

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 NCRSC 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 NCRSC 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 1/12 of the annual budget each.
7. To provide funding for the Administrative 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, WSF, NCRSC Administrative Committee meetings and any Intra-Regional or Inter-Regional service events, as specified by these Guidelines.
9. To establish and support a Public Information (PI) Committee, which is directly accountable to the RSC. Their purpose shall be to provide information to the public about NA and it's efforts.
10. To establish and support a Hospitals and Institutions (H&I) Subcommittee, which is directly accountable to the RSC. 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) Subcommittee, which is directly accountable to the RSC. Their purpose is to coordinate an annual convention.
12. To establish a Northern California Regional Service Office (NCRSO) Board of Directors, which shall be directly accountable to the RSC. Their purpose shall be to manage the Regional Service Office and to facilitate the sales of NA literature and merchandise.
13. To sponsor "Conference Agenda Report" Regional Assemblies prior to the WSC, in accordance with the Conference Agenda Report 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 NCRSC and its committees. The NCRSC shall be comprised of:

1. Two (2) Regional Committee Members (RCM) from each recognized Area Service Committee (ASC) within the Northern California Region
2. An Administrative Committee consisting of a Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Delegate and Regional Delegate Alternate, two H&I Chairperson, H&I Vice Chairperson, two

(2) PI Coordinators, NCCNA Chairperson and RSO Board President, the NCCNA Subcommittee, and the NCRSO Board of Directors.

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 NCRSC 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 Area Service Committee may elect or appoint two (2) Regional Committee Members.
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 Administrative Committee shall be comprised of seven 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 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 RD Alternate shall serve for terms of two years beginning in July.
5. Shall serve in an advisory capacity for an additional two 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 NCRSC Guidelines “as needed” and will submit drafts to the RSC.
 - a) NCRSC Guidelines must meet with approval of a two-thirds 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.

Requirements

CHAIR

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

Duties:

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

VICE CHAIR

Requirements:

1. Meet 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.
2. Attends all NCRSC 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 Chairperson'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:
6. RSC guidelines
7. Subcommittee guidelines
8. RSC motion table
9. 12 Concepts for NA Service
10. A Guide to Local Services
11. Is a co-signer on all NCRSC bank accounts
12. Submit a monthly written report to the RSC

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 and a required minimum of two years clean.

1. Meets all general requirements
2. Clerical skills necessary to carry out duties.
3. Minimum 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 NCRSC meeting.
4. Types and distributes NCRSC minutes for distribution, at least 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, 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 NCRSC Roster monthly.
9. . Maintain a current RSC Motion Log containing:
10. "Passed" motions only.
11. Guideline changes highlighted in bold faced type
12. 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). 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.
13. Provide and maintain monthly Regional Activities Calendar.
14. Is responsible for maintaining NCRSC archives, kept at the NCRSO.
15. Submit a monthly written report to the RSC

TREASURER:

Requirements:

1. Meets all general requirements.
2. Accounting skills necessary to maintain accurate RSC financial records.
3. Minimum 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 NCRSC 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. Meet all general requirements
2. Accounting skills necessary to maintain accurate RSC financial records.
3. Minimum 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 NCRSC elects an RD, it delegates a vote of confidence for him/her to act as the voice of the RSC and as a World Service Conference (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 Conference Agenda Report (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 NCRSC 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 full year.
3. It is suggested that he/she have previous experience at the RSC as the NCRSC RD-Alt.
4. Minimum 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 Western States Forum and all Inter-Regional service events, as directed.
5. Attends all World Service Conference Meetings.
6. Facilitates and plans all Conference Agenda Report (CAR) assemblies.
7. Assemblies shall be held within sixty (60) days of the World Service Conference.
8. Submit to the RSC, in February, a written draft of an NCRSC Report to the WSC for input and approval.
9. Submit approved report to the WSC for the March Conference Report. This report will contain:
10. Information on the growth and development of this Region since the last World Service Conference.

