

Northern California Regional Service Committee (NCRSC) Guidelines

I. Boundaries

The Northern California Region of Narcotics Anonymous shall be defined as that portion of California that is bounded by the Northernmost borders of the Humboldt Del Norte, Trinity, Shasta, and Lassen Counties; on the West by the Pacific Ocean; on the East by the crest of the Sierra Nevada Mountains; and on the South by the Southernmost boundaries of Monterey and San Benito Counties.

II. Purpose

The Northern California Regional Service Committee serves as the single point of accountability for all Regional Services within the boundaries as defined above. The NCRSC will assist with the coordination of NA services and functions common to the Area Service Committees within this Region. We are here to respond to the needs of the Fellowship of NA whenever possible. On the Inter-Regional level, the RSC exists to facilitate communication between this Region, other Regions and the rest of NA as a whole. On the Intra-Regional level; our purpose is to further the unity of the NA Fellowship as a whole, by communicating with other NA fellowships, on all matters pertaining to our common welfare, unity and strengthening and serving our fellowship. This Service Committee's actions and decisions must always be in accordance with the spirit of the 12 Traditions and the 12 Concepts for NA Service.

III. Functions

1. To provide guidance and oversight to all Regional Service Boards and Committees.
2. To hold monthly RSC business meetings: or special meetings if needed.
3. To record and distribute to all RSC members (or any interested NA members, on request), meeting minutes from all RSC meetings.
4. To establish and maintain a complete set of RSC and WSC archives.
5. To establish and maintain a mailing address to be used for Regional correspondence.
6. To establish and maintain a general checking account, which is to include an operational reserve and prudent reserve that is one-twelfth (1/12) of the annual budget each.
7. To provide funding for the Admin Committee members to carry out their individual and combined duties as specified in these Guidelines.
8. To provide funding for the RD and RD-Alt. to attend the World Service Conference (WSC), WSC Meetings, Western States Zonal Forum (WSZF), RSC Admin Committee meetings and any Intra-Regional or Inter-Regional service events, as specified by these Guidelines.
9. To establish and support a Public Relations (PR) Committee, which is directly accountable to the RSC.
 - a. Their purpose shall be to provide information to the public about NA and its efforts.
10. To establish and support a Hospitals and Institutions (H&I) Committee, which is directly accountable to the RSC.
 - a. Their purpose shall be to coordinate the efforts to carry the message of NA to addicts who cannot attend our regularly scheduled NA meetings.
11. To establish and support a Convention (NCCNA) Committee, which is directly accountable to the RSC.
 - a. Their purpose is to coordinate an annual convention.
12. To establish a Northern California Regional Service Office (NCRSO) Board of Directors (BOD), which shall be directly accountable to the RSC.
 - a. Their purpose shall be to manage the Regional Service Office (RSO) and to facilitate the sales of NA literature and merchandise.
13. To sponsor Conference Agenda Report (CAR) Regional assemblies prior to the WSC, in accordance with the CAR Guidelines.
14. To contribute to the growth of NA by supporting the WSC in their efforts to serve the fellowship of NA, as a whole, through cooperation and communication with the WSO.
15. To provide a forum for discussion and resolution of matters and problems of mutual interest to member areas and the region as a whole.

IV. Participants

All RSC participants bear substantial responsibility for the decisions and actions of the RSC and its Committees.

The NCRSC shall be comprised of:

1. Two (2) Regional Committee Members (RCMs) from each recognized Area Service Committee (ASC) within the Northern California Region.
2. An Admin Committee consisting of a Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Delegate, and Regional Delegate Alternate, H&I Chair and Vice Chair, two (2) PR Coordinators, NCCNA Chairperson and RSO Board President, the NCCNA Subcommittee, and the RSO Board of Directors (BOD).

RSC participants have basic duties:

1. To "act as" and to "speak from" their particular positions, accountable to those who elected and/or appointed them.
2. To insure that the RSC acts in the best interest of this Region.

3. To insure that the RSC maintains a cooperative position with the Fellowship of NA as a whole.

Regional Committee Member (RCM)

The primary responsibility of the RCM is to work for the good of NA, providing two-way communication between the Areas and the rest of NA. A secondary responsibility of the RCMs is to act as RSC participants, sharing all of the duties and responsibilities of the RSC as a whole. An RCM must be able to work for the common good, placing principles before personalities.

1. Each recognized ASC may elect or appoint two (2) RCMs.
2. RCMs may not send proxies to the RSC. Only ASC elected or appointed representatives will be recognized.
3. The RCMs have the duty to attend their ASC meetings as well as all RSC meetings and assemblies.
4. The RCMs represent the group conscience of their ASCs at the Inter-Area and Regional level. The RCMs speak for the members and groups within their ASCs.

Administrative Committee (Admin)

The Admin Committee shall be comprised of seven (7) members (Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Delegate and Alternate Regional Delegate) elected by the RSC. The Admin Committee members are elected to serve the Region as a whole and should not hold any Area Subcommittee leadership commitments and/or area service voting positions.

