



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

*Policy and Administrative
Guidelines for the*

Georgia Regional
Service Committee
of Narcotics Anonymous

2023-2024

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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 in 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: Function and Boundaries of the Region

A. Definition and Function of the Region:

The Regional Service Committee (RSC) exists to pool the experience and resources of the Areas and Groups it serves. The RSC is composed of Regional Committee Members (RCMs) elected by and representing the Region’s member-areas and Regional Committee trusted servants elected by the groups through their RCMs. The Region provides a meeting place for RCMs and area task panel or subcommittee chairs, such as H&I and PR, to meet, share their experience, and develop resources. Regional trusted servants can act as informed contacts for areas and their subcommittees when experience or information is needed. The Region also carries the voice of member-areas to the World Service Conference (WSC) and keeps the areas informed of developments at the WSC and within the state of Georgia through their RCMs.

B. Boundaries of the Georgia Regional Service:

At this time, the RSC 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 Mission & Purpose (from the SEZF Website)

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 [states include AL, GA, FL, NC, & SC].

- The Forum is comprised of Regional Delegates and Alternate Delegates from within the geographical boundaries of the Southeast Zone.
- To accomplish its primary purpose, the Southeast Zonal Forum has established guidelines that provide direction and accountability for its actions. The member Regions must approve these guidelines unanimously before being enacted, amended, added to, deleted, or changed in any way.
- 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.
- It is clear that this structure shall act as a service to the Regions and not as a level of service between the Regions and NAWS.

ARTICLE FOUR: Membership Qualifications

- A. 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 meetings 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. 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 roll calls in a row, the Area will be removed from quorum. If the same Area misses an additional consecutive RSC roll call, they will have to re-petition the RSC for membership. If the Area only misses two consecutive RSCs and attends the next consecutive RSC, they will retain their voting privilege. When an Area misses its third RSC in a row, 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: Consensus & Open Forum

- 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 Eight for the procedure used to come to consensus as utilized by GRSCNA.
- B. **Open Forum:** Rules of common courtesy are in place; rules of order are not. It's an informal time in which ideas can be freely shared ~ ideas that can help the committee be more effective in fulfilling its purpose (page 64 of the Guide of Local Service). Time limit of discussion to be determined by the Facilitator.

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; and Information Technology 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.

Regional trusted servants on task panels serve two (2) year terms and are nominated and elected for new terms in even-numbered years except for the RD and RDA. Nominations for the RD and RDA will be taken in the March prior to the World Service Conference. All regional trusted servants are expected to have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts and are responsible for creating an annual budget for their position and, if applicable, service panel.

A. Administrative Panel

1. 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, and Insurance Liaison.

2. Purpose of Administrative Panel

- a. Serves the administrative needs of the Region and coordinates the RSC Meetings. It also deals with matters of financing Regional needs, financial accountability and coordinating service workshops throughout the Region.
- b. 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 their member groups.
- c. Acts as a troubleshooting committee for the Region and Member Areas.

3. 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:

- a. One-year active participation in the GRSC, its panels, or an ASC within the Georgia Region.
- b. They should have a commitment to service, willingness, and the resources to do the job

B. Administrative Panel Positions

1. RSC Facilitator:

- a. Qualifications
 - i. Four (4) years clean time
 - ii. Service experience at the Region Level
- b. Duties
 - i. Arranges an agenda with input from the RSC
 - ii. Handles RSC correspondence with the assistance of the Secretary
 - iii. Facilitates the RSC Meetings
 - iv. Co-signer of the RSC bank account
 - v. Assists the RCMs to reach a consensus by helping the members explore various solutions to the particular situation
 - vi. Attends as many ASC meetings as possible
 - vii. Checks the Georgia Regional P.O. Box at least once a week or delegates this activity to appropriate regional trusted servant

2. RSC Co-Facilitator

- a. Qualifications
 - i. Three (3) years clean time
 - ii. Service experience at the Regional level
 - iii. Willingness to assume the Facilitator position at the conclusion of the Facilitator's term of office and upon RSC approval
- b. Duties
 - i. In the absence of the Facilitator and any Administrative panel member, the Co-Facilitator shall perform the duties of Facilitator and that panel member
 - ii. Co-signer of the RSC bank account
 - iii. Attends as many ASC meetings as possible

