



G.R.S.C.N.A.

**POLICY and
ADMINISTRATIVE
Guidelines for the**

**Georgia Regional
Service Committee of
Narcotics Anonymous**

2016-2017

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PREAMBLE: The GRSCNA Policy is the collaborative will of the Areas. It is a set of instructions, agreed upon by the Areas, by which the Region will conduct business on their behalf. The Region should only divert from its set policy in dire and/or time sensitive situations.

ARTICLE ONE: Purpose of the Region

The purpose of the Georgia Regional Service Committee of Narcotics Anonymous (GRSCNA) shall be to respond to the needs and collective conscience of its member areas.

GRSCNA supports and encourages the unity, welfare, and growth of the Georgia Region as part of a worldwide Fellowship.

ARTICLE TWO:

Definition and Function of the Region

The Regional Service Conference (RSC) is the communicative channel for a unified Fellowship, a tie that binds us together. The RSC serves as a link in the flow of communication from the member to the worldwide Fellowship, establishes a structure in which services and education are provided, and functions as a vehicle through which our Regional Fellowship and society can relate.

Boundaries of the Georgia Regional Service

At this time, this committee shall serve Areas that exist primarily within the boundaries of the State of Georgia, and whose member groups may extend outside the State of

Georgia. In some cases, this Region serves groups falling outside the State boundaries because the groups are in closer proximity to a service area in our region than they are to a service area of a bordering region.

ARTICLE THREE: Southeast Zonal Forum Guidelines

Mission Statement

The mission of the Southeast Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, "to carry the message of recovery to the still suffering addict", through service oriented discussions, workshops, events and task forces. The Southeast Zonal

Forum's primary function is to facilitate joint, multi-regional efforts, which serve our member regions, and is directly responsible to the Regional Service Committees within the zone.

- A. The Forum is primarily comprised of Regional Delegates, Alternate Delegates, Regional Trusted Servants and other interested members of the fellowship from within the geographical boundaries of the Southeast Zone.
- B. The Forum location will rotate among the participating regions according to the following schedule: Florida, Carolina, Georgia, Alabama/NW Florida, South Florida. The host Region is responsible for providing meeting space for the Forum.
- C. To accomplish its primary purpose, the Southeast Zonal Forum has established guidelines, which provide direction and accountability for its actions. These guidelines must be approved unanimously by the member Regions before being enacted, amended, added to, deleted or changed in any way.
- D. The Southeast Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as its guidepost!

- E. It is clear that this structure shall act as a subcommittee of the Regions and not as another level of service between the Regions and NAWS.
- F. The Southeast Zonal Forum will meet on the first weekends in January & June.

ARTICLE FOUR: Membership Qualifications

- A. In order for an Area to seek membership into GRSCNA the Area must demonstrate its ability to sustain itself by providing the following to the RSC at the time that it requests admittance to GRSCNA. The Area will send a representative to the Region notifying the Region that it is the intent of the Area to request admittance to the Region. The area representative will provide the Regional Secretary with a completed Area Report providing the name of the Chairperson (Area Facilitator), Vice-Chairperson (Alternate Area Facilitator), Secretary, Treasurer and the Area representative. A complete list of meeting and groups that are serviced by the Area will be attached. This report will be given to the body of the RSC after all other Area Reports have been given.
- B. During New Business, One of the Member Areas will make a topic to recognize the potential Area. In order for the Area to be recognized, consensus must be reached approving the Area's Recognition. At this time the Area representative will not have a voice on the floor (unless the Facilitator wishes) nor will they have voting privileges.
- C. During Old Business of the Second Consecutive RSC meeting that the Area representative attends, the Regional Facilitator will seek consensus to accept the Area as a member of the Region. Upon approval, the Area representative will have full voting privileges and be recognized as a Regional Committee Member (RCM).
- D. If a member Area misses two (2) RSC's roll calls (typically held at 5:00PM on Saturday of the RSC weekend) in a row, the Area will be removed from the Roll Call. Additionally, if this Area misses three consecutive RSC Roll Calls, they will have to petition the RSC for membership in the RSC. If the Area only misses two consecutive RSC's and attends the third RSC, they will retain their voting privilege. When the Area misses the third RSC, its meeting schedule will be removed from the Web Page.
- E. The Guide to Local Service will be utilized to explain the division of areas and inquire of any area dividing or forming if the prospective area followed the Guide to Local Service during their formation.

ARTICLE FIVE: Definition of Consensus

- A. **Consensus** is defined as the decision making process used by the RCMs (or RCMA in the absence of the RCM) in which discussion and compromise are used to reach agreement within the body of the RSC. For example, if a topic is introduced to change or create a policy/practice of the RSC and consensus is not reached, the policy/practice will continue as it currently stands or will not be implemented. See Article Seven E for the procedure used to come to consensus as utilized by GRSCNA.

ARTICLE SIX: Task Panels

Task Panels perform the work of the GRSCNA. Currently active are the following panels:

Administrative Panel, Convention Planning Panel, Hospitals & Institutions Panel & Public Relations Panel. Additional Individual Task Panels are formed as necessary. The Georgia Region Convention, Inc. was formed to take care of all legal issues concerning the convention.

