*see Article II p. 1*)
- B. The AD is responsible for organizing this event, preferably in conjunction with an RSC 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 RSC'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

ARTICLE XVI SPIRITUAL GUIDANCE

Section 16.01 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
- H. Current edition of Robert's Rules of Order

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 five (5) years
- 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. The RSC must be notified at the next RSC meeting of any RCC-approved changes to Appendix A
 - a. Approval at the RSC 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 RSC Budget
 - 1. Treasurer to update following RSC budget approval each November
- G. Appendix C – Forms approved by the RCMs to conduct RSC business
 - 1. Financial Accountability Form
 - 2. Advance Request Form
 - 3. Theft Policy

ARTICLE XVIII GUIDELINE HISTORY

Section 18.01 Revision Dates

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

Section 18.02 Summary of Guideline Amendments

- A. January 2021
 - 1. RSC/RCC position updates (ex. added RSC Activities and RSC vice-Treasurer positions, added a position description for RCC President, and added Zoom setup to the RSC 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 RSC 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 RCM 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