3. Secretary

- a. Qualifications
 - i. Two (2) years clean time
 - ii. Proficient in word processing and spreadsheet software and services, document conversion, and working with online file storage solutions.
- b. Duties
 - i. Records all proceedings of RSC
 - ii. The GRSC minutes should including the following items in this order:
 - (a.) A title page with the date of the RSC and an agenda for the next RSC weekend
 - (b.) A summary of topics and nominations to be voted on by areas. Topics should include makers, topic, intent, financial impact, and policy affected.
 - (c.) The roll calls for the Saturday RSC meeting and Sunday RSC meeting
 - (d.) Open forum and minutes of the official business addressed during the Saturday and Sunday RSC meetings. Open forum should be limited to a list of topics discussed and a summary of that discussion, not individual comments.
 - (e.) Reports from each administrative position and panel facilitator
 - (f.) RCM Reports
 - (g.) Copies of submitted topic forms
 - (h.) Contact list
 - (i.) Upcoming event flyers. Additional items may be included at the request of RCMs or regional trusted servants.
 - iii. Electronically distributes all elements of the minutes to regional participants no later than two weeks following the RSC meeting. A version of the minutes including only parts 1-4 from above will be electronically delivered to the IT/Web Facilitator within two weeks to be posted on the GRSCNA webpage. The version to be posted to the website should not include any last names of individuals or sensitive information.
 - iv. Topic Forms submitted during the RSC will be scanned and included in minutes.
 - v. Maintains and makes available the following forms: RCM Report, Topic Form, Service Resume.
 - vi. Maintains a list of members desiring to receive copies of the RSC Minutes and provides digital minutes to non-participants.
 - vii. Maintains an updated mailing list of all participants for inclusion in the RSC minutes. This mailing list will contain the email address of all members who have email addresses.
 - viii. Trains Alternate Secretary to assume the Secretary position

- ix. Includes Administrative Panel meeting minutes in the Regional Minutes including announced scheduled meetings with time and locations
- x. Shall provide RD copies of minutes for distribution to members of the Southeastern Zonal Forum
- xi. Co-signer of the RSC bank account
- xii. Maintains, provides and updates orientation packages for the new RCMs

4. Alternate Secretary

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

5. Treasurer

- a. Qualifications:
 - i. Four (4) years clean time
 - ii. Previous accounting experience
 - iii. Knowledgeable and experienced with QuickBooks Pro
- b. Duties:
 - i. Custodian of the RSC bank account
 - ii. Keeps an accurate record of all transactions of the RSC including receipts for income and disbursements
 - iii. Ensures that all RSC bills are paid in a timely fashion
 - iv. Disburses funds as necessary in accordance with financial guidelines
 - v. 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.
 - vi. Makes an annual financial report at the September RSC Meeting
 - vii. Prepares a financial statement for the Region's WSC Report
 - viii. Co-signer of the RSC bank account
 - ix. Be prepared at any time to advise the RSC on specific and/or general financial condition
 - x. Trains Alternate Treasurer to assume duties
 - xi. 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
 - xii. Renews the Regional Post Office Box annually at the December RSC of each year for the upcoming fiscal year
 - xiii. Maintains and makes available reimbursement forms

6. Alternate Treasurer

- a. Qualifications:
 - i. Three (3) years clean time
 - ii. Willingness to assume the duties of Treasurer at the end of the Treasurer's term of office and upon RSC approval
- b. Duties:
 - i. Performs duties of Treasurer in the Treasurer's absence.

- ii. Assists Treasurer in the performance of Treasurer's duties
- iii. Attends all RSC meetings
- iv. Co-signer of the RSC bank account

7. Regional Delegate

a. Qualifications:

- i. 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.
- ii. Five (5) years clean time
- iii. Previous service experience at the Regional level

b. Duties:

- i. 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.
- ii. Attends all regular RSC meetings and as many ASC meetings as possible
- iii. Is a source of information and guidance in matters concerning the Twelve Traditions and the Twelve Concepts
- iv. 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 of confidence on items not on the agenda or where a specific decision has not been obtained by evaluating each item with the needs of the Georgia Region.
- v. Acquires a working knowledge of WSC Parliamentary Procedures to better serve this Region at the World Conference
- vi. Submits the Bi-Annual Regional Report for the World Service Conference to the RSC for its approval
- vii. Makes the minutes of the World Service Conference and WSC Committees available to the Regional Panel Members and RCMs
- viii. Submits a written report of WSC activities at each RSC
- ix. Conducts a WSC Pre-Conference agenda workshop at the December RSC and a Post-Conference agenda workshop at the June RSC
- x. The RD will attend all Southeastern Zonal Forums possible.
- xi. Facilitates the GSR Assembly