A. Make up of Administrative Panel

The Administrative panel consists of the RSC Facilitator, RSC Co- Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Delegate, Regional Delegate Alternate, **Archivist/Policy Liaison**, Insurance Liaison.

B. Purpose of Administrative Panel

Serves the administrative needs of the Region and coordinates the RSC Meetings. It also deals with matters of financing the Regional needs, financial accountability, and coordinating service workshops throughout the Region.

1. Actively seeks and encourages the growth of NA in this Region by helping start new groups or meetings in desolate, remote, and isolated areas, cities, and towns throughout the Region. Another form of "Outreach" services that this panel performs is that of actively seeking and encouraging the growth of newly established Area Service Committees (ASCs) and the groups.
2. Acts as a troubleshooting committee for the Region and Member Areas.
3. Maintains a library of subcommittee handbooks, which will be available for use during the sub-committee portion of the RSC meeting on Saturday, and returned at the end of the meeting. These shall consist of 5 each of H&I, PR, and Phonenumber handbooks.

C. Requirements for nomination to the Administrative Panel - In addition to the requirements that a specific position has, the Administrative Panel has the following requirements and duties:

1. One year active participation in the GRSC, its panels, or an ASC within the Georgia Region
2. They should have a commitment to service, willingness and the resources to do the job as well as a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. The administrative Panel terms (two-(2) year terms) shall be nominated and elected in even-numbered years. RD & RDA elections will be held in the odd numbered years.

D. Administrative Panel Positions

1. RSC Facilitator:

- **Qualifications**
 - a. Four (4) years clean time
 - b. Service experience at the Region Level
- **Duties**
 - c. Arranges an agenda with input from the RSC
 - d. Handles RSC correspondence with the assistance of the Secretary
 - e. Facilitates the RSC Meetings and GSR Assembly
 - f. Co-signer of the RSC bank account

- g. Assists the RCMs to reach a consensus by helping the members explore various solutions to the particular situation
- h. Attends as many ASC meetings as possible
- i. Checks the Georgia Regional P.O. Box at least once a week or delegates this activity to appropriate regional trusted servant
- j. Shall facilitate biannual SEZF hosted by GA region at the CAR workshop

2. RSC Co-Facilitator:

- **Qualifications**
 - a. Three (3) years clean time
 - b. Service experience at the Regional level
 - c. Willingness to assume the Facilitator position at the conclusion of the Facilitator's term of office and upon RSC approval
- **Duties**
 - d. In the absence of the Facilitator, the Co-Facilitator shall perform the duties of the Facilitator
 - e. Co-signer of the RSC bank account
 - f. Attends as many ASC meetings as possible

3. Secretary

- **Qualifications**
 - a. Two (2) years clean time
 - b. Proficient with Microsoft Word – Latest Version
- **Duties**
 - c. Records all proceedings of RSC
 - d. Submits electronic copy of minutes of the RSC meeting to web facilitator to post on the RSC website and for deposit in the archives no later than two weeks following the RSC meeting. The Region will provide a printed copy of the minutes to any member Area that requests them. In the event of an Area's absence, minutes will be provided as requested.
 - e. The GRSC Minutes shall include the intent of all topics under New Business
 - f. Copies of the Topic Forms shall be issued to the Archivist and the Secretary
 - g. Verifies that content on Regional Website vis-à-vis minutes are accurate
 - h. Maintains a list of members desiring to receive copies of the RSC Minutes and provides minutes to non-participants at cost. Initial cost will be:
Annual Subscriptions: If picked-up at RSC - \$12.00 if mailed - \$30.00. Costs will be evaluated periodically and adjusted when appropriate. This does not supersede RSC Policy regarding distribution to Regional and Area Trusted Servants. **Note-**These figures are based on an average of complete minutes and current mailing costs.
 - i. Maintains an updated mailing list of all participants for inclusion in the RSM minutes. This mailing list will contain the e-mail address of all members whom

have e-mail addresses.

- j. Trains Alternate Secretary to assume the Secretary position
- k. Includes Administrative Panel meeting minutes in the Regional Minutes including announced scheduled meetings with time and locations
- l. Shall provide RD copies of minutes for distribution to members of the Southeastern Zonal Forum
- m. Co-signer of the RSC bank account
- n. Maintains, provides and updates orientation packages for the new RCMs
- o. Shall be at the SEZF to take minutes during the biannual CAR workshop in Atlanta and distribute minutes to all participating Regions

4. **Alternate Secretary**

- **Qualifications:**
 - a. One (1) year minimum clean time
 - b. Willingness to assume the Secretary Position at the conclusion of the Secretary's term of office and upon RSC approval
- **Duties:**
 - c. Performs the duties of Secretary in the Secretary's absence
 - d. Assists the Secretary in the performance of all duties
 - e. Attends all RSC meetings