1. The Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer, shall serve the RSC for a period of one (1) year, beginning in June.
2. Admin members may run for a second term.
3. Shall stay on for two (2) months, after their term has ended, in an advisory capacity and to help with the budget process.
4. The RD and RDA shall serve for terms of two (2) years beginning in July.
5. Shall serve in an advisory capacity for an additional two (2) months.
6. Attend all regular and emergency RSC and RSC Admin meetings.
7. Inform the RSC of any necessary interim decisions made by the Admin Committee.
8. The Admin Committee shall update the RSC Guidelines "as needed" and will submit drafts to the RSC.
 - a. RSC Guidelines must meet with approval of a two-thirds (2/3rds) majority of the RSC.

General Requirements

1. Commitment to service.
2. Willingness and resources to fulfill the position.
3. Working knowledge of the 12 Steps and 12 Traditions and 12 Concepts for NA Service.
4. Suggested previous RSC experience.

Chair

Requirements

1. Meets all general requirements.
2. Minimum of four (4) years continuous clean time.

Duties

1. Establishes the Agenda, (with input from the Admin Committee as a whole) for each RSC meeting.
2. Provides copies to all RSC Participants on the day of the Regional meeting.
3. Attends and presides over the Admin Committee meetings.
4. Attends and presides over RSC meetings.
5. He/she must be capable of conducting business with a firm yet understanding hand.
6. Is responsible for written Intra-Regional correspondence.
7. Is a co-signer on all NCRSC bank accounts.
8. Responsible for making liaison appointments within the Admin committee.
9. These include but are not limited to:
 - a. NCCNA voting member.
 - b. Liaison to the RSO BOD.
 - c. Liaison to the RSC H&I and PR Committees.
10. Appointment of Admin Committee members to audit the RSC account(s) quarterly.
11. Appointment of Admin Committee members to any RCM Working Groups that may be established by RSC.
12. Submit a monthly written report to the RSC.

Vice Chair

Requirements

1. Meets all general requirements.
2. Minimum of three (3) years continuous clean time.
3. Willingness to serve as RSC Chair.

Duties

1. Attends monthly Admin Committee meetings.

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2. Attends all RSC meetings assisting the Chair with his/her duties.
3. Shall perform the Duties of the presiding officer of the RSC in the absence of the Chair or when the Chair's position is vacated temporarily.
4. Is responsible for holding an Orientation Workshop for new RCMs and interested members of NA before each RSC meeting.
5. RCM Orientation Packet shall contain:
 - a. RSC Guidelines.
 - b. Subcommittee Guidelines.
 - c. RSC Motion Table.
 - d. 12 Concepts for NA Service.
 - e. A Guide to Local Services.
6. Is a co-signer on all RSC bank accounts.
7. Submit a monthly written report to the RSC.
8. Shall assist the RSC Secretary with coordination and administration of the Regional Resource Pool (RRP) as defined in the Regional Resource Pool Administration Policy.

Secretary

Requirements

It is suggested that he/she have previous experience at the RSC, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and the Concepts for Service, clerical skills necessary to do the job.

1. Meets all general requirements
2. Clerical skills necessary to carry out duties.
3. Minimum of two (2) years continuous clean time.

Duties

1. Attends monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Create complete and accurate minutes of each RSC meeting.
4. Types and distributes RSC minutes for distribution, at least ten (10) days after RSC meeting. Has the minutes reproduced, for distribution at the next RSC meeting, in the most cost-effective manner possible.
5. Email copies of the RSC minutes, Roster, and Events Calendar to all RSC participants.
6. Post copies of the above to any members that do not have access to email service.
7. Keep records of previous year's minutes on hand at the RSC.
8. Provide an updated RSC Roster monthly.
9. Maintain a current RSC Motion Log containing:
 - a. "Passed" motions only.
 - b. Guideline changes highlighted in bold faced type
10. All records from RSC meetings should be filed monthly and should include all written reports submitted and all motion forms submitted (with the maker, the date and the vote counts included).
 - a. For the purpose of insuring accountability to those we propose to serve, all records are fully accessible to any and all NA members of this Region.
11. Provide and maintain monthly Regional Activities Calendar.
12. Is responsible for maintaining RSC archives, kept at the RSO.
13. Submit a monthly written report to the RSC.
14. Responsible for the coordination and administration of the Regional Resource Pool as defined in the Regional Resource Pool Administration Policy.

Treasurer

Requirements

1. Meets all general requirements.
2. Accounting skills necessary to maintain accurate RSC financial records.
3. Minimum of three (3) years continuous clean time.

Duties

1. Attends monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Custodian of and co-signer on all RSC bank accounts.
4. Keep an accurate financial ledger.
5. Pay all regular monthly operating expenses in a timely manner.
6. Pays all approved expenses in a timely manner.
7. Responsible for issuing receipts for all moneys received.