8. Regional Delegate Alternate

a. Qualifications:

- i. Four (4) years clean time
- ii. Willingness to become RD upon RSC approval at the following election

b. Duties

- i. In the absence of the RD, the RDA shall perform the duties of the RD
- ii. Is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts
- iii. Works closely with the RD in performing all duties
- iv. Attends the World Service Conference and World Level Service Functions
- v. Attends all regular RSC meetings and as many ASC meetings as possible
- vi. 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

- a. Qualifications:
 - i. Four (4) years clean time
 - ii. Experience at the Region level
 - iii. Ability to use database/spreadsheet
- b. Duties
 - i. Receives information from groups and RCMs
 - ii. Monitor and update database/spreadsheet
 - iii. Handles correspondence between Insurance Agency and Groups/Areas concerning insurance application process and claims
 - iv. Submits annual invoice for the insurance policy to the Treasurer for timely payment

10. Archivist/Policy Liaison

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

C. Regional Panels

All panel policies are subject to review and change by the GRSCNA. Approval of and changes to panel policies and GRC Inc bylaws and relationships document must be approved by RCMs. Panel policies are not considered part of official regional policy, so changes are not required to go back to areas. The latest approved panel policies should be submitted annually in December to the RSC Secretary and the Archivist/Policy Liaison for upload to the digital archives.

1. Board of Directors

- a. The scope of the task panel will be to:
 - i. Incorporate and maintain yearly informational returns
 - ii. Update and pay the insurance
 - iii. Reserve and pay the Regional meeting space
- b. This task panel will be directly responsible to the Georgia Region.

2. Convention Planning Panel (CPP)

- a. Chair
 - i. Minimum of four (4) years continuous clean time; demonstrates stability in the local community and administrative skills.

- ii. Willingness to give time, energy and resources as necessary
 - iii. Ability to exercise patience, tolerance and acceptance
 - iv. Active participation in Georgia Region of Narcotics Anonymous for one (1) year
 - v. 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
- b. Vice-Chair
- i. Minimum of three (3) years continuous clean time; personable and familiar with the functioning of a convention to coordinate the activities of the subcommittee
 - ii. Willingness to give time, energy and resources as necessary
 - iii. Ability to exercise patience, tolerance and acceptance
 - iv. 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.
- c. Treasurer (and, if vacant, Alternate Treasurer)
- i. Minimum of four (4) years continuous clean time for the Treasurer
 - ii. Possess either past treasurer experience above the group level or accounting skills
 - iii. Possess accounting experience at a business
 - iv. Willingness to give time, energy and resources as necessary
 - v. Ability to exercise patience, tolerance and acceptance
 - vi. Active participation in Narcotics Anonymous
 - vii. Shall be present to give a written and verbal financial report on contributions and expenditures at each regularly scheduled meeting of the RSC.

3. Georgia Regional Convention, Inc. (GRC, Inc.)

- a. The corporation shall have no more than twelve (12) Directors and collectively they shall be known as the Board of Directors. The number shall be changed by amendment of [GRC, Inc.] Bylaws and/or in the event of a vacancy, the Directors' seat will remain vacant unless the herein listed qualifications are met.
- b. The qualifications are:
 - i. Present membership in good standing in the Fellowship of Narcotics Anonymous, and
 - ii. An active member within the boundaries of the Georgia Region for a minimum of one year, and
 - iii. Recovery from any mind-altering chemical, as commonly described as "using" by the Fellowship of Narcotics Anonymous, for at least three five years, and
 - iv. He or she has served as a past or present Chair, Vice-chair, or Treasurer of Georgia Regional Convention of NA (GRCNA) and/or past or present Chair or Vice-chair of a GRCNA subcommittee.
- c. GRC, Inc. Vision Statement: In order to provide adequate financial stability for the annual Georgia Regional Convention, it is the vision of the Board 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 the financing of the annual Georgia Regional Convention.
- d. The CFO shall be present to give a written and verbal financial report on contributions and expenditures at each regularly scheduled meeting of the RSC.