5. **Treasurer**

- **Qualifications:**
 - a. Four (4) years clean time
 - b. Previous accounting experience
 - c. Proficient with Intuits QuickBooks – Latest Version in use by RSC
- **Duties:**
 - d. Custodian of the RSC bank account
 - e. Keeps an accurate record of all transactions of the RSC including receipts for income and disbursements
 - f. Insures that all RSC bills are paid in a timely fashion
 - g. Disburses funds as necessary in accordance with financial guidelines
 - h. Gives a written report of RSC financial status at each regular meeting; to be audited quarterly by members other than those on the bank signature cards.
 - i. Makes an annual financial report at the September RSC Meeting
 - j. Prepares a financial statement for the Region's WSC Report
 - k. Co-signer of the RSC bank account
 - l. Be prepared at any time to advise the RSC on specific and/or general financial condition
 - m. Trains Alternate Treasurer to assume duties
 - n. Remains in service for an additional quarter after the new Treasurer is elected to assist in the preparation of the annual financial report but is not required to attend the September RSC meeting
 - o. Renews the Regional Post Office Box annually in June of each year for the upcoming fiscal year

6. **Alternate Treasurer:**

- **Qualifications:**
 - a. Three (3) years clean time
 - b. Willingness to assume the duties of Treasurer at the end of the Treasurer's term of office and upon RSC approval
- **Duties:**
 - c. Performs duties of Treasurer in the Treasurer's absence.
 - d. Assists Treasurer in the performance of Treasurer's duties
 - e. Attends all RSC meetings
 - f. Co-signer of the RSC bank account

7. **Regional Delegate** - The Regional Delegate should be selected from the best-informed, most trusted, and most active members in order that they may serve their Region's needs and the needs of Narcotics Anonymous.

- **Qualifications:**
 - a. Five (5) years clean time
 - b. Previous service experience at the Regional level (i.e., RDA)
- **Duties:**
 - c. The primary responsibility of the RD is to work for the good of NA as a whole by providing communication between our Region and the rest of NA. Our RD is the Georgia Fellowship's link with the World Service Conference and the World Board. The RD provides communication between these service levels and the various Areas within the Region and other regions.
 - d. Attends all regular RSC meetings and as many ASC meetings as possible
 - e. Is a source of information and guidance in matters concerning the Twelve Traditions and the 12 Concepts
 - f. Participates at the World Service Conference and World Service meetings as the voice of the Region. When voting, the RD will vote the Group Conscience of the Region. Prior to the Conference, the RD shall obtain a vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the Georgia Region.
 - g. Acquires a working knowledge of WSC Parliamentary Procedures to better serve this Region at the World Conference
 - h. Submits the Bi-Annual Regional Report for the World Service Conference to the RSC for its approval
 - i. Makes the minutes of the World Service Conference and WSC Committees available to the Regional Panel Members and RCMs
 - j. Submits a written report of WSC activities at each RSC
 - k. Conducts a WSC Pre-conference agenda workshop at the Southeastern Zonal Forum and a Post-conference agenda workshop at the June RSC
 - l. The RD will attend all Southeastern Zonal Forums possible. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.
 - m. Add assembly information & responsibilities

8. **Regional Delegate Alternate:**

- **Qualifications:**

- a. Four (4) years clean time
- b. Willingness to become RD upon RSC approval at the following election
- **Duties**
 - c. In the absence of the RD, the RDA shall perform the duties of the RD
 - d. Is a source on information and guidance in matters concerning the Twelve Traditions and Twelve Concepts
 - e. Works closely with the RD in performing all duties
 - f. Attends the World Service Conference and World Level Service Functions
 - g. Attends as many ASC meetings as possible
 - h. The RDA will attend all Southeastern Zonal Forums possible. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.

9. Insurance Liaison

- **Qualifications:**
 - a. Four (4) years clean time
 - b. Experience at the Region level
 - c. Ability to use database/spreadsheet
- **Duties**
 - d. Receives information from groups and RCMs
 - e. Monitor and update database/spreadsheet
 - f. Handles correspondence between Insurance Agency and Groups/Areas concerning insurance application process and claims
 - g. Responsible for annual payment being submitted at **September** RSC

10. Archivist/Policy Liaison

- **Qualifications**
 - a. Four (4) years clean time
 - b. Access to an internet ready computer
 - c. Experience in converting documents, i.e. PDF and Word
- **Duties**
 - d. Is the custodian of the Georgia Regional Archives
 - e. Keeps a chronological record of GRSCNA minutes and Guidelines provided by all Board and Panels of GRSC and any Area minutes
 - f. Assists GRSC participants when searching the Archives as needed
 - g. The Archives shall be stored in a facility designated by the GRSCNA
 - h. Researches and responds to questions concerning policy at RSC meetings and makes necessary changes to policy to keep it current
 - i. Maintains and updates Policy guidelines annually with Topics in Force as needed and as provided by policy changes throughout the fiscal year

