



GUIDELINES  
OF THE SAN DIEGO IMPERIAL COUNTY  
REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS

TABLE OF CONTENTS

<b>ARTICLE I: Purpose .....</b>	<b>3</b>
<b>ARTICLE II: Members.....</b>	<b>3</b>
<b>ARTICLE III: Observers.....</b>	<b>3</b>
<b>ARTICLE IV: Officers.....</b>	<b>3</b>
<b>ARTICLE V: Duties of Officers .....</b>	<b>4</b>
<b>ARTICLE VI: Meetings.....</b>	<b>7</b>
<b>ARTICLE VII: Subcommittees and Boards.....</b>	<b>8</b>
<b>ARTICLE VIII: Money Matters. ....</b>	<b>11</b>
<b>ARTICLE IX: Parliamentary Authority and Precedence .....</b>	<b>12</b>
<b>ARTICLE X: Amendment of Guidelines and Standing Rules.....</b>	<b>13</b>
<b>ARTICLE XI: Adoption and Amendment of RSC Resolutions .....</b>	<b>13</b>
<b><u>ARTICLE XII: Meeting Minutes.....</u></b>	<b>13</b>



## **ARTICLE I: Purpose**

The purpose of the San Diego Imperial County Regional Service Committee (SDICRSC, or RSC) is to be supportive to its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region, by helping Areas and Groups to deal with their basic situations and needs, and by encouraging the growth of the Fellowship. The committee shall administer and coordinate the activities common to the welfare of Areas and Groups within the boundaries of the San Diego Imperial County Region (SDICR, or the Region) of Narcotics Anonymous (NA), which is composed of San Diego County, California; and Imperial County, California. The committee shall serve as a link between those Areas and the World Service Conference (WSC); and to help maintain the Twelve Traditions of NA.

## **ARTICLE II: Members**

Section 1. The committee shall consist of voting and nonvoting members. No member shall hold a position as both a voting and a nonvoting member, except that an RCM may hold the position of RD2 at the same time.

Section 2. Voting members --- the voting members of the committee shall be the Regional Committee Member (RCM), or in his or her absence, the Regional Committee Member Alternate (RCMA) of each fully participating Area within the Region

Section 3. Non-voting members --- the non-voting members shall be the RSC officers; chairpersons or representatives of the subcommittees, the Board of Directors of the Regional Service Office (RSO), the Board of Trustees of the RSC, and representatives from Areas voted into incremental participation. The right of a non-voting member to introduce main motions shall be limited to motions that pertain only to that members [sub-] committee.

## **ARTICLE III: Observers**

NA members not addressed elsewhere in these Guidelines shall be classed as observers. NA members only shall have the specific right to request the floor for purpose of debate.

## **ARTICLE IV: Officers**

Section 1. The officers of this committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, an Assistant Treasurer, a Regional Delegate (RD), a Regional Delegate Alternate (RDA).

Section 2. At the regular meeting held in July, a Nominating Committee of five members shall be elected by this committee. It shall be the duty of this special subcommittee to nominate candidates for the offices to be filled at the Annual meeting in September. Additional nominations from the floor shall be permitted at the regular meeting in August and before election at the annual meeting in September.

Section 3. The officers and subcommittee chairs, except the delegate positions (RD, RDA) shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.

## **ARTICLE IV: Officers (cont'd)**

Section 4. The Regional Delegate (RD), Regional Delegate Alternate (RDA) will be elected by direct GSR vote at the post WSC regional assembly. They shall serve for 2 years, and their term of office shall begin immediately following the Post-WSC Regional Assembly.

### **Section 5. Rotation**

a. No officer or subcommittee chair shall hold more than one Regional office at a time, and shall not be eligible to serve more than two full terms consecutively in the same office. Full terms shall be defined as more than 50% of the term.

b. RSO pool members shall be eligible to be elected to 5 full one year terms consecutively providing he or she do not hold any one Director position more than two (2) terms, and the pool member follows those consecutive terms with at least one year out of the pool.

Section 6. Cause for Expulsion: Any elected trusted servant of the RSC can be removed by a two thirds (2/3) vote from the RCMs. Cause for Expulsion must be voted on at a regular meeting of the RSC or Special Meeting of this Committee as provided in Article IV: Meeting, Section 7 of these guidelines.

Section 7. Relapse: Loss of abstinence shall constitute removal from Office.