11. Attends the WSC as the Representative of the Northern California Region, and as a Delegate to the WSC.
12. Plans the content and facilitates a conference report to the RCMs, following the WSC to report on the actions of the WSC.
13. Makes available, copies of all WSC Committee Reports, the Conference Report and the WSO Annual Report to all RSC Participants.
14. Maintains a complete set of WSC archives from preceding two years that will be passed on to the new RD upon his/her election.
15. Provides copies, to any member, upon request, of any portion of the WSC archives, at that member's expense.
16. Is a co-signer on all NCRSC bank accounts.

REGIONAL DELEGATE ALTERNATE: (RD-ALT)

The selection of an RD-Alt is also important. This position allows the RSC to base future selections of RDs on the past performance of the person elected as RD-Alt. 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 NCRSC 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 full year.
3. Minimum of four (4) years clean.

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 Western States Forum/Inter-Regional service events as directed.
6. Attends World Service Conference Meetings.
7. Coordinates the bid process from Areas interested in holding the Conference Agenda Report Assembly.
8. Coordinates these Assemblies with the Area whose bid is accepted. Working closely with the RD on what is required.
9. Attends the Conference Agenda Report 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 and Vice-Chairs are set by the RSC through approval of those Subcommittee Guidelines. Copies of any subcommittee Guidelines can be obtained from Subcommittee Chairs or Vice-Chairs or the RSC Vice-Chair. The established Subcommittees of the RSC are: Hospitals and Institutions (H&I), Public Information (PI) and Convention Committee (NCCNA).

For the purposes of these guidelines the word "committee" shall refer to the H&I and NCCNA subcommittees, PI Coordinator positions and the NCRSO Board of Directors.

1. The NCRSC 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 Information (PI), as well as a Northern California Convention committee (NCCNA).
3. New committees and coordinating positions may be created by a 2/3 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 and Vice Chairpersons (except the NCRSO Board) shall be elected by the RSC.
7. Committees will elect a candidate for nomination to the RSC.
8. The NCRSO shall elect its own President and Vice President.
9. No committee Chairperson, Vice Chairperson or Coordinator may hold a voting position at an Area Service Committee.
10. All other positions shall be filled at the committee level.
11. The RSC Administrative Committee shall send one of its members to all Subcommittee, Working Group and NCRSO BOD meetings, to represent the interests of the NCRSC.
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 Subcommittee Chairs and PI Coordinators are RSC Participants. Shall attend all committee meetings
2. Shall attend all RSC meetings
3. H&I Chairperson shall submit a written report to the RSC
4. PI 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/Coordinator 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 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 2/3 majority of the RSC.
2. The RSC Chairperson 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 (NCRSO)

The NCRSO 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 NCRSC sponsored events sent to its Board of Directors.

NCRSO Board of Directors (BOD)

Membership Requirements

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

SEATING OF NCRSO BOD MEMBERS

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

NCRSC Responsibilities To the NCRSO Board of Directors

1. The NCRSC is responsible for providing a "pool" of qualified people to serve on the BOD. The NCRSC is also responsible for filling three (3) "Direct Elect" seats on the BOD. Direct

2. 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 NCRSO Board of Directors that has not been approved by the RSC
4. Qualification, and election, to a "Direct Elect" BOD positions will take place, at the RSC, whenever a BOD direct elect seat becomes open.
3. Qualification and election to the BOD "pool" will take place, at the RSC,
5. There is no limit to the number of qualified candidates in the BOD pool.
6. If at any time the number of candidates in the pool drops below two (2) the RSC Chairperson will announce the need for pool members at every RSC 4. The RSC Administrative Committee will send one of its members to represent the interests of the RSC Representative at the BOD.
7. The NCRSC 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 NCRSC Admin and one Area RCM.