8. Responsible for issuing Cash Advance Vouchers to trusted servants requesting Regional funds advance, for approved expenses.
9. Collect receipts for all reimbursements and cash advances.
10. Submit a monthly written report to the RSC.
11. Submit a written annual financial statement at the end of each fiscal year.
12. Provide proper records to the appointed members of the Admin Committee for the quarterly audit.
13. Attend quarterly audit.
14. Prepare (with help from the outgoing Treasurer), and submit RSC tax information (for the previous fiscal year), including Income & Expenses, to the RSO by August.
15. Provide copy of monthly Treasurer's Report to the RSO Special Worker.

Assistant Treasurer

Requirements

1. Meets all general requirements.
2. Accounting skills necessary to maintain accurate RSC financial records.
3. Minimum of three (3) years continuous clean time.

Duties

1. Attends monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Assists the Treasurer with financial record keeping and bank reconciliation.
4. Willingness to become Treasurer the following year.
5. Perform all duties assigned to the Treasurer in his/her absence.
6. Is NOT a co-signer on any RSC bank accounts.

Regional Delegate (RD)

Care should be taken during the selection of an RD. When the RSC elects an RD, it delegates a vote of confidence for him/her to act as the voice of the RSC and as a WSC Delegate. As our Delegate, the RD will speak on behalf of the RSC during Inter-Regional communication. The RD carries this Region's decisions to the WSC. The RD is expected to act as a Delegate while serving on WSC Committees and when voting on WSC motions that; were not in the CAR or when new information is presented that in the RD's opinion would have changed this Region's decisions; or were in the CAR but a clear Regional decision had not been obtained. At these times, the RD should evaluate the issues and base his/her decisions on what is best for NA as a whole; keeping in mind the needs and desires of this Region. The RD acts as the voice of the RSC when communicating with Inter-Regional service bodies on the Regional, Area and Group levels.

Requirements

1. Meets all general requirements.
2. Previous experience at the RSC in the capacity of RCM for a term of at least one (1) full year.
3. It is suggested that he/she have previous experience at the RSC as the RSC RDA.
4. Minimum of five (5) years continuous clean time.
5. It is suggested that the RD submit a service resume to the World Pool to be available for service to the WSC.

Duties

1. Attends monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Attends ASC meetings when requested; acting as a source of information to RCMs and ASCs concerning the spirit and application of the 12 Traditions and the 12 Concepts for NA Service as they relate to the NA service structure.
4. Attends the WSZF and all Inter-Regional service events, as directed.
5. Attends all WSC Meetings.
6. Facilitates and plans all CAR assemblies.
7. Assemblies shall be held within sixty (60) days of the WSC.
8. Submit to the RSC, in February, a written draft of an RSC Report to the WSC for input and approval.
9. Submit approved report to the WSC for the March Conference Report. This report will contain:
 - a. Information on the growth and development of this Region since the last WSC.
10. Attends the WSC as the representative of the Northern California Region, and as a Delegate to the WSC.
11. Plans the content and facilitates a conference report to the RCMs, following the WSC to report on the actions of the WSC.
12. Makes available, copies of all WSC Committee Reports, the Conference Report and the WSO Annual Report to all RSC participants.
13. Maintains a complete set of WSC archives from preceding two (2) years that will be passed on to the new RD upon his/her election.
14. Provides copies, to any member, upon request, of any portion of the WSC archives, at that member's expense.
15. Is a co-signer on all RSC bank accounts.

Regional Delegate Alternate (RDA)

The selection of an RDA is also important. This position allows the RSC to base future selections of RDs on the past performance of the person elected as RDA. The person elected to this position is trained by the RD to become an effective representative of our Region; insuring the RSC that he/she is capable of being both a Regional Representative and a WSC Delegate. He/she should be able to provide input to the RD and also be prepared to accept the guidance given by both the RSC and the RD.

Requirements

1. Meets all general requirements.
2. Previous experience at the RSC in the capacity of RCM for a term of at least one (1) full year.
3. Minimum of four (4) years continuous clean time.

Duties

1. Attends monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Assists the RD in the performance of his/her duties as needed.
4. Attends ASC meetings, when requested.
5. Attends the WSZF/Inter-Regional service events as directed.
6. Attends WSC Meetings.
7. Coordinates the bid process from Areas interested in holding the CAR assembly.
8. Coordinates these assemblies with the Area whose bid is accepted. Working closely with the RD on what is required.
9. Attends the CAR assembly.
10. Assists the RD in planning and facilitating the post Conference Report to the RSC.
11. Attends the WSC, assisting the RD to perform his/her duties and to act as the representative of the Northern California Region when RD is not on the floor of the WSC.

V. Committees

Additional requirements of Subcommittee Chairs, Vice-Chairs, and Coordinators are set by the RSC through approval of those Subcommittee Guidelines. Copies of any Subcommittee Guidelines can be obtained from Subcommittee Chairs, Vice-Chairs, Coordinators, or the RSC Vice-Chair. The established Subcommittees of the RSC are: Hospitals and Institutions (H&I), Public Relations (PR), and Convention Committee (NCCNA). For the purposes of these Guidelines the word "Committee" shall refer to the NCCNA Subcommittee, the H&I Chair and Vice Chair and PR Coordinator positions, and the RSO BOD.