4. Hospitals & Institutions Panel Facilitator

- a. Qualifications.
 - i. Three (3) years clean time

- ii. 1 year of experience in regional H&I work
- b. Duties.
 - i. Arranges agenda for regional H&I meetings
 - ii. Coordinates functions and responsibilities of the Regional H&I panel
 - iii. Submits quarterly reports to the GRSCNA
 - iv. Serves as a resource for area H&I panels and subcommittees

5. Public Relations Panel Facilitator

- a. Qualifications
 - i. Three (3) years clean time
 - ii. PR service experience at the Regional level
- b. Duties
 - i. Arranges agenda for PR meeting
 - ii. Coordinates functions and responsibilities of the Regional PR panel
 - iii. Initiates and maintains contact with Area PR chairs/coordinators
 - iv. Facilitates PR panel business meeting

6. Information Technology (IT) Website Panel Facilitator

- a. Qualifications:
 - i. 2 years clean time
 - ii. Reliable access to a computer and the internet
- b. Technical skills:
 - i. Ability to diagnose and resolve technical issues
 - ii. Understanding of digital security practices
 - iii. Basic knowledge of web development
 - iv. Familiarity with integrating and managing software solutions
 - v. Ability to work across various operating systems and platforms, including Google Workspace and Microsoft 365
 - vi. Ability to stay informed of advancements in technology relevant to the panel and RSC.
- c. Duties:
 - i. Develops a working knowledge of all the technology, web services, and platforms in use by the GRSCNA. Communicates with technology service providers on behalf of GRSCNA.
 - ii. Serves as the primary point of contact for GRSCNA members and designated trusted servants for requests for information, assistance, and issue resolution relating to information technology.
 - iii. Organizes qualified trusted servants to serve on the IT and Website Panel. Plans and holds regular panel meetings.
 - iv. The Facilitator, along with the expertise of the panel, is responsible for the following services:
 - v. Ensures the GRSCNA website is current, and functions as expected. Updates policy documents as provided by the Archivist/Policy Liaison following quarterly RSC meetings. Uploads minutes as provided by the Secretary following quarterly RSC meetings. Posts information about upcoming ASC and regional activities.
 - vi. Assists area trusted servants designated by that area's RCM or RCMA in maintaining the area information on the GRSCNA website.
 - vii. Assists areas in maintaining current meeting listing via the Basic Meeting List Toolbox (BMLT).

- viii. Provides technical administration of the RSC's telephone hotline and assists areas with technical administration of their own phone lines.
- ix. Manage email, cloud storage, and any other communication and connectivity technology solutions employed by the GRSCNA.
- x. Removes area meetings for areas who have missed three consecutive RSC Saturday roll calls.

7. 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. Panel members are appointed by the RSC Facilitator and Co-Facilitator and approved by consensus of the RCMs.

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
 - 5. The RSC Treasurer, but only on financial issues
- 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. The RSC Facilitator will decide if a topic meets these criteria.
- D. Each submitted topic will receive a new topic number by the Secretary. Topic numbers will start over in March with the new year. Topics are numbered in the following format: four digital year – dash – sequential number (for instance, 2023-001, for the first topic of the year 2023).
- E. Anyone wishing to be recognized must raise their hand

ARTICLE EIGHT: Consensus Based Decision Making Procedure

- A. Topic is introduced
 - 1. Refer to Article Seven C for requirements of a topic
- B. The Facilitator opens the dialogue
 - 1. Begin with the maker of the topic
- C. Clarifying questions are taken
 - 1. This is when questions are asked to ensure that all participants understand the topic. This is not the time for general discussion.
- D. Facilitator asks for concerns or reservations
 - 1. This is the time when general discussion occurs
 - 2. Modifications may be made to the topic in an effort to address expressed reservations or concerns
 - 3. Maker of the topic as well as other participants may offer modifications
- E. Facilitator asks for consensus - there are four positions an RCM may take on a topic:

1. **Assent** – agree with the topic
 2. **Assent with reservation** – although there are reservations or concerns, the individual will trust and go along with the body’s decision
 3. **Stand aside** – based in strong personal reservations which prevents support for the topic
 4. **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
- F. 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.
- G. Voting on Conference Agenda Report (CAR) and Conference Approval Track (CAT)
5. The CAR and CAT are voted on by member areas of the region whenever they are issued by NAWS.
 6. Areas will bring votes of “yes,” “no,” or “abstain” to the RSC.
 7. Votes will either be recorded through electronic polling or physical tally sheets that RCMs can fill out.
 8. Potential amendments to CAR or CAT topics can be brought by areas and will be approved or rejected on the floor of the RSC through yes, no, or abstain votes.
 9. In order to pass, CAR and CAT topics must receive approval of 80% of voting participants present who are either voting yes or no. Abstentions will not count when figuring the 80% total.

