

North Carolina Regional Service Committee  
Of Narcotics Anonymous

**Policy Handbook**

April 2016

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## **Section One: Purpose**

The purpose of the North Carolina Region of Narcotics Anonymous, as suggested in the "Guide to Local Services", is to be supportive of its Areas and their primary purpose by associating the member Areas with the service structure of Narcotics Anonymous, helping the Areas deal with day to day situations and needs, and support the availability of recovery through NA.

## **Section Two: Service Structure Support**

In accordance with its purpose, the priority of the RSC is to act as a communication link in the service of NA. This includes facilitating communication between the membership of the RSC, the World Service Conference, and the other Regional Service Committees.

## **Section Three: Operational Guidelines**

- A) The Twelve Traditions of Narcotics Anonymous
- B) A Guide to Local Service in Narcotics Anonymous
- C) The Policy Handbook of the North Carolina Region of Narcotics Anonymous
- D) The Twelve Concepts for Narcotics Anonymous Service
- E) Meetings should be structured based on Robert's Rules of Order

## **Section Four: Membership**

- A) The membership of the North Carolina Region will consist of each present NA Area that is already a member of the North Carolina Region.
- B) Areas that choose to participate in the North Carolina Region will elect a Regional Committee Member (RCM) or RCM alternate. The RCM or RCM alternate will carry the Area's conscience to the RSC.
- C) New Areas will become members upon request by their RCM, RCM alternate or representative and with the approval of a majority vote during New Business.
- D) New Areas will become voting members at the next RSC meeting following their election to membership in the RSC.

## Section Five: Motions

- A) Any member Area of the North Carolina Region, Regional officer or Regional Subcommittee Chair may offer a motion to the RSC, except for the Regional Chair.
- B) All motions must be neatly printed or typewritten on the North Carolina Regional Motion Form, signed by the maker, and seconded by an RCM.
- C) It is suggested that motions be submitted to the Secretary prior to the Area Reports. The motions will be numbered in order of receipt.
- D) The motion will be discussed by the person making the motion and should be prepared to answer questions about it. The Regional Chair may limit discussion on the motion.
- E) After the motion is discussed, it may be passed, withdrawn, defeated, thrown out, amended, tabled, or referred. (For a definition of these, see "A Guide to Local Services in NA")
- F) Motions to change, add, edit, or remove policy permanently must be submitted to the Policy Committee for review and recommendation. The Policy Committee/Chair may make an immediate recommendation or if there are extenuating circumstances, the Policy Committee will have a recommendation within 90 days. After recommendations are made, the motion is sent to Areas to vote on and then brought back to Region.
- G) Policy chair can make grammatical corrections without approval.

## Sections Six: Voting

- A) A 2/3 quorum, determined by roll call of member Areas at the beginning of the RSC meeting, is required to do business at the RSC. In the event that quorum is not met at the beginning of the meeting, a straw poll of the majority of members present may be taken to set aside policy for purpose of conducting the agenda.
- B) Motions tabled for lack of quorum may be voted on as old business at the next RSC, regardless of quorum.
- C) Within the RSC there are two types of motions:
  - 1) *Business Issues*: RCMs or RCM alternates take business issues back to their Areas for a vote. They then bring the

results back to the RSC where a majority rules. They include as follows:

- a) World Services issues (Conference Agenda Report)
  - b) Regional issues that affect NA as a whole. If there is a question by an RCM prior to a vote about whether or not a matter affects NA as a whole, and should be taken back to the member Areas for a vote, the Regional Chair will rule the motion referred to member Areas.
  - c) Elections - see section Nine.
  - d) Establishing or amending policy
  - e) Expenses over budget
- 2) *Administrative issues*: all RCMs or RCM alternates, RSC officers, and Subcommittee Chairpersons vote immediately on administrative issues. Majority rules. Administrative issues include:
- a) Approval of minutes
  - b) Expenses within budget
  - c) Subcommittee proposals
  - d) Creating ad hoc committees
  - e) Accepting reports
  - f) Motion to adjourn
  - g) Voting in of new areas
- D) A simple majority as defined as greater than 50% of the quorum.

## **Section Seven: RSC Officers**

- A) The North Carolina Regional Service Committee will include the following officers:
- 1) Regional Chair
  - 2) Regional Vice-Chair
  - 3) Secretary
  - 4) Treasurer
  - 5) Regional Delegate
  - 6) Alternate Delegate
  - 7) H & I Chair
  - 8) PI Chair
  - 9) Outreach Chair
  - 10) Policy Chair
  - 11) Alternate Secretary
  - 12) Alternate Treasurer

- B) No member of the RSC should hold more than one trusted servant position unless absolutely required by the lack of participation at Region. An officer cannot vote as such, and as RCM.
- C) No individual may serve more than two consecutive terms in the same office. Interim officers and ad hoc Chair positions will not be considered as terms of office.
- D) Chairs for ad hoc committees will be appointed by the Regional Chair.
- E) All officers, subcommittee chairs and active ad hoc committee chairs will be funded for travel to the RSC.
- F) All positions are for two years; however, Alternates are strongly recommended to move up and fill another two year term as Head of the Position (Example: Vice Chair to Chair).
- G) Dismissal of Officers
  - 1) An officer may be removed for the following reasons:
    - a) Loss of clean time
    - b) Non-fulfillment of the duties of their position
    - c) Absent from two consecutive regular meetings of the RSC
    - d) Misuse of NA funds at any level
    - e) Misleading the Region
    - f) Intentional presentation of misleading information
    - g) Leaving three of four RSC meetings early
  - 2) Any RSC officer, or RCM of a member Area, can call for the removal of an officer by a motion in New Business. The motion must state reasons and justification for removal.
  - 3) A 2/3 majority vote of the established quorum is needed for dismissal.
- H) All elected officers of the Region are expected to attend and stay for the entire length of the RSC meetings.
- I) The duties of the RSC officers are the same as defined in "A Guide to Local Services," and as follows:

### **Regional Chair**

- 1) Calls the meeting to order.
- 2) Prepares an agenda and follows it according to attached order of business, but can alter the agenda if necessary.
- 3) Recognizes members who wish to speak to the RSC.
- 4) Enforces rules that relates to order.