NCRSO BOD Responsibilities to the NCRSC

- 1) The NCRSO Board President shall submit a monthly written report to the NCRSC. This report should contain current information on the current status of the, NCRSO
- 2) A detailed income and expense report; without disclosing confidential personnel matters
- 3) Any vacancies that are anticipated, or that occur.
- 4) The BOD will provide the RSC with a copy of the RSO BOD's Annual Report by October of each year.
- 5) 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.
- 6) The NCRSO will work with the NCRSC each January to audit the RSO bank account(s).
- 7) The team will consist of at least one (1) member of the RSO Board, one (1) member of the NCRSC Admin and one (1) Area RCM.

VI. OPERATIONAL GUIDES

BUSINESS OPERATIONS:

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

ATTENDANCE:

All members of NA are welcome to attend NCRSC 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 Chairperson.

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

MINUTES:

1. The NCRSC 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 chairpersons and the NCRSO representative
- c. A list of Area and Regional Forum topics.
- d. A complete accounting of all Old and New Business.

TRAVEL AND EXPENSES:

We should always exercise prudence in spending NCRSC funds by obtaining the best rates possible, always looking for ways to conserve and protect NA funds. Taking advantage of lowest airfares for early ticket purchases and group rates or early registrations for lodging is expected.

It is also the duty of the NCRSC, following the spirit of the 12 Traditions and Concepts for Service, to insure that any service position is always open to all.

- 1. Approved Travel funds may be disbursed in advance, according to budgetary guidelines
 - a. The person traveling must sign a Cash Advance Voucher.
- 2. 2 Prevailing room and flight rates will be reimbursed
- 3. All “special accommodations” (first-class airfare, room upgrades, room service, car rental etc.) must be paid by the traveler.
- 4. Interested members of the fellowship, family and friends may travel with authorized traveler(s) to service meetings or events.
 - a. The NCRSC will only pay for the authorized traveler(s) expenses. Expenses for guests will not be paid for by the NCRSC.
- 5. The Admin Committee and Subcommittees:
- 6. 1.Receives travel, copying, mailing and telephone reimbursement on an “as needed basis.

Intra-Regional Travel:

- 1. Travel by auto will be reimbursed at a rate of thirty-five (\$.35) cents per mile.
- 2. RD and RD-Alt. may submit reimbursement requests for expenses on trips of more than 300 miles; or when return home is not feasible.
- 3. Perdiem will be paid at a rate of forty dollars (\$40) per day

Inter-Regional Travel:

- 1. Mileage reimbursement is) thirty-five cents (.35) per mile.
- 2. Air travel arrangements will be made on the basis of cost.
- 3. Accommodations will be made on the basis of convenience to the event and cost.
- 4. Ground transportation (bus, taxi, etc.) from the airports to hotels and parking for personal car at the airport or hotel is reimbursable.
- 5. Perdiem of forty dollars (\$40.00) per day will be provided.

DISBURSEMENT OF NCRSC FUNDS:

- 1. The NCRSC reimburses expenses that have been specified by the NCRSC
- 2. A completed “NCRSC Funding/Reimbursement Request Form”, and accompanying receipts must be submitted to the NCRSC 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 NCRSC checks and cash withdrawals shall require two 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 \$100 when the operational reserve is below 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 NCRSC 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 NCRSC participant, or regional trusted servant be found to have misappropriated, or misused NCRSC funds, the presiding officer of the NCRSC shall, immediately, upon calling the NCRSC 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.

NCRSC ACTION:

1. The NCRSC, once informed of an alleged misuse of funds, may remove the individual(s) involved "with cause" by a 2/3 vote.
 - a. Should the NCRSC remove a member with cause, said individual(s) participation within the NCRSC is immediately terminated.
2. Any member removed by the NCRSC for misappropriation, or misuse, of funds may not hold an elected seat on the NCRSC 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 NCRSO Board of Directors.

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 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 NCRSC Guidelines and/or the NCRSC 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 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 NCRSC business and/or operations:
 - a. Elections
 - b. All motions that have not been referred specifically to Areas.
 - c. NCRSC motions submitted for inclusion in the Conference Agenda Report.
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 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 50% plus one.
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
 - a. Elections shall be conducted by written ballot
7. Any RSC Participant may request a "Roll Call Vote" at any time

- a. Roll Call votes must be accurately recorded in the meeting minutes.
- 8. All votes (including abstentions) shall be counted.
- 9. If the body demonstrates the lack of a clear group conscience, the Chairperson, with the support of the body, may re-open debate on motions.