E. Regional Panels

1. Convention Planning Panel (CPP)

- **Chair**

- a. Working knowledge of the Twelve Steps, Traditions, and Concepts of Spiritual Principles
- b. Minimum of four (4) years continuous clean time; demonstrates stability in the local community and administrative skills.
- c. Willing to give time, energy, and resources necessary
- d. Ability to exercise patience, tolerance, and acceptance
- e. Active participation in the Georgia Region of Narcotics Anonymous for one (1) year
- f. Recommend past years' service as Vice-Chair of GRCNA or must have worked on past years' Convention CPP either as a Subcommittee Chair or a member of the Administrative Committee

- **Vice-Chair**

- g. Working knowledge of the Twelve Steps, Traditions and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
- h. Minimum of three (3) years continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittee
- i. Willingness to give time, energy and resources necessary
- j. Ability to exercise patience, tolerance and acceptance
- k. Active participation in Georgia Region of Narcotics Anonymous for one (1) year
Note: this position is a two (2) year commitment. The first year as a Vice-Chair and the second year as Chair... if elected by the RSC.

- **Treasurer**

- l. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
- m. Minimum of four (4) years continuous clean time for the Treasurer
- n. Possess either past treasurer experience above the group level or accounting skills
- o. Possess accounting experience at a business
- p. Willingness to give time, energy, and resources necessary
- q. Ability to exercise patience, tolerance, and acceptance
- r. Active participation in Narcotics Anonymous

2. **Georgia Regional Convention, Inc. (GRC, Inc.)**

- The corporation shall have no more than twelve (12) Directors and collectively they shall be known of the Board of Directors. In the event of a vacancy, the Directors' seat will remain vacant unless the following qualifications are met. The qualifications are:
 - a. Present membership in good standing in the Fellowship of Narcotics Anonymous
 - b. Be an active member within the boundaries of the Georgia Region for a minimum of one year
 - c. Have recovery from any mind altering chemical, as commonly described as "using" by the Fellowship of Narcotics Anonymous, for at least three (3) years
 - d. It is suggested he/she had have served as a past or present Chair, Vice Chair or Treasurer of Georgia Regional Convention and/or past present Chair or Vice Chair of a GRCNA subcommittee
- GRC, Inc. Vision Statement: In order to provide adequate financial stability for the

annual Georgia Regional Convention, it is the vision of the Board of Directors for GRC, Inc. for areas in the Georgia Region to participate with the annual convention by having at least one (1) function annually with the proceeds raised going to GRC, Inc. to help with financing of annual Georgia Regional Convention.

3. **Hospitals & Institutions**

- The subcommittee shall consist of administrative officers (chair person, vice chair and all involved members interested in H&I work)
- Chair is only officer elected by the general session of the region at the appropriate time
- The vice chair will be elected in the subcommittee and will assume the position of the chairperson only by election of the general session of the region at the appropriate time
- The Secretary will be elected in the subcommittee
- The Vice Chairperson of the RSC is requested to be a member of this subcommittee
- Officers will be removed after 2 consecutive absents
- Voluntary & Involuntary absent guidelines are per the RSC policy

4. **Public Relations**

- **Facilitator**

- a. Three (3) years clean time
- b. PI/PR service experience at Regional level
- c. Arranges agenda for PI/PR meeting
- d. Coordinates functions and responsibilities of the Regional PI/PR committee
- e. Initiates and maintains contact with Area PI/PR chairpersons
- f. Facilitates business meeting

- **Co-Facilitator**

- a. Two (2) years clean time
- b. PI/PR experience at Area level of service
- c. Perform the duties of Facilitator in the absence of the Facilitator
- d. Take minutes at the absence of Secretary
- e. Carry out responsibilities delegated by Facilitator

- **Web Facilitator**

- a. Two (2) Years clean time
- b. Access to internet ready computer
- c. Knowledge of HTML, Microsoft Front Page and/or industry standard web design software and/or other Web-page training and experience
- d. Experience in converting documents, i.e., PDF, Word or Web
- e. Ability to create solutions to accommodate web based changes
- f. Effectively communicate with web hosting company regarding issues or processes that need to be addressed
- g. Updates Area meeting schedules on the RSC webpage on a monthly basis

- h. Posts RSC minutes on RSC webpage
- i. Posts updated RSC Policy on the RSC webpage following quarterly meetings
- j. Posts ASC and Regional activities including workshops and ASC meetings (including dates, times, locations and reservation information) on the webpage
- k. The following protocol should be followed for all web updates and new information:
 - 1. The RCM or the person designated by each Area to update web information emails request to the Web Facilitator either within the body of the email or as a PDF or Word document
 - 2. When submitting meeting schedule changes, please provide “changes” only and not the entire schedule (unless entire schedule has changed). All changes submitted to the Web Facilitator must be made to the Regional Website before the end of each month.
- l. Any information submitted for website must be from an RSC member.
- m. Posts the RD and RDA Reports on the Region webpage
- n. Further develops and maintains region webpage
- o. Responds to email inquiries sent to the Regional email box (info@grscna.com) and forwards relevant emails to appropriate Regional or Area Trusted Servants

F. Individual Task Panels

- Individual task panels are formed as necessary to accomplish tasks not covered by standing panels. The panel is disbanded when the task is completed and a report is presented and accepted. Established as needed, the staff is selected from the Human Resource Pool Profiles by the co-facilitator and two RCMs and approved by the RSC.