1. The RSC oversees Committees and Coordinating positions that provide specific services to the Northern California Region of Narcotics Anonymous.
2. The RSC shall maintain and support Committees to provide, (and help Areas provide) services in the areas of Hospitals & Institutions (H&I), Public Relations (PR), as well as a Northern California Convention Committee (NCCNA).
3. New Committees and Coordinating positions may be created by a two-thirds (2/3rds) majority vote of the RSC.
4. Committees shall operate under Guidelines approved by the RSC.
5. The RSC Guidelines shall prevail in any Guideline conflicts.
6. Committee Chairpersons, Vice Chairpersons, and Coordinators (except the RSO Board) shall be elected by the RSC.
7. Committees will elect a candidate for nomination to the RSC.
8. The RSO shall elect its own President and Vice President.
9. No Committee Chairperson, Vice Chairperson or Coordinator may hold a voting position at an ASC.
10. All other positions shall be filled at the Committee level.
11. The RSC Admin Committee shall send one of its members to all Subcommittee, Working Group and RSO BOD meetings, to represent the interests of the RSC.
12. The RSC's representative will be a non-voting member of the Committee on which they sit.

Subcommittee Chairs/Coordinators

1. The H&I Chair and PR Coordinators are RSC participants.
2. Shall attend all Committee meetings.
3. Shall attend all RSC meetings.
4. H&I Chair shall submit a written report to the RSC.
5. PR Coordinator shall submit a written report to the RSC.

Subcommittee Vice Chairs

1. The H&I Vice Chair is an RSC participant.
2. The Vice-Chair shall attend the RSC and assist the Chair to perform his/her functions and submit a written report to the RSC in the case of the Chair's absence.
3. Shall attend all Committee meetings.
4. Shall attend all RSC meetings.

5. Assist the Chairperson in carrying out their functions.

NCCNA Representative

1. The NCCNA Representative is an RSC participant.
 - a. Either the Chairperson or Vice Chairperson may represent NCCNA.
2. Consistent representation by one (1) or the other is desired.
3. Shall attend all NCCNA Subcommittee meetings.
4. Shall attend all RSC meetings.
5. Shall submit a written report to the RSC.

RSC Working Groups

RSC Working Groups are created to carry out short-term goals and/or projects for the RSC and are disbanded upon completion of their assigned task.

1. RSC Working Groups may be created by a two-thirds (2/3rds) majority of the RSC.
2. The RSC Chair shall appoint Working Group Chairpersons, unless directed otherwise by the RSC.
3. Because of their temporary status, Working Group Chairpersons are not granted voting privileges.
4. Chairpersons may make motions, at the RSC, directly related to their assigned task.
5. RSC Working Groups are expected to submit a written report to the RSC monthly, or on an as needed basis.
 - a. This report should include their progress to date, estimated completion date and their expenses both incurred and projected.
6. Chairpersons are required to submit a monthly progress report to the RSC.
7. Must submit complete expense reports.

Northern California Regional Service Office (RSO)

The RSO has been established, as a State of California 5013c Non Profit Corporation, to provide a base for all Regional services; to facilitate the sale and distribution of NA literature and other NA related merchandise and to act as financial overseer of the Northern California Convention of Narcotics Anonymous, as well as any RSC sponsored events sent to its Board of Directors.

RSO Board of Directors (BOD)

Membership Requirements

1. Requirements for BOD members are set by the RSO BOD and may not be waived by the RSC.
2. Minimum of four (4) years continuous clean time.
3. Qualification, or election, by the RSC.
 - a. "Direct Elect" seats will be automatically seated at the BOD; after RSC qualification.
 - b. "Pool" seats must qualify at the BOD meeting for possible seating as a member.

Seating of RSO BOD Members

1. The only source of nominees for election by the Board shall be the RSO pool, which is provided by the RSC.
2. Each year in May, the RSO BOD elects qualified candidates, from the pool, to fill any vacant seats.
3. BOD members are elected from the pool for two (2) year terms.
4. Candidates may remain in the pool for up to one (1) year from qualification.
5. The BOD shall fill any "mid term" vacancies that occur on the BOD.
6. Individuals that are elected to fill mid-term vacancies on the BOD are to serve on the RSO Board for the duration of that term only.