Section 8. Poor Performance: Failure of an RSC elected trusted servant to fulfill his/her duties in these guidelines shall require a vote of confidence during new business of the next regularly scheduled RSC Meeting if two thirds (2/3) of votes are "nay" the person is considered removed from Office.

Section 9. Poor Attendance: Failure of an RSC elected trusted servant to attend two consecutive RSC Meetings, or to attend three RSC meetings during a single year shall constitute voluntary abandonment of the elected position

Section 10. An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be given.

## **ARTICLE V: Duties of Officers**

Section 1. It is the duty of the Chairperson of this committee:

a. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.

b. To announce in proper sequence the business to come before the committee in accordance with the prescribed agenda.

c. To recognize members or observers who are entitled to the floor.

d. To state and to put to vote all questions that legitimately come before the committee as motions, or that otherwise arise in the course of the proceedings, except questions that relate to the Chairperson, and to announce the result of each vote.

e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them (subject to appeal).

f. To enforce the rules relating to debate, and to order and decorum within the committee.

- g. To expedite business in every way, compatible with the rights of members and observers.
- h. To respond to inquires of members relating to parliamentary procedure, or factual information bearing on the business of the assembly.
- i. To authenticate by the Chairperson's signature all proceedings of the committee.
- j. To arrange the agenda for each meeting.
- k. To conduct the general correspondence of the committee.
- l. To be cosigner of the committee's bank account.
- m. To make a report of the year's work at the annual meeting.
- n. To be an ex officio member (a nonvoting member) of all subcommittees except the nominating committee.
- o. To appoint all special committees.
- p. The RSC Chairperson shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level
- q. The Chairperson will have no opinion during the RSC Meeting. They need to maintain a position of impartiality to any debate at the RSC. If they choose to have an opinion during an RSC, they need to refer to Roberts Rules of Order. See rule against Chairs participation in debate. And if they fail to follow these rules or give their opinion during an RSC Meeting, they can and will be ask to step down by the RCMs.

Section 2. It is the duty of the Vice Chairperson of this committee:

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the subcommittees.
- c. To be a cosigner of the committee's bank account.
- d. To make a report of the year's work at the annual meeting.
- e. To be an ex officio member (a nonvoting member) of all subcommittees except the nominating committee.
- f. To serve as parliamentarian unless the RSC Chair specifically designates someone else.
- g. To maintain a binder of current RSC Guidelines, subcommittee guidelines and the log of Previously Passed Motions.
- h. The RSC Vice Chairperson shall have 4 years clean with 2 years service experience, with 1 year experience at the regional level

Section 3. It is the duty of the RD of this committee:

- a. In the absence of the Chairperson and the Vice Chairperson, to serve as Chairperson.
- b. To represent the committee at each WSC meeting and such other meetings as directed by this committee.

- c. To attend as many Area Service Committee (ASC) meetings as possible.
- d. To make a report to the committee at each regular meeting including the business of the WSC.
- e. To provide the committee with the agenda of the next regular meeting of the WSC ninety (90) days prior to that meeting.
- f. Only required to participate in Conference Agenda Report (CAR) workshops at the Regional Conference and at the Regional Assembly.
- g. The RD shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level

Section 4. It is the duty of the RDA of this committee:

- a. To fill in as Acting RD, if RD is absent for any reason or is unable to complete the term of office.
- b. To attend each WSC meeting and such other meetings as directed by this committee.
- c. To attend as many ASC meetings as possible.
- d. Only required to participate in CAR workshops at the Regional Conference and at the Regional Assembly
- e. The RDA shall have 5 years clean with 2 years service experience, with 1 year experience at the regional level.

Section 5. *(Intentionally left blank)*

Section 6. It is the duty of the Secretary of this committee:

- a. In the absence of the Chairperson, the Vice Chairperson, the RD and the RDA, to call the meeting to order and preside until the immediate election of a Chairperson pro tem.
- b. To keep records of all the proceedings of the committee, distribute the minutes of the RSC meetings within ten days of the meeting by mail or email to RSC members and officers if they have requested that and receive reimbursement for costs incurred.
- c. To maintain two (2) complete sets of files and archives, one of which is to be stored at the RSO.
- d. To keep the committee's official membership roll, and to call the roll where required.
- e. To make the minutes and records available to members upon request.
- f. To authenticate by the Secretary's signature all proceedings of the committee.
- g. The RSC Secretary shall have 2 years clean with 1 year's service experience.