ARTICLE SEVEN: Participation

- A.** The following have a voice on the floor:
 - 1. RCM and their alternate
 - 2. Administrative Panel (except for the Facilitator)
 - 3. Standing Panel Facilitators or co-facilitators
 - 4. Additional task panel facilitators
 - 5. Additional persons in attendance may have a voice on the floor at the discretion of the facilitator.
- B.** The following ONLY can offer topics for discussion:
 - 1. RCMs or their Alternates (in the absence of the RCM)
 - 2. Panel Facilitators or the co-facilitator (in the absence of the facilitator)
 - 3. RSC Co-Facilitator
 - 4. RD & RDA
- C.** All topics are to be on approved topics forms and must contain the intent, a notation of policy affected (if any) and the financial impact (if any) before the topic can be considered on the floor
- D.** Anyone wishing to be recognized must raise their hand
- E. Consensus Based Decision Making Procedure**
 - 1. Topic is introduced
 - a. Refer to Article Seven C for requirements of a topic

2. The Facilitator opens the dialogue
 - a. Begin with the maker of the topic
3. Clarifying questions are taken
 - a. This is when questions are asked to ensure that all participants understand the topic. This is not the time for general discussion.
4. Facilitator asks for concerns or reservations (This is the time when general discussion occurs)
 - a. This is when modifications may be made to the topic in an effort to address expressed reservations or concerns
 - b. Maker of the topic as well as other participants may offer modifications
5. Facilitator ask for consensus - there are four positions an RCM may take on a topic:
 - a. **Assent** – agree with the topic
 - b. **Assent with reservation** – although there are reservations or concerns, the individual will trust and go along with the body's decision
 - c. **Stand aside** – based in strong personal reservations which prevents support for the topic
 - d. **Block (No)** – based on spiritual principles expressed in our Traditions or Concepts
 - a. A block must be followed by speaking to the specific Tradition or Concept which would be violated.
 - b. A block will prevent a topic from being adopted
6. **Consensus** is reached when 80% of the RCMs are in Assent with reservation.

The number which represents 80% shall be determined based on the number of RCMs present at the start of Old Business. A block may be overridden by the body. If the validity of a block is not questioned, the block will stand and the topic is not adopted. If the validity of a block is questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on a topic. If the block is overridden, the facilitator will again ask for consensus on the topic.

ARTICLE EIGHT: Selection of Trusted Servants

- A.** Nominees should be provided to the RSC by RSC Participants. All positions open to election will be announced two (2) meetings prior to the election to enable RCMs to solicit nominations from their Areas (***Announced in December except GRCNA elected positions***).
- B.** An explanation from the Guide to Local Services and these RSC Guidelines is needed to establish each position's responsibilities per office.
- C.** The position is announced and nominations are taken. Each nominee must be present, with the exception of the current RDA (only if to attend the Service Symposium scheduled in March). Nominations for new terms are made in March. Nominations will be taken throughout the year for vacant positions. Nominees will state their qualifications on the floor and turn in a completed pool profile to the Secretary as well as a proposed budget for nominated position for inclusion in the minutes at any time a nomination is made.

- D.** Nominations are taken back to the areas and elections are held at the next meeting. In the case of mid-term vacancies, nominations are not required to be taken back to the Areas. The RCM's will have an opportunity to decide whether they would like to take nominations back to the Areas for each vacant position.
- E.** All nominees must be present at the time of elections, in June and/or any other time elections are held. Exceptions will be considered if submitted in writing (i.e., illness, death, work). Nominations will be closed at the end of new business at the March RSC and re-opened in new business at the June RSC, nominations can be made, nominations are closed and election votes are in order. If new nominees are present and nominated at the June RSC, these nominations are not required to be taken back to the areas.
- F.** If more than two nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run-off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The Nominee with the most votes is determined and announced by the Facilitator. In the case of a tie, the RSC Administrative Committee as a whole would cast a single vote to break the tie AS A CLOSED PAPER BALLOT.
- G.** Once majority vote is reached on all positions the selected trusted servants are seated immediately prior to New Business.

ARTICLE NINE: Removal of Trusted Servants

- A.** Voluntary:
 - 1. Resignation given in writing to the RSC Facilitator prior to the RSC meeting
- B.** Involuntary:
 - 1. Relapse during the term of service.
 - 2. Absence from two out of four RSC meetings, with the exception of notified absences due to personal illness, death in the family or unavoidable work situations.
- C.** Review
 - 1. In the event that two (2) meetings out of 4 are missed, the Facilitator shall bring the matter before this body for review, discussion and decision making
- D.** Review and Impeachment: These grounds represent Prerequisites for Impeachment. They are not meant to imply that impeachment is necessarily in order in every case that these grounds exist. They are simply intended as a guide to the "Group Conscience" when impeachment proceedings are instigated. This is needed in case of a breach of the Traditions, a malicious misuse of the terms and conditions of office, and/or generally unethical conduct inconsistent with the role of Trusted Servant, including a failure to perform duties and responsibilities.
 - 1. The suggestion for impeachment is presented to the Facilitator. This suggestion should include all relevant information and evidence.
 - 2. The individual will be notified in writing by the Facilitator thirty (30) days before the next RSC.
 - 3. At the next RSC the suggestion for impeachment is presented with due cause stated by the Facilitator.
 - 4. The individual is given a rebuttal is so desired.