ARTICLE NINE: Selection of Trusted Servants

- A. Nominees should be submitted by RSC Participants. All positions that will become open to election will be announced two (2) meetings prior to the election to enable RCMs to solicit nominations from their Areas. CPP positions will be announced in June. All other RSC positions will be announced in December.
- 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, except for the current RDA if they are attending the March Service Symposium. Nominations for new terms are made in March, except for CPP positions which are made in September. Nominees will state their qualifications on the floor and turn in a completed service resume form to the Secretary.
- 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 RCMs 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. Trusted servants are elected using “yes,” “no,” or “abstain” votes from the RCMs.

1. If there is only one nominee for a position, the nominee will be asked to leave the room, and RCMs will vote openly by hand or voice vote. A single nominee must receive a vote of 80% of voting participants who cast a yes or no vote. Abstentions will not count when figuring the percentage total.
 2. If there are more than two nominees for a single position, then RCMs will write one name on a closed paper ballot to indicate that single person is their choice. The nominee with the most votes will be the one selected to fill the position and will be announced by the Facilitator.
 3. In the case of a tie, all nominees will be asked to leave the room and the Facilitator will invite discussion from only the RCMs. Once the Facilitator announces that the discussion is complete, then another vote will be taken by closed paper ballot. If the vote is still a tie, then a break of the RSC meeting will be declared so the Administrative Panel can discuss the nomination and agree upon a vote to break the tie. After returning to RSC business, the Administrative Panel will submit a single tie-breaking vote for one of the nominees.
 4. Votes will either be recorded through electronic polling or physical tally sheets that RCMs can fill out.
- G. Once majority vote is reached on all positions, the selected trusted servants are seated immediately prior to New Business, with the exception of the Treasurer, who remains in office until the end of the June RSC to finish financial reports.

ARTICLE TEN: 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 person illness, death in the family, or unavoidable work situations
- C. Review:
 1. In the event that two meetings out of four are missed, the Facilitator shall bring the matter before the RSC 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.
 1. Grounds for Review and Impeachment:
 - a. Breach of the Traditions
 - b. A malicious misuse of the terms and conditions of office
 - c. Generally unethical conduct inconsistent with the role of Trusted Servant, including a failure to perform duties and responsibilities
 2. Process for Impeachment:
 - a. The suggestion for impeachment is presented to the Facilitator. This suggestion should include all relevant information and evidence.
 - b. The individual will be notified in writing by the Facilitator thirty (30) days before the next RSC.
 - c. At the next RSC, the suggestion for impeachment is presented with due cause stated by the Facilitator.
 - d. The individual is given an opportunity for rebuttal if so desired.

ARTICLE ELEVEN: 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 Sunday. The RSC meeting is non-smoking. Meeting setting will be set as a conference style square/rectangle with all participants facing each other.
- B. 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.
- C. The Facilitator arranges the RSC Agenda prior to each meeting with the Administrative Panel.
- D. A quorum is the minimum number of participants required to conduct business and shall consist of 51% of the Areas of the Georgia Region with voting privileges.
- E. A quorum must be reached by thirty (30) minutes after roll call is completed.
- F. The Georgia Regional Service Committee will not provide coffee at the RSC.

ARTICLE TWELVE: Meeting Format

A. Saturday

9:00AM - Convention Planning Panel Meeting

9:00AM - Hospital & Institutions Task Panel Meeting

9:00AM - Public Relations Task Panel Meeting

11:00AM - Administrative Panel Meeting

1:00PM - Georgia Regional Convention Corporation Mtg

1:30PM - RSC Meeting

1. Opening Service 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. GSR/RCM Issues/Topics/Workshop Meeting
7. Area Report/Donations
8. GRC CPP Report (CPP Chair and CPP Treasurer)
9. GRC, Inc. Report (GRC, Inc. Chair and GRC, Inc CFO)
10. H&I Report
11. PR Report
12. Task Panel Report(s)
13. Recess of RSC Business

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

1. Opening Service Prayer
2. Reading of the Twelve Traditions (RD)
3. Reading of the Twelve Concepts (RDA)
4. Reading of "Purpose, 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 Panel 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 THIRTEEN: 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. One blank copy of an Area report form will be included in each copy of the Regional Minutes
- C. All oral reports are limited to ten (10) minutes, at the discretion of the Facilitator
- D. 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
- 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.