NCRSC ELECTIONS & QUALIFICATIONS

- 1. RSC qualifications will take place at 5:00pm
- 2. Anyone wishing to qualify must fill out an NCRSC 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.
 - a. Exception for early qualification is at the discretion of the RSC.

REGULAR NCRSC ELECTIONS:

- 1. All regular NCRSC 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 position for more than two consecutive terms.
 - a. A term is defined as 7 or more months of an existing RSC cycle (July thru June)
- 3. Terms for all NCRSC Administrative positions shall be for one (1) year
- 4. Terms for Chairs and Vice-Chairs of established NCRSC subcommittees shall be for one year.
- 5. Terms for PI 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 Direct Elect seats on the NCRSO Board of Directors shall be one year.

NOMINATIONS PROCESS:

- 1. Nominations will be for individuals only. No slate of names may be nominated.
- 2. A person does not need to be present at the time of nomination.
- 3. An RSC Participant 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 NCRSC QUALIFICATIONS TO THE NCRSO POOL:

The NCRSC qualifies candidates for the NCRSO Board of Directors. 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 Board of Directors.

- 1. NCRSC 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 year.
- 3. Candidates must qualify at the RSC meeting.
- 4. Minimum four (4) years clean time.
- 5. Has read and has an understanding of the NCRSO Bylaws

NCRSC DIRECT ELECTIONS TO THE NCRSO BOARD:

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

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

NCRSC REQUIREMENTS:

Minimum four (4) years

Has read, and has an understanding of the NCRSO Bylaws.

REGULAR NCRSC QUALIFICATIONS TO THE NCCNA SUBCOMMITTEE

The NCRSC 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.

1. NCRSC 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 three (3) years continuous clean time.

INTERIM ELECTIONS:

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

VIII. ELECTION PROCESS:

1. A simple majority of those eligible to vote will be required to elect a candidate.
2. NCRSO Pool members; (vote for as many nominees as you wish).
3. NCRSC Admin, Chairs and Vice-Chairs of established Sub-Committees and PI Coordinators; (vote for one candidate for each position).
4. NCRSO Direct Elect BOD seats: (vote for three candidates).
5. If there is only one candidate due to a lack of nominees, the choice is then to fill or not to fill that position at this time.
6. The NCRSC 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 candidates are running for one 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 individuals receiving the most votes.

REMOVAL/SUSPENSION OF PARTICIPANTS:

1. Trusted servants elected/appointed to serve the NCRSC or any of its subcommittees may be recalled or removed, for cause, by a 2/3rd's majority of NCRSC.

GRIEVANCE PROCEDURE:

Any member of the NCRSC, or directly affected by the actions of the NCRSC, may petition for redress of personal grievance.

A petition for redress should be in the form of a written letter to the NCRSC Chair, from the person seeking redress, and should concisely state the reason for which redress is being sought. The NCRSC Chair will then distribute this letter to the NCRSC, and the NCRSC 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 NCRSC shall return to it's 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 NCRSC and/or directly affected by the actions of the NCRSC 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-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 NCRSC administrative committee shall inform the NCRSC of the necessary preparation for the inventory process in February of each odd year as follows:

RCMs, Admin, and subcommittees will take a fearless, searching look at their work over the last two-years and come to the inventory session prepared to review their roles on the committee.

RCMs should spend time with their ASCs considering what needs might be addressed by the Regional Service Committee in the next two-years and come to the inventory session with ideas in hand.

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.

Perhaps, more importantly, all RSC participants should make an extra effort to prepare themselves spiritually to make the most of the regional inventory meeting.

Having conducted a regional inventory, all RSC participants will bear the responsibility to insure that needed changes take place.