ARTICLE TEN: Business Meetings

- A.** The RSC shall meet March, June, September and December (quarterly), on the second full

weekend of the month for RSC business. This Conference shall be the forum for the exchange of information, experience, strength, and hope; to serve as a resource to the member Areas. The meetings shall consist of panel meetings on Saturday, and the RSC Meeting beginning on Saturday and continuing on Sunday. The RSC meeting is non-smoking. Meeting setting will be as a conference style square/rectangle with all participants facing each other.

- B.** The GA region will host the SEZF on the weekend of the first Sunday of February on even numbered years. The CAR/CAT workshop will be held on the Saturday before the SEZF.
- C.** Special meetings may be called by the facilitator or three RCMs. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.
- D.** The Facilitator arranges the RSC Agenda prior to each meeting with the Administrative Panel.
- E.** A quorum shall consist of one-half (1/2), plus one (+1), of the participating members. Participating members are the recognized Areas of the Georgia Region.
- F.** A quorum must be reached by thirty (30) minutes after roll call is completed.
- G.** The Georgia Regional Service Committee will not provide coffee at the RSC.
- H.** The Georgia Regional Service Committee will have five "Trusted Servant Learning Days" throughout the GA Region each year as follows: NE Sector, NW Sector, Metro Atlanta Sector, SE Sector, SW Sector of Georgia. The order of these learning days to be determined by 1st request, then with the assistance of the RD/RDA the additional locations will be determined. The Areas in each sector will be determined by the RCM's at the Regional meeting. Each sectors RCM's will assist in a location for the learning day. The Region will cover the cost of the facility up to 150.00.

ARTICLE ELEVEN: Meeting Format

A. Saturday

- 9:00AM - Convention Planning Panel Meeting-Room # 4
- 9:00AM - Hospital & Institutions Subcommittee Meeting -Room # 3
- 9:00AM - Public Relations Subcommittee Meeting -Room # 1
- 11:00AM - Administrative Committee Meeting-Room # 2
- 1:00PM - Georgia Regional Convention Corporation Mtg -Room # 4
- 1:30PM - GSR/RCM Issues/Topics/Workshop Meeting -Room # 2
- 3:30PM - RSC Meeting-Room # 2
 - 1. Opening Prayer
 - 2. Reading of the Twelve Traditions (RD)
 - 3. Reading of the Twelve Concepts (RDA)
 - 4. Reading of "Purpose and Definition and Function of a RSC (Co-Facilitator)
 - 5. Roll Call
 - 6. Area Report/Donations
 - 7. GRC CPP Report (CPP Chair and CPP Treasurer)
 - 8. GRC, Inc. Report (GRC, Inc. Chair and GRC, Inc CFO)
 - 9. H&I Report
 - 10. PR Report
 - 11. Task Panel Report(s)
 - 12. Recess of RSC Business

B. Sunday: RSC Meeting Format – 9:00AM

- 1. Opening Prayer

2. Reading of the Twelve Traditions (RD)
3. Reading of the Twelve Concepts (RDA)
4. Reading of "Purpose and Definition and Function of a RSC" (Co-Facilitator)
5. Roll Call to Re-establish Quorum
6. Minutes of last meeting; Amendments to previous RSC Minutes
7. Administrative committee reports:
 - a. Facilitator Report
 - b. Co-Facilitator Report
 - c. Secretary Report
 - d. Treasurer Report
 - e. Archivist/Policy Liaison Report
 - f. Insurance Liaison Report
 - g. RD Report
 - h. RDA Report
8. Open Forum for any NA Member
9. Old Business (Determine 80 %)
10. Nominations/Elections
11. New Business
12. Plans for the next meeting are discussed
13. Announcements
14. Closing Prayer

ARTICLE TWELVE: Reports

- A.** All reports are to be legibly written or preferably submitted on approved report forms and turned over to the Secretary before Old Business.
- B.** All oral reports are limited to ten (10) minutes.
- C.** RCM reports are suggested to include the following:
 1. Number of meetings, new meetings, meeting schedule changes
 2. Area Activities
 3. H & I Activities
 4. P.R. Activity
 5. Literature Activity
 6. Other committee Activity
 7. Major accomplishments
 8. Specific problems or situations
 9. Brief summary of what your Area would like to see accomplished at the RSC and WSC.
 10. The Area Report Form should be used to make the RCM reports.
- D.** One blank copy of an Area report form will be included in each copy of the Regional Minutes.
- E.** Panel reports should include the following:
 1. Current and future plans
 2. Panel Facilitator's report should include any pertinent information with respect to the panel's duties.
- F.** Term reports are given at the RSC at Elections.
- G.** All World Level Trusted Servants, nominated and funded by GRSC, will give a report to be included in with all other reports and added to the GRSC Minutes.