ARTICLE FOURTEEN: Financial Guidelines for GRSCNA

- A. Financial Guidelines for the GRSC and its Treasurer

1. General Procedures

- a. The RSC Treasurer shall issue a receipt to all for donations made to the RSC as well as moneys received from Task Panels 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.
- b. Funds of the RSC shall not be used for any personal reasons. Funds are not to be expended for any reason other than items that are or have been approved by the RSC.
- c. No RSC funds shall be spent without the approval of the RSC as a whole. Emergency expenditures by the Administrative Panel may only be made with the notification of RCMs and the approval of a majority of the RCMs.
- d. At the RSC level of service, there should be only one person handling the funds - **the Treasurer.**

- e. The GRSC shall pay for and provide to all RCMs, a copy of the Conference Agenda Report.
- f. The RSC may submit bills of the Region to GRC, Inc. for payment by GRC, Inc.

2. Paying Bills, Reimbursements, and Audits

- a. All expenditures made by the Committee shall be paid by check, electronic funds transfer, or electronic payments.
- b. On a check (payment) 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 (payments) 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 from the following: Facilitator, Co-Facilitator, Treasurer, Secretary, Alternate Treasurer or by electronic payments. All funds generated from the Special Task Panel for the History Book shall be kept in a separate savings account specifically for that project only.
- e. Note: An interested party rule shall be in effect that no two persons in the same household will be signers on the RSC bank account.
- f. Funds are to be deposited within 3 business days.
- g. All moneys received from Areas as donations to the RSC or otherwise shall be in the form of money order, check or electronic payments.
- h. 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.
 - i. 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.
 - ii. In June, the Convention Corporation CFO shall provide an annual report.
 - iii. 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).
- i. Each of these reports is to be audited by two RCMs. Additional audits can be called by the Administrative Panel or three (3) RCMs.
- j. 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 books and the Treasurer's records. If the reconciliation shows an amount other than zero, then a detailed explanation will be provided that must meet the approval of the auditing team. A report will then be issued to the RSC detailing the discrepancy for inclusion in the minutes.
- k. Trusted servants must submit an approved expense form to receive reimbursement. The Treasurer will account for these expenses against the appropriate budget.

3. Receipts for Reimbursement and Auto Travel

- a. 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.

- b. Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of the last RSC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable.
- c. 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 will be at 80% of the Federal United States Business Mileage and will be announced and implemented at the March RSC. This reimbursable amount could be updated between March RSCs if necessary.
- d. 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 trusted servant's or the Panel's approved travel budget.
- e. 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 Worldwide Workshops and Zonal Forums. Such expenditures would require RSC approval and would be based on the financial condition of the Region, the WSC and/or the RSCs need for the Panel Facilitator to attend.
- f. A log shall be maintained of all service-related calls that are to be reimbursed.

4. Budgets

- a. The Treasurer will email current budgets to RSC trusted servants immediately after the June RSC. Annual line-item budgets must be submitted by all RSC trusted servants by email to the RSC Treasurer no later than two weeks prior to the September RSC. Budgets will cover the RSC fiscal year of January through December.
 - i. Submitted budgets should include a comparison between the previous year's budget and the requested budget, along with a brief paragraph describing the rationale for changes in the budget.
 - ii. The Treasurer will pass out a printed proposed budget to RCMs and RSC trusted servants on Saturday at the September RSC and will introduce a topic to approve the budget. This proposed budget will compile and standardize the various submitted budgets and will include the comparison between the previous year and the proposed budgets, as well as the paragraph rationale from each trusted servant. This document will also include, on separate pages, the actual expenditures versus budgeted of the last completed fiscal year report.
 - iii. During the September RSC, RCMs will have time to ask questions about the proposed budget.
 - iv. The proposed budget will be up for approval at the December RSC. Areas will have the opportunity, through their RCMs, to suggest alterations of any line item of a proposed budget through the normal process of CBDM. Once any alterations have been either approved or rejected, the entire budget will be up for approval and must be voted on at the December RSC.
- b. A prudent reserve shall be kept and made up of thirty-three (33%) percent of the annual budget. All amounts above prudent reserve shall be forwarded to the SEZF and NAWS, Inc. upon the balance and reconciliation of the February and August statements. The SEZF shall receive 20% of the donation amount, with the remaining 80% going to NAWS. Thus, all business will begin at the prudent reserve amount in September and March RSC meetings.