RSC Responsibilities to the RSO BOD

1. The RSC is responsible for providing a "pool" of qualified people to serve on the BOD. The RSC is also responsible for filling three (3) "Direct Elect" seats on the BOD.
2. "Direct Elect" candidates will be automatically seating on the BOD for a term of one (1) year beginning in June.
3. No one may be elected to serve on the RSO BOD that has not been approved by the RSC.
4. Qualification, and election, to "Direct Elect" BOD positions will take place, at the RSC, whenever a BOD "Direct Elect" seat becomes open.
5. Qualification and election to the BOD pool will take place at the RSC.
6. There is no limit to the number of qualified candidates in the BOD pool.
7. If at any time the number of candidates in the pool drops below two (2) the RSC Chair will announce the need for pool members at every RSC.
8. The RSC Admin Committee will send one (1) of its members to represent the interests of the RSC representative at the BOD.
9. The RSC will work with the Board each January to audit the RSO bank account(s).
 - a. The team will consist of at least one (1) member of the RSO Board, one (1) member of the RSC Admin, and one (1) Area RCM.

RSO BOD Responsibilities to the RSC

1. The RSO Board President shall submit a monthly written report to the RSC.

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- a. This report should contain current information on the current status of the RSO.
- b. A detailed income and expense report; without disclosing confidential personnel matters.
- c. Any vacancies that are anticipated, or that occur.
2. The BOD will provide the RSC with a copy of the RSO BOD's Annual Report by October of each year.
3. The BOD will notify the RSC of any Board elections that have been conducted and will provide the RSC with the results of those elections.
4. The RSO will work with the RSC each January to audit the RSO bank account(s).
 - a. The team will consist of at least one (1) member of the RSO Board, one (1) member of the RSC Admin, and one (1) Area RCM.

Regional Nominations Panel

The RSC shall empanel a working group of four (4) persons in January of Each year to serve as a Regional Nominations Panel (RNP). This panel shall conduct themselves subject to the approved RNP Guidelines and shall automatically be disbanded at the close of the June RSC.

1. The RSC Chair shall present a slate of four (4) persons for consideration by the RSC; with the expectation that this slate be adopted by a two-thirds (2/3rds) vote of the RSC. In the event the slate is not adopted, the RSC Chair may provide alternate names to the RSC, or an election may be held to fill the panel in accordance with the election procedures in this document.
2. Although the RNP Leader does not have a "vote" on RSC business, the RNP leader shall be allowed to make and/or second nominations to elected positions on behalf of the RNP. The RNP leader will also be allowed to make or second any motions at the RSC directly related to their assigned task.
3. The RNP Leader is to submit a written report to the February, March, April, May, and June RSC on the status of the group's progress. Neither this report, nor any other communications outside the RNP, shall contain specific names of nominees considered or the status of their consideration. The June report from the RNP leader shall contain an assessment of the Panels process and procedures, as well as recommendations for the following year's panel.

VI. Operational Guides

Business Operations

RSC business meetings shall be conducted in accordance with the spirit of the 12 Traditions, the 12 Concepts for NA Service, the RSC Guidelines, the RSC approved Motion Table, and the Robert's Rules of Order. If there is a conflict, the RSC Guidelines and the RSC approved Motion Table will always take precedence over Robert's Rules of Order.

Attendance

All members of NA are welcome to attend RSC meetings, its Subcommittees and Admin Committee meetings as observers. NA members are encouraged to channel their communication through their RCMs. Visitors may be recognized to speak, at the discretion of the RSC Chair.

1. An Area shall be represented by its elected/appointed RCMs at all RSC meetings.
2. If an Area is not represented at two (2) consecutive meetings the RD will attempt to communicate with the Area.
3. The RSC Chair will send a letter to that ASC, notifying them that they are considered an Inactive Area.
 - a. An Inactive Area is no longer counted as part of the RSC Quorum.
 - b. An Inactive Area becomes active once its representative attends an RSC meeting.
4. RSC Admin Committee members shall attend all RSC meetings.
5. In the event that an Admin Committee member cannot attend, the RSC Chair shall be notified in advance.
6. If any Admin Committee member misses two (2) consecutive meetings, the presiding officer shall bring the matter before the RSC for review.
7. The H&I Chair and Vice Chair, and PR Coordinators and the NCCNA representatives shall attend all RSC meetings.
8. In the event that an H&I, PR, or NCCNA representative cannot attend the RSC Chair shall be notified in advance.
9. If the H&I Chairperson, PR Coordinator, or NCCNA Chairperson is absent for two (2) consecutive meetings, the presiding officer shall bring the matter before the RSC for review.
10. The RSO BOD President shall attend all RSC meetings.
11. If the RSO BOD President is not absent for two (2) consecutive meetings, the RSC Chair shall send a letter to the RSO notifying them of their non-compliance and shall bring the matter before the RSC Admin Committee for review.

Minutes

1. The RSC minutes should include an accounting of all RSC proceedings including:
 - a. An RSC attendance list.
 - b. All written reports submitted by RCMs, Admin members, Subcommittee Coordinators and Chairpersons, and the RSO representative.
 - c. A list of Area and Regional Forum topics.
 - d. A complete accounting of all Old and New Business.