ARTICLE THIRTEEN: Financial Guidelines for GRSCNA

A. Financial Guidelines for the GRSC and its Treasurer

1. The RSC Treasurer shall issue a receipt to all for donations made to the RSC as well as moneys received from Subcommittees and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the ASCs and the RSC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.
2. Funds of the RSC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the RSC.
3. To allocate from the RSC General Fund a \$0.43 per mile reimbursement to and from the RSC site for Administrative Members and Panel Facilitators.
4. No RSC funds shall be spent without the approval of the RSC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of RCMs and the approval of a majority of the RCMs.
 - a. All expenditures made by the Committee shall be paid by check
 - b. On a check made payable to one of the authorized signers on either of the bank accounts, the payee shall not be authorized to sign the check and other signatures are required.
 - c. Under no circumstances are checks to be signed by any signer with the payee left blank.
 - d. RSC funds, with the exception of the Convention Planning Panel funds, which is a sub-account of the Georgia Regional Convention Corporation, shall be kept in a single bank account, with checks requiring two (2) signatures of the following: RSC Facilitator, Co-Facilitator, Treasurer, Secretary, or Alternate Treasurer.
 - e. **Note:** An interested party rule shall be in effect: that no two persons in the same household will be signers on the RSC account.
 - f. The statements of all RSC accounts are to be mailed to the Regional P.O. Box. **These statements will be retrieved by the RSC Treasurer; will audit the account in the company of another Regional Member who will assist in this process.**
 - g. Funds are to be deposited within 48 hours of receipt
 - h. All moneys received from Areas as donations to the RSC or otherwise shall be in the form of money order or check.
 - i. The RSC Treasurer and the Convention Corporation CFO shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the RSC. The CPP Treasurer and the Convention Corporation (GRC, Inc.) CFO shall be present to give a written and verbal financial report on contributions and expenditures at each regularly scheduled meeting of the RSC. The Treasurer's Report shall consist of the following: Quick Books Pro automatically generated reports, Balance Sheet, Budget vs. Actual Report, Reconciliation Report and Check Register showing at least the last transaction on the last report and all transactions following. In June, the Convention Corporation CFO shall provide an annual report. At the September RSC, the RSC Treasurer shall provide an Annual Report, generated by Quick Books Pro. In addition to the above reports, the Annual Report shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer).
 - j. Each of these reports is to be audited by the RSC Facilitator and one RCM.

Additional audits can be called by the Administrative Panel or three (3) RCMs.

- k. The people auditing the checking account will verify the reconciliation report of the checking account as performed in Quick Books against the Bank Statements. When the account is reconciled, Quick Books will show \$0.00 discrepancy between the book's and the Treasurer's records. If any other figure is presented, a detailed explanation will be submitted to the satisfaction of the auditing team and the RSC detailing exactly what the discrepancy is.
 - l. Every trusted servant who receives money is to account for it in a report to the committee, using an approved expense report and the Treasurer shall also report them to the committee.
 - m. The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.
 - n. Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of last RSC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel and per diem, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel and per diem will be at 80% of the Federal Business Mileage rate.
 - In general, auto travel is only reimbursable for those trips necessary for the fulfillment of RSC duties. This would include trips to ASCs by those required to attend them as stated in these guidelines and trips to workshops by Panel Facilitators and the RD and RDA. Prudence and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the officer's or committee's approved budget included with their other expenses.
 - RD and RDA travel should be arranged far enough in advance to take advantage of cheaper air fare (30 days). It is the responsibility of these trusted servants to make the reservations and get a check from the Treasurer made out to the travel agent or airline. Panel Facilitators may request funding to attend the World Wide Workshops and Zonal Forums. Such expenditures would require RSC approval and would be based on the financial condition of the Region, the WSC's and/or the RSC's need for the Panel Facilitator to attend.
5. Annual budgets must be submitted in writing by all RSC trusted servants at the March RSC, to be approved at the June RSC.
- a. A prudent reserve shall be kept, made up of thirty-three (33%) percent of the annual budget. All amounts above this will be sent to the WSC, after the March and September RSCs.
 - b. Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.
 - c. Requests for reimbursements of unbudgeted expenditures shall be brought before the RSC for its approval.
 - Approval is granted to reimburse the Georgia Regional elected Trusted Servants half the cost of one room night at the RSC meeting site, if

requested. For those trusted servants who live 150 miles one way or greater from the meeting site, half the cost of an additional room night may be requested. Reimbursement not to exceed \$50.00 per position.