- c. Approved budgeted expenditures may be disbursed in advance from the Treasury.
- d. All expenditures must later be verified with a receipt or proof of purchase.
- e. Requests for reimbursements of unbudgeted expenditures shall be brought before the RSC for its approval.
- f. Budgeting travel for trusted servants:
 - i. Approval is granted to reimburse the Georgia Regional elected Trusted Servants 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, the cost of an additional room night may be requested. Reimbursement shall not exceed **\$100.00** per position.
 - ii. The elected Trusted Servants to be reimbursed are as follows: Facilitator; Co-Facilitator; Treasurer; Alternate Treasurer; Secretary; Alternate Secretary; RD; RDA; Archivist/Policy Liaison; Insurance Liaison; Standing Panel Facilitators; GRC Inc. Representative; Convention Planning Panel (CPP) Chair or CPP Vice Chair.
 - iii. Vice Chairs/Co-Facilitators and Secretaries of RSC Task Panels may request reimbursement for travel to the RSC, Learning Days in the Region, and ASC meetings to fulfill the duties of the task panel, as long as funding is included in each task panel's budget.
- g. 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.
- h. No Regional trusted servant shall be reimbursed by more than one body (i.e. RSC, CPP, etc.) for the same expenditure.

5. RD and RDA Travel

- a. 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.
 - i. 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.
 - ii. 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.
 - iii. 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.
- b. 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.
- c. The GRSC will adopt the WSC financial guidelines for RD funding of WSC and for RDA funding at regional level for RDA.

6. Procedures for Accurate Record Keeping by the GRSC

- a. The Georgia Regional Service Committee of Narcotics Anonymous has adopted QuickBooks Pro to maintain all financial records of the RSC. This program will be installed on each regional computer used by the Treasurer.
- b. 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.**
- c. 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 Task Panel 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.
- d. 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 back-up copy of the RSC Quickbooks file will be uploaded to the Treasurer's Google drive or other approved network workspace.

ARTICLE FIFTEEN: Insurance Procedures

- A. RCM to update Area Meeting Information on GRSCNA website in September annually
- B. A group can update their meeting information by emailing Insurance Liaison
- C. A group can request a log in for a group to update their meeting information
- D. RCM/RCMA point of contact for Area information and point of contact for Task Panels 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 SIXTEEN: Modification of Policy Guidelines

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

ARTICLE SEVENTEEN: Outline of GRSC Events

January:

None

February:

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

March:

RSC
RSC Nominations
Conference Agenda Votes (even numbered years)

June:

RSC
Current Budgets Emailed to Regional Trusted Servants
Revised/Updated Policy Guidelines Submitted

August:

Review Insurance Policy

Updated, Printed Policy Guidelines Distributed

September:

RSC

(Two weeks prior) Budgets emailed to Treasurer by Regional Trusted Servants

Georgia Regional Anniversary Celebration

Annual Treasurers Report

Annual Audits of Regional Accounts

Nominations for GRCNA CPP Chair, Vice-Chair, and Treasurer

Insurance Policy Renewal

Budgets passed out and a Topic to approve submitted

October:

None

November:

None

December:

RSC

Budgets up for approval

Distribution of CAR & Zonal Forum Guidelines

Election of GRCNA CPP Chair, Vice Chair, and Treasurer

Solicitation of Nominations for Regional Positions

ARTICLE EIGHTEEN: Topics in Force

All topics approved at RSC meetings between the printings of policy will be compiled and made available as a “Topics in Force” supplemental document on the regional website. This document will be updated after every RSC quarterly meeting.

ARTICLE NINETEEN: Additional Needs

The Georgia Region is dedicated to supporting addicts with additional needs. Our guidelines regarding additional needs is available on the regional website.