Travel and Expenses

The RSC Admin Committee has been charged by the RSC with coordinating and approving all travel related to routine RSC Admin, as well as non-routine travel for fellowship development, project work groups, presentations etc. Our Eleventh Concept for NA Service tells us that: *“NA funds are to be used to further our primary purpose, and must be managed responsibly.”* In light of this direction, the Admin Committee shall take care to look for savings and obtain the best rates possible for approved travelers, always looking for ways to conserve NA funds. Taking advantage of lowest airfares for early ticket purchases and group rates or early registrations for lodging is expected and only those expenses approximating prevailing room and flight rates will be reimbursed. Wherever feasible, the Admin Committee will reimburse travelers at fifty percent (50%) of hotel room costs to encourage room sharing as a means of minimizing travel expenses. Carpooling will also be an encouraged practice. However, in cases where room sharing or car pooling is not practical due to exigent circumstances, the Admin Committee may, at their discretion, reimburse one-hundred percent (100%) of hotel room or mileage expenses for authorized travelers.

Following are the specific policies for travel and expense reimbursement by the RSC Admin Committee:

1. The RSC Admin Committee, PR & H&I Coordinators, RSC Working Groups or travelers approved by the Admin Committee for the fulfillment of Approved tasks/projects may receive travel, copying, mailing and telephone reimbursement.
2. The Admin Committee shall regularly provide the RSC with written reports detailing all approved traveling expenditures, including the names of the approved travelers and a brief description of the purpose or nature of the event.
3. All Regional Committee Members may receive reimbursement for travel expenses, as authorized by the RSC Admin Committee, on an “as needed” basis.
4. Any RSC participant may submit reimbursement requests for hotel expenses on trips authorized by the Admin Committee of more than two-hundred-fifty (250) miles round trip or when return home is not feasible in the estimation of the Admin Committee.
5. Approved Travel funds may be disbursed in advance; however the person traveling must sign a cash advance voucher, thereby acknowledging understanding of the NCRSC Theft Policy.
6. All “special accommodations” (first-class airfare, room upgrades, room service, car rental etc.) must be paid by the traveler. Additionally, interested members of the fellowship, family and friends may travel with authorized traveler(s) to service meetings or events. However, the RSC will only pay for the authorized traveler(s) expenses.
7. Hotel room expenses are generally reimbursed at fifty percent (50%) per authorized traveler to encourage room sharing where practical. However, the RSC Admin Committee may, at its discretion, approved reimbursement of one-hundred percent (100%) hotel room expenses if room sharing is not practical or feasible.
8. Hotel reimbursement for the WSC, due to its extended duration and demanding nature, shall be reimbursable at one-hundred percent (100%) for each authorized traveler.
9. Air travel arrangements will be made on the basis of cost.
10. Accommodations will be made on the basis of convenience to the event and cost.
11. Ground transportation (bus, taxi, etc.) from the airports to hotels and parking for personal car at the airport or hotel is reimbursable.
12. Travel by auto will be reimbursed at a rate of forty-five (\$.45) cents per mile. Bridge tolls are also reimbursable with a receipt.
13. Per Diem for traveling outside the Northern California Region will be paid at fifty dollars (\$50) per day.
14. Any Nominee standing for election to a Regional service position that has been nominated by the Regional Nominations Panel shall be eligible for reimbursement for mileage associated with attending the RSC for qualification.

Disbursement of RSC Funds

1. The RSC reimburses expenses that have been specified by the RSC.
2. A completed RSC Funding/Reimbursement Request Form and accompanying receipts must be submitted to the RSC Treasurer.
 - a. A piece of paper simply listing expenditures is not acceptable.
 - b. Receipts are not necessary for reimbursement for auto travel; however travel must be itemized, with miles driven, from departure point to destination.
 - c. Other mileage for personal reasons (restaurants, visits, etc.) is not reimbursable.
3. All RSC checks and cash withdrawals shall require two (2) signatures.
 - a. Checks should be made payable to vendors and/or businesses whenever possible.
4. Cash withdrawals must be reported to the RSC.
 - a. It is not normal practice to make cash withdrawals. This should be avoided if at all possible.
5. All regular monthly operating expenses will be paid. No approval is needed.
 - a. All other expenses must be approved on the floor of the RSC.
6. A decision to “encumber” funds can only be made by the RSC.
7. After paying expenses, funds that exceed the established operational reserve will be sent to the WSC, c/o the WSO, in the form of a donation.

8. The Region will donate, on a monthly basis, a token donation of one hundred dollars (\$100) when the operational reserve is below one-twelfth (1/12) of the annual budget, to the WSC c/o WSO to fulfill our primary purpose on a World level.

Theft Policy

The 11th Concept for NA Service establishes the sole, absolute priority for the use of NA funds: "to further our primary purpose". The 11th Concept gives the RSC a mandate from the NA Groups that calls for total financial accountability. With this in mind any misuse of funds by Regional trusted servants must not be tolerated. Should any RSC participant, or Regional trusted servant be found to have misappropriated, or misused RSC funds, the presiding officer of the RSC shall, immediately, upon calling the RSC meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

RSC Action

1. The RSC, once informed of an alleged misuse of funds, may remove the individual(s) involved "with cause" by a two-thirds (2/3rds) vote.
 - a. Should the RSC remove a member with cause, said individual(s) participation within the RSC is immediately terminated.
2. Any member removed by the RSC for misappropriation, or misuse, of funds may not hold an elected seat on the RSC or its Subcommittees for a period of two (2) years.