Section 7. It is the duty of the Treasurer of this committee

- a. To be the custodian of the committee's funds, not entrusted to other offices or subcommittees.
- b. To be a cosigner of the committee's bank account.
- c. To make a report of receipts and disbursements at each regular meeting.
- d. To disburse funds as directed by the committee
- e. To make a full financial report at the annual meeting.
- f. The RSC Treasurer shall have 3 years clean with 1 year's service experience.

Section 8. It is the duty of the Assistant Treasurer of this committee:

- a. To fill in as Acting Treasurer, if the Treasurer is absent for any reason. In that case, the Assistant Treasurer will fulfill the duties of the Treasurer, with the sole exception that the Assistant Treasurer is not a cosigner of the committee's bank account.
- b. To attend as many RSC meetings as possible.
- c. The RSC Assistant Treasurer shall have 2 years clean with 1 year's service experience.

Section 9. General duties of all Subcommittee Chairpersons of this committee:

- a. Attend RSC meetings monthly.
- b. Provide a written subcommittee report to the secretary in odd numbered months for inclusion in the minutes.
- c. The Policy Subcommittee Chairperson shall have 5 years clean with 3 years service experience, with 2 years experience at the regional level.
- d. The Convention Subcommittee Chairperson shall have 5 years clean with 2 years service experience on the convention committee.
- e. All other Subcommittee Chairpersons shall have 3 years clean with 1 year area or regional service experience in the committee that they are nominated to chair.

## **ARTICLE VI: Meetings**

Section 1. The regular meetings of the committee shall be held on the second Saturday of each month unless otherwise ordered by the committee.

Section 2. All Subcommittee Chairpersons attend each monthly RSC meeting, and report at odd numbered month RSC meetings. The Policy subcommittee chair is not required to report. The Regional Board of Trustees reports in even numbered months. These Reports shall be in both Written and Verbal formats. <sup>1</sup>

Section 3. The RSO and Convention subcommittee report at each monthly RSC meeting.

Section 4. In all months, the RSC holds an open forum prior to Old Business.

Section 5. Any subcommittee chair may request a special order of the day to report or present motion(s) in an even numbered month.

Section 6. The regular meetings of the committee shall be held at 1:00 pm on the second Saturday of each month unless otherwise ordered by the committee.

- a. The regular meeting on the second Saturday of September shall be known as the annual meeting.
- b. The annual meeting shall be for the purpose of electing officers, electing Chairpersons of the subcommittees, electing board members as provided in Article VII of these Guidelines, receiving annual reports of officers and subcommittees, and for any other business that may arise.

Section 7. Special meetings may be called by the Chairperson of the committee, or upon written request of seven (7) members of the committee, three (3) of whom must be voting members. The purpose of the meeting shall be stated in the call. No other business shall be conducted.

Section 8. A majority of voting members shall constitute a quorum.

Section 9. In order for a motion concerning policy to pass, two thirds (2/3) of quorum must vote yes.

Section 10. All area and subcommittee reports shall be presented in writing, on designated report forms, to the secretary for inclusion in the minutes. Typed reports are acceptable. Reports should be kept to one page, except for special reports or ad hoc committee reports. Although typed reports are acceptable it is required that all reports be given in both written and verbal formats.<sup>2</sup>

Section 11. Motions shall be submitted in writing prior to the vote on that motion.

Section 12. All areas and subcommittees shall submit their donations to the treasurer at the beginning of the RSC meeting to help the treasurer accomplish their job.

## **ARTICLE VII: Subcommittees and Boards**

GENERAL - Some Regional subcommittees coordinate, serve as a forum, and assist Area subcommittees. Other Regional subcommittees, and our service boards, perform service delivery tasks. Each subcommittee and board is responsible to this RSC. The RSC elects each subcommittee chairperson. Our service boards elect their own chairperson. Each subcommittee and board may elect other officers as deemed appropriate. Each RSC standing subcommittee is required to develop and maintain guidelines. Subcommittee guidelines must be approved by the RSC. No subcommittee shall perform any duties of another subcommittee without previous consent from that subcommittee's chairperson and the RSC vice-chairperson.

Section 1. An Activities Subcommittee shall be composed of a chairperson, vice chairperson, secretary, treasurer, Area activities chairpersons and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. The Activities subcommittee is authorized a capital reserve and an RSO coordinated bank account. It shall be the duty of this subcommittee to provide support and coordinate activities for the Fellowship within the Region as well as to provide support for the Area Activities Subcommittees.