- The elected Trusted Servants to be reimbursed are as follows: Facilitator, Co-Facilitator, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, RD, RDA, Standing Panel Facilitators, GRC Inc. representative, Convention Planning Panel (CPP) Chair or CPP Vice Chair, and Archivist.
- d. No Regional expenditures (other than the approved budgeted items) in excess of \$1000.00 shall be made by the RSC or GRC, Inc. without the consent and approval of the Areas Service Committees.
 - e. No Regional trusted servant shall be reimbursed by more than one body (i.e. RSC, CPP, etc) for the same expenditure
6. At the RSC level of service, there should be only one person handling the funds - the Treasurer.
 7. Travel and lodging expenses shall be paid by the RSC for the RD and the RDA to attend the Bi-Annual Conference and Quarterly meetings of the WSC.
 - a. Reservations for lodging for the WSC Bi-Annual and Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested otherwise. Generally, if a single room is requested, the person making the request will be expected to pay the difference. The RSC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases. The RSC may pay for the amount that would be incurred if the RD and RDA were to stay in the same room.
 - b. If other members, or spouses, etc., attend a WSC Annual or Quarterly meeting with the RD or RDA, and stay in a room with the RD and RDA, the RSC will only pay for the portion of the room that is equal to the room rate divided by the number of people who stay in the room.
 - c. Rooms for Quarterly Conferences will be for three (3) nights, unless approved otherwise by the RSC. The RSC will provide for up to ten (10) nights at the Bi-Annual WSC unless otherwise approved by the RSC.
 - d. The RD and RDA will receive \$55.00 per diem to WSC meetings. \$30.00 per diem for RSC business, excluding RSC weekends. Per diem is defined as a set amount of money for food and incidentals.
 - e. The GRSC will adopt the WSC financial guidelines for RD funding of WSC, for RDA funding at regional level for RDA.
 8. A log shall be maintained of all service related calls that are to be reimbursed.
 9. The GRSC shall pay for and provide to all RCMs, a copy of the Bi-annual Conference Agenda Report and the annual Fellowship Report.
 10. The RSC may submit bills of the Region to GRC, Inc. for payment by GRC, Inc.
 11. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.

B. Procedures for Accurate Record Keeping by the GRSC

1. The Georgia Regional Service Committee of Narcotics Anonymous has adopted Quick Books Pro to maintain all financial records of the RSC. This program will be installed on regional computers, the one used by the Treasurer and the Secretary.

2. Each donation by an Area or Group will be entered in the deposit section and credited to the Area or Group. Other sources of income will be listed as miscellaneous. All checks written by the RSC will be entered into the computer maintained by the Treasurer. **No hand-written checks are permitted.**
3. The date of the check is automatically entered, the next item is the payee, and this should pull up the payee's address and enter it in the appropriate location on the check. In the memo section, enter the receipt number of the expense to be reimbursed. In the account area, enter the subcommittee or officer that this expense is to be debited against. Have the co-signer of the check verify that all information is correct prior to printing.
4. If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof that the check was voided. At the end of each RSC, a backup copy of the RSC account will be made. This backup will then be used to check the status of the information on the region computer.

ARTICLE FOURTEEN: Insurance Procedures

- A. RCM to update Area Meeting Information on GRSCNA website September Annually.
- B. A group can update their meeting information by emailing Insurance Liaison
- C. A group can request a login for a group to update their meeting information
- D. RCM/RCMA point of contact for Area information point of contact for subcommittees will be the chair/facilitator for events
- E. Point of contact for GRC, Inc will be the chair of the Board of Directors of GRC, Inc

ARTICLE FIFTEEN: Modification of Policy Guidelines

- Policy changes must be sent back to the Areas of the Georgia Region to give them an opportunity to provide input.

ARTICLE SIXTEEN: Outline of GRSC Events

January: NONE

February:

- SEZF/CAT/CAR workshop (in even numbered years) is the 1st Sunday of February.
- GA Regional Convention

March:

- RSC
- RSC Nominations
- Budget Submission
- Conference Agenda Votes (even numbered years)

June:

- RSC

July: NONE

August:

- SEZF Workshop (in even numbered years)
- Review Insurance Policy

September:

- RSC
- Georgia Regional Anniversary Celebration
- Annual Treasurers Report
- Annual Audits of Regional Accounts
- Nominations for GRCNA CPP Chair, Vice-Chair and Treasurer
- Insurance Policy Renewal

October: NONE

November: NONE

December:

- RSC
- Distribution of CAR & Zonal Forum Guidelines
- Election of GRCNA CPP Chair, Vice Chair and Treasurer
- Solicitation of Nominations for Regional Positions

ARTICLE SEVENTEEN: Topics in Force

All topics approved at each RSC meeting will be included under this section by the Policy Liaison after each RSC and must include the date of approval.

ARTICLE EIGHTEEN: Forms & Tools

A. Forms

1. RCM Report Form
2. Topic Form
3. Meeting Schedule Change Form
4. Service Resume Form
5. Reimbursement Form
6. RSC Annual Events Calendar
7. List of all Area Service Committees in the Region

B. Tools

1. Policy Guidelines Manual
2. Twelve Concepts of NA Service
3. A Guide to Local Services
4. Website Navigation Page