Restitution

Individuals removed for misappropriation of funds are expected to make full restitution. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the RSO BOD.

VII. Voting Procedures

Quorum

1. A quorum must be established prior to conducting any Old or New Business.
2. A quorum shall be a minimum of two-thirds (2/3rds) of Active Areas. Once a quorum has been established it will be assumed that a quorum still exists throughout the meeting.
3. Anyone sensing a lack of a quorum may request a "roll call" during the business session.

Motions

1. Any RSC participant (except the presiding officer) may make, second or speak to motions.
2. All motions made during business session must be in writing.
3. Copies of all "New Business" motions will be distributed prior to the start of business.
4. Once a motion is made a "second" will be necessary before any discussion will be allowed.
5. Secondary motions to amend, substitute, refer, or table a motion, may be made any time prior to voting on a motion, unless the question has been "called".
6. Any motion or resolution that would alter the RSC Guidelines and/or the RSC Motion Table will be submitted in writing, as they will appear if approved, including location in the affected Guidelines, and be accompanied by the intent of the motion.
 - a. Read during New Business and seconded.
 - b. After discussion all motions affecting the Guidelines will be tabled for thirty (30) days.
 - c. These motions may be "referred" to a Committee or Board for their input,
7. All tabled motions will appear in "Old Business" the following month, or as specified.

Voting

1. All RSC participants (except the presiding officer) may vote on all motions that are considered to be RSC business and/or operations:
 - a. Elections.
 - b. All motions that have not been referred specifically to Areas.
 - c. RSC motions submitted for inclusion in the CAR.
2. Only RCMs may vote on motions that are not considered RSC business and/or operations:
 - a. Motions that have been specifically referred, by vote or ruling, to the ASCs.
3. A two-thirds (2/3rds) majority of RSC participants present and eligible to vote shall be required to pass any and all motions pertaining to the Guidelines or Policies of the RSC.
4. A simple majority of RSC participants present and eligible to vote shall be required to pass any and all main motions.
 - a. A simple majority is defined as fifty percent (50%) plus one (1).
5. Eligible to vote shall be defined as all participants accounted for during the most current roll call of the RSC.
6. All votes (except Elections) will be counted by a showing of hands.
7. Elections shall be conducted by written ballot.
8. Any RSC participant may request a "Roll Call Vote" at any time.
 - a. Roll Call votes must be accurately recorded in the meeting minutes.

9. All votes (including abstentions) shall be counted.
10. If the body demonstrates the lack of a clear group conscience, the Chair, with the support of the Body, may re-open debate on motions.

RSC Elections and Qualifications

1. RSC qualifications will take place at 5:00pm.
2. Anyone wishing to qualify must fill out an RSC Service Resume.
3. Resumes will be made available at the RSC or by emailing the RSC Secretary.
4. All candidates must reside within the boundaries of the Northern California Region of Narcotics Anonymous.
 - a. If a Regional trusted servant moves outside of the Northern California Region they must notify the RSC so that it may be determined if this will be detrimental to the efficient providing of services.
5. A candidate must receive a simple majority to be elected or qualified.
6. All elections will be conducted by written ballot.
7. A ballot will be taken on the day the candidate qualifies.
8. Exception for early qualification is at the discretion of the RSC.

Regular RSC Elections

1. All regular RSC elections will take place annually in June, except NCCNA.
 - a. The NCCNA Subcommittee Chair and Vice-Chair will be elected when presented, at the beginning of the Convention cycle, by the Subcommittee.
2. No one may serve in any one (1) position for more than two (2) consecutive terms.
 - a. A term is defined as seven (7) or more months of an existing RSC cycle (July thru June).
3. Terms for all RSC Admin positions shall be for one (1) year.
4. Terms for Coordinators, Chairs, and Vice-Chairs of established RSC Subcommittees shall be for one (1) year.
5. Terms for PR Coordinators shall be for two (2) years.
6. Outgoing RSC trusted servants are expected to attend the two (2) RSC meetings following the end of their terms in order to act as an advisor to the trusted servant taking over their position; and to help in forming the RSC budget for the following year.
7. Terms of office for the three (3) Direct Elect seats on the RSO BOD shall be one (1) year.

Nominations Process

1. Nominations will be for individuals only. No slate of names may be nominated. However, the RNP may present, for informational purposes only, a list or "package" of all persons being nominated by the Panel.
2. A person does not need to be present at the time of nomination.
3. An RSC participant or the RNP Leader must make nominations and seconds.
4. A person will be considered a "nominee" once a written nomination form has been submitted.
 - a. A person may accept and/or decline nominations for as many positions or seats as he/she desires.
5. It will be moved to "close nominations" for each position seat individually.