## **ARTICLE VII: Subcommittees and Boards(cont)**

Section 2. A Convention Subcommittee shall be composed of a chairperson, vice chairperson, secretary, treasurer and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. The Convention Subcommittee is authorized a capital reserve<sup>3</sup> and an RSO coordinated bank account. The Convention Subcommittee will also be responsible for a newcomer donation fund this fund will not be part of their Capital Reserve nor Working Budget, but separate fund set up for groups, individuals and Areas to make to make donations to the Newcomer Fund. Along with having the responsibility to organize an annual Convention for the region. [Refer to Art VIII. Section 11 for accounting responsibility]

Section 3. A Hospital & Institutions (H&I) Subcommittee shall be composed of a chairperson, vice chairperson, secretary, Area H&I chairpersons and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. It shall be the duty of this subcommittee to provide help to develop and support Area H&I Subcommittees through pooling experience and solutions and offering clerical support.

Section 4. An Outreach Subcommittee shall be composed of a chairperson, vice chairperson, secretary, Area Outreach chairpersons and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. The RSC Outreach subcommittee serves the needs of all Areas within the Region by coordinating Area Outreach subcommittees and conducting activities that develop and strengthen outreach efforts within the Region and the Fellowship.

Section 5. A Phone line Subcommittee shall be comprised of a chairperson, vice-chairperson, secretary, Area Outreach chairpersons and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. It shall be the duty of this subcommittee to provide meeting times and locations to all callers asking for such. It shall also keep on hand 12 step lists to be used for callers in need of help beyond what meetings provide.<sup>4</sup>

Section 6. A Policy Subcommittee shall be composed of a chairperson, vice chairperson, Area Policy chairpersons and other volunteers. In addition RCM's, RCMA's, and any member serving in a position elected by this RSC are considered members of the Regional Policy Subcommittee. The chairperson shall be elected by the RSC at the annual meeting. It shall be the duty of this subcommittee to provide input and direction on issues of policy and procedure, to carry out the directives of the RSC and to be supportive of the RSC's needs concerning policy.

Section 7. A Public Information (PI) Subcommittee shall be composed of a chairperson, vice chairperson, secretary and other volunteers. The chairperson shall be elected by the RSC at the annual meeting. It shall be the duty of this subcommittee to provide information about NA to the outside community, to coordinate workshops and learning days for the local Fellowship, and to support the Area PI Subcommittees in the execution of their duties.

## **ARTICLE VII: Subcommittees and Boards(cont)**

Section 8. An RSO Board of Directors shall be composed of a Chief Executive Officer (CEO), Junior Executive Officer (JEO), Chief Financial Officer (CFO), Junior Financial Officer (JFO), Office Manager, Meeting Directory Services Director, Literature Services Director, Phone-line Services Director, and other members of the corporate board.

- a. To be eligible to serve on the RSO Board of Directors, members of NA must first be nominated to the pool of potential RSO directors by the RSC. RSO pool members may be nominated and elected in any month.
- b. The RSO elects the nine (9) members of the board from this pool.
- c. The RSO Board elects its officers from the pool and current board members.
- d. The term "RSO Subcommittee" refers to Board members, Pool members and interested volunteers who attend the RSO business meetings.
- e. The RSO Subcommittee acts as a corporate entity and deals with the business of NA within the SDICR.
- f. As such it is bound by its corporate bylaws and may enter into binding agreements, financial or otherwise, and may hire special workers, including (but not limited to) an Office Manager.
- g. It shall be the duty of this subcommittee to assist the Region and its constituent Areas and Groups by providing, managing and maintaining an office to be used for service committees meetings, storage, and as a base for NA information (housing the hotline and business phones, and providing and managing a regional website); to print meeting directories four (4) times a year; to provide a base for NA literature sales and storage; and to create a legal umbrella for liability the Fellowship may incur in the furtherance of its primary purpose.

Section 9. A Youth Committee shall be composed of a chairperson, vice chairperson, secretary, Subcommittee representatives, event coordinator and assistant event coordinator. The chairperson shall be elected by the RSC at the annual meeting. The purpose of the Youth Committee is to promote unity within the fellowship by giving young people a voice in service and a sense of belonging within the community of NA as a whole.

Section 10. A Board of Trustees Subcommittee shall be composed of a chairperson, vice chairperson, secretary and other members selected by the RSC with at least five (5) years service experience in NA. The total number of Board members shall not exceed seven (7) and shall serve for two (2) year terms. The chairperson and such members as are required to fill any vacancies shall be elected at the RSC by a two thirds (2/3) vote. It shall be the duty of this subcommittee to provide a resource pool of experience and leadership, to provide input and direction and carry out the directives of the RSC.