- 5) Accepts motions from the floor and directs them to be submitted in writing before calling for a second.
- 6) Makes certain that everyone who votes is eligible to do so.
- 7) Expedites business.
- 8) Appoints ad hoc committee chairs.
- 9) Acts as mediator between RSC and officers who fail to function as trusted servants.
- 10) Calls special meetings when necessary.
- 11) Is a signer of the RSC checking account.
- 12) Suggested five years clean time.
- 13) Should carry out the duties of the position in an unbiased manner, but will cast deciding vote in the event of a tie

### **Regional Vice Chair**

- 1) Assists the Regional Chair in his/her duties.
- 2) Keeps in regular contact with subcommittee chairs to stay informed of their projects and problems. Attends subcommittee meetings whenever possible.
- 3) Serves as the RSC Chair if the Regional Chair cannot be present.
- 4) Serves as subcommittee chair should there be a vacancy a subcommittee could not fill.
- 5) Suggested four years clean time.

### **Secretary**

- 1) Keeps accurate minutes of each RSC meeting.
- 2) Types and distributes copies of minutes to all RCMs and RSC officers, within 15 days after the RSC meeting.
- 3) Makes records available to any NA member.
- 4) Provides RSC report and motion forms to RSC participants as needed.
- 5) Maintains a copy of the following: "A Guide to Local Services," "H & I Handbook," "PR Handbook," "RSC Policy Handbook," and "12 Concepts."
- 6) Compiles and maintains a contact list with names, addresses, phone numbers, and e-mail addresses of regional officers, subcommittee chairs, RCMs and RCM alternates.
- 7) Suggested two years clean time.

## **Treasurer**

- 1) Will not accept cash without giving a receipt. All checks should be made payable to the North Carolina region.
- 2) Two signatures will be required for checks drawn on the Regional account.
- 3) Makes deposits and pays bills in a timely manner.
- 4) Recommends a donation to World Services, subject to the review of the RSC based on the Treasurer's report.
- 5) Suggested prior treasurer experience.
- 6) Suggested five years clean time.
- 7) All reimbursable expenses must be receipted.
- 8) Must alert the RSC during his/her report of all service entities that have not submitted monthly financial reports of budget vs. actual expenditures.
- 9) The RSC Treasury should make a written financial report of contributions and expenditures at each regular schedule meeting of the RSC. The Regional Treasury shall also provide an annual treasury report at the end of each calendar year.
- 10) Prior to the end of his/her term, the outgoing treasurer will report to the region an annual financial statement of money received vs. money spent.
- 11) The treasurer is the administrator of the insurance policy listed under Section 10: Finance.

## **Regional Delegate / Alternate Delegate**

- 1) Attends all RSC and World Service Conference meetings.
- 2) Serves as the RSC's representative at the WSC.
- 3) Forwards World Service correspondence to the Secretary for distribution.
- 4) Acts as RSC chair in the event the Regional Chair and Regional Vice-Chair are absent.
- 5) Prior service experience suggested.
- 6) Attends all SEZF meetings.
- 7) Suggested five years clean time.

### **Subcommittee Chairs**

- 1) Suggested three years clean time and prior service experience in a committee setting, with experience with preparing agendas, calling special meetings, and keeping the vice chair informed of progress and/or meetings.

### **Section Eight: Meetings**

- A) The Regional meeting and Subcommittees will meet in a central location. At the beginning of each fiscal year, the Treasurer will coordinate the selection of a meeting place and set dates for each of the four meetings as stated in Bullet C of this section. The Treasurer will be the main contact person for the facility.
- B) If an RSC meeting needs to be canceled, a unanimous vote must be made between the Regional Chair and the Regional Vice-Chair. If there is adequate time, the date of the meeting may be changed. Adequate time in this matter is 10 days prior to the scheduled meeting.
- C) The North Carolina Region meets on the fourth Saturday of the months of January, April, July, and October.

### **Section Nine: Elections**

- A) Anyone who wishes to be nominated must be nominated by the Area of which they are a member. Alternate positions require a vote of confidence from their Area.
- B) Nominees for Regional officers must be present when they are nominated and when the nomination is voted on.
- C) Elections are held every April in even years. Nominations are open at the October meeting and due at the close of New Business of the January meeting.
- D) Elections are recorded as pass-fail. Vote counts are not to be recorded.
- E) Elections are voted on by RCMs present.
- F) Each RCM gets one vote.
- G) Regional officers vote in case of a tie.
- H) Anyone elected midterm will serve the remainder of that term.
- I) Subcommittees bring their own nomination for Chair from their respective subcommittees. If no nomination can be brought by a



subcommittee, the Chair position for that subcommittee will be open on the floor of the region.

### **Section Ten: Finance**

- A) The RSC has a prudent reserve of \$5000 (as of 10/30/10).
- B) Any money requested outside of the budget that exceeds \$500 must go back to Areas for a vote.
- C) The North Carolina Region has a standing budget.
- D) Changes to the budget can be made by following the policy on "Policy changes."
- E) At the beginning of the fiscal year the Regional Chair will appoint an ad hoc budget review committee. This committee will include the Treasurer and Secretary. Their purpose will be to review the budget and suggest any changes.
- F) The region shall maintain a blanket insurance policy in the amount of \$1,000,000 general liability coverage and assault and battery coverage.