Regular RSC Qualifications to the RSO Pool

The RSC qualifies candidates for the RSO BOD. Once the RSC has qualified a candidate that person will present himself or herself at the next BOD meeting where they may or may not be seated by the BOD.

1. RSC elections to the Pool may take place at any RSC meeting.
2. Individuals elected to the Pool will remain in the Pool for a period of one (1) year.
3. Candidates must qualify at the RSC meeting.
4. Minimum of four (4) years continuous clean time.
5. Has read and has an understanding of the RSO Bylaws.

RSC Direct Elections to the RSO BOD

Each year in May the RSC directly elects three (3) members to serve on the RSO BOD. The RSC requirements for the BOD seats are set by the RSC.

1. RSO Direct Elect terms run from June thru May.
2. Direct Elect seats filled after May will be for the remainder of that term.

RSC Requirements

1. Minimum of four (4) years continuous clean time.
2. Has read, and has an understanding of the RSO Bylaws.

Regular RSC Qualifications to the NCCNA Subcommittee

The RSC qualifies candidates to sit on its Northern California Regional Convention Committee. After being qualified at the RSC candidates will present themselves at the next NCCNA meeting where they may or may not be seated by the NCCNA Committee where they may or may not be elected at that time by the NCCNA Committee. Any candidate not elected at that time by NCCNA will be placed into a NCCNA 'pool' to be considered, along with any newly qualified candidates, for positions should the need arise. Candidates will remain in the pool for remainder of the Convention cycle.

1. RSC qualifications to the NCCNA Subcommittee may take place at any RSC meeting, if an open seat on NCCNA is available.
2. Candidates must have a minimum of three (3) years continuous clean time.

Interim Elections

Interim elections may be held to fill seats or positions that either remains vacant following regular elections or that becomes vacant in mid-term.

VIII. Election Process

1. A simple majority of those eligible to vote will be required to elect a candidate.
2. RSO pool members; (vote for as many nominees as you wish).
3. RSC Admin, Chairs and Vice-Chairs of established Subcommittees and PR Coordinators; (vote for one (1) candidate for each position).
4. RSO Direct Elect BOD seats: (vote for three (3) candidates).
5. If there is only one (1) candidate due to a lack of nominees, the choice is then to fill or not to fill that position at this time.
6. The RSC may choose to leave any seat or position vacant. Nominations shall remain open, as a matter of Old Business until all seats and positions are filled.
7. If more than two (2) candidates are running for one (1) position and no one receives at least a simple majority of those eligible to vote, a run-off election will be conducted between the two (2) individuals receiving the most votes.

Removal/Suspension of Participants

1. Trusted servants elected/appointed to serve the RSC or any of its Subcommittees may be recalled or removed, for cause, by a two-thirds (2/3rds) majority of RSC.

GRIEVANCE PROCEDURE:

Any member of the RSC, or directly affected by the actions of the RSC, may petition for redress of personal grievance. A petition for redress should be in the form of a written letter to the RSC Chair, from the person seeking redress, and should concisely state the reason for which redress is being sought. The RSC Chair will then distribute this letter to the RSC, and the RSC shall indicate, by vote or consensus, whether the body will hear the grievance. Should, the Body vote to hear the grievance a specific amount of time should be allotted for discussing the issue. At this time the petitioner may state his/her grievance, express what redress he/she would like to have taken and answer any questions the body may have. If the redress concerns the actions of specific trusted servants, it would be appropriate to allow those trusted servants to respond. After all parties have had an opportunity to speak and/or the allotted time has expired, the RSC shall return to its regular agenda unless a motion is made to suspend the order of the day for the purpose of continuing discussion or to take corrective action. Individual members of the fellowship who are not participants of the RSC and/or directly affected by the actions of the RSC should not use grievance procedures. These members should express their concern through their respective RCMs or ASCs.

Inventory Procedure

An inventory will be conducted in each odd year in the month of May. The following will be the focus of the inventory:

1. How well has the Regional Committee done the prior two (2) years at serving the Areas, and how can it better serve them in the coming years?
2. How well has the Regional Committee served the larger NA community, and how can the Committee better serve the community-at-large?
3. How well has the Regional Committee done at supporting NA's Regional and World Services? How can the Region provide better support for these services?

The RSC Admin Committee shall inform the RSC of the necessary preparation for the inventory process in February of each odd year as follows:

1. RCMs, Admin, and Subcommittees will take a fearless, searching look at their work over the last two (2) years and come to the inventory session prepared to review their roles on the Committee.
2. RCMs should spend time with their ASCs considering what needs might be addressed by the RSC in the next two (2) years and come to the inventory session with ideas in hand.
3. Admin members and Subcommittees members should take the time to look at the make-up of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire RSC.
4. Perhaps, more importantly, all RSC participants should make an extra effort to prepare themselves spiritually to make the most of the Regional inventory meeting.
5. Having conducted a Regional inventory, all RSC participants will bear the responsibility to insure that needed changes take place.