## **ARTICLE VII: Subcommittees and Boards(cont)**

Section 11. A Website Subcommittee shall be composed of a chairperson, vice-chairperson, secretary, newsletter editor, newsletter writers, and other volunteers. The Chairperson shall be selected at the RSC annual meeting. It shall be the duty of this subcommittee to maintain and manage a website for the RSC and to provide meeting schedule services, event calendaring services, and other services as needed. <sup>5</sup>

Section 12. Other standing subcommittees may be formed, as the RSC deems necessary to carry on the work of this committee. In order to become a standing subcommittee, proposed subcommittee guidelines must be submitted for publication in the RSC minutes at least one month prior to being voted on. Since guidelines are a statement of policy, proposed subcommittee guidelines and subcommittee guidelines changes must be endorsed by a two thirds (2/3) consensus of the subcommittee and receive two thirds (2/3) consensus of the RSC.

Section 13. Special subcommittees are temporary subcommittees stipulated in these guidelines. The special subcommittees (such as the Nominating Committee) described in these guidelines are created and operate as specified. Special subcommittees are encouraged to have subcommittee guidelines and such guidelines shall direct the actions of the special subcommittee when the special subcommittee is operating. Ad-hoc subcommittees are temporary subcommittees usually created to evaluate the viability of a potential future standing subcommittee or to perform some specific task and automatically cease to exist when the task is complete. The RSC may choose to continue an ad hoc subcommittee with additional tasks. The RSC may stipulate a timeframe for ad hoc subcommittees. If not otherwise stipulated, ad hoc subcommittees must be reaffirmed after 1 year.

Section 15. Our subcommittees have the authority to act for this RSC in the execution of their duties, however all subcommittees are ultimately responsible to this RSC and their respective guidelines as approved by this RSC. Representation on all Regional subcommittees should be from all Areas.

## **ARTICLE VIII: Money Matters.**

Section 1. Subcommittee budgets and capital reserves are established by the RSC.

Section 2. Funding requests in excess of monthly budget amounts must be specifically approved by the RSC. Motions for funding requests in excess of 3 times the monthly budget must be tabled for one month before any vote on them takes place. <sup>6</sup>

Section 3. The RSC Treasurer shall maintain a Working Capital equal to two month's operating expenses (\$5,000.00). The RSC Treasurer shall inform the RSC of its current balance and the prudent Reserve amount. To spend funds that would draw from our prudent reserve requires an affirmative vote by two thirds (2/3) of quorum.

Section 4. This RSC maintains a Prudent Reserve held in a Savings Account equal to two months operating expenses (\$5,000.00). In order to spend below the Prudent Reserve held in our savings account, all budgets are suspended until the next RSC meeting, and only vendor bills and expenses stipulated in these guidelines are paid.



## **ARTICLE X: Amendment of Guidelines and Standing Rules**

Section 1. These Guidelines may be amended at the regular meetings in January and July or at a special meeting of the committee, provided the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

Section 2. Standing Rules and Rules of Order may be adopted or amended in any month provided the exact wording of the rule or modification have been submitted in writing and announced at a previous regular meeting. Standing Rules are policy and require a two thirds (2/3) vote. Standing Rules may specify in greater detail procedures and policies in our Guidelines. Standing Rules may not be used to circumvent or restrict contrary to the intended purpose any part of our guidelines.

Section 3. Budget motions are the only exception to the "wait-one-month" stipulation. Budget motions may be presented and adopted at the same RSC meeting. When adopted, budget motions are in effect until changed. Budgets are a statement of policy and require two thirds (2/3) vote.

## **ARTICLE XI: Adoption and Amendment of RSC Resolutions**

Section 1. A resolution is a statement of opinion from an elected body. This RSC serves the NA Areas of our Region. When this RSC wishes to suggest a preferred practice or seeks to standardize procedures among the Areas, we do so with a resolution. While a resolution is non-binding, it is a way to communicate the wishes of a majority of the Areas represented.

Section 2. An RSC Resolution may be adopted or amended at any RSC meeting with a simple majority vote. RSC resolutions shall be presented in writing. A motion to repeal a previously adopted resolution will be considered in Old Business the month following the introduction of the motion to repeal. It is recommended that proposed RSC resolutions or amendments to resolutions affecting the Areas be presented and announced at a previous regular meeting prior to voting.

## **ARTICLE XII: Meeting Minutes**

Section 1. Each page of the regional meeting minutes shall be numbered consecutively.