

**ARKANSAS REGIONAL
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

GUIDELINES

FEBRUARY 2005 REVISION

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory, and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS OF NARCOTICS ANONYMOUS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

TABLE OF CONTENTS

| | |
|---|---------|
| The Twelve Steps of Narcotics Anonymous | i |
| The Twelve Traditions of Narcotics Anonymous..... | ii |
| The Twelve Concepts of Narcotics Anonymous..... | iii |
| Table of Contents..... | iv |
| Purpose of the ARSCNA | 1 |
| Definition of the ARSCNA | 1 |
| Tradition Nine..... | 1 |
| Tradition Two (First two paragraphs) | 1 |
| Financial..... | 2 |
| Recouping Regional Funds | 2 - 3 |
| Becoming Part of the Region..... | 3 |
| Rotation of Meetings | 3 - 4 |
| Special Votes/Meetings | 4 |
| Conference Agenda Report (CAR) Votes | 4 |
| Agenda..... | 4 |
| Quorum..... | 4 - 5 |
| Meeting format..... | 5 |
| Voting | 6 - 7 |
| Discussion limits..... | 8 |
| Election of officers..... | 8 - 9 |
| Vote of Acclamation | 9 |
| Office vacancies | 9 |
| Resignations | 9 |
| Removal from office..... | 10 |
| Reports | 10 |
| Rules of Order – Definitions..... | 11 - 13 |
| Rules of Order – Short Form | 14 |
| Administrative Committee | 15 |
| Duties and Responsibilities: Administrative Committee..... | 15 |
| Duties, Responsibilities, and Qualifications: Administrative Officers..... | 15 - 18 |
| Chairperson | 15 - 16 |
| Vice-chair..... | 16 |
| Secretary | 16 |
| Treasurer | 16 - 17 |
| Regional Delegate (RD)..... | 17 |
| Regional Delegate Alternate (RDA)..... | 18 |
| Southern Zonal Forum Liaison..... | 18 |
| Webmaster | 18 |
| Standing Committees | 18 |
| Forming New Standing Committees..... | 18 |
| Elimination of a Standing Committee..... | 18 |
| Qualifications: Standing Committee Officers | 19 |
| Qualifications and Responsibilities of Subcommittee Officers | 19 |
| Subcommittee Officers: Clean Time Requirements..... | 19 |
| Subcommittee Membership and Composition | 20 |
| Subcommittee Policies and Accountability | 20 |
| Subcommittee Agenda | 20 |
| Activities | 20 - 23 |
| Hospitals and Institutions | 23 - 24 |
| Literature | 24 |
| Outreach..... | 24 - 25 |
| Phoneline | 25 - 26 |
| Public Information | 26 - 27 |
| Amendment of Guidelines | 27 |
| Appendix A: Months at which RSC Trusted Servants offices to be filled. | 27 |
| Appendix B: Permanent Regional Mailing Address | 27 |
| Guideline Addendum | 27 |
| Guideline Adoption Dates | 28 - 32 |

PURPOSE

The purpose of the Arkansas Regional Service Committee of Narcotics Anonymous (ARSCNA) is to be supportive of its member Areas and Groups and their primary purpose of carrying the Narcotics Anonymous message to the addict who still suffers. This is achieved by associating the Areas and Groups within its geographical boundaries and to serve as a communication link between them. The ARSCNA also exists to assist its member Areas and Loner Groups with situations and needs outside the scope of their experience and to provide identified services on a statewide basis. Through all of this, the Arkansas Regional Service Committee encourages the growth of the Fellowship of Narcotics Anonymous. Although the Arkansas Regional Service Committee members may offer experience, strength, and hope as well as suggestions, the ARSCNA does not have binding authority over the decisions or activities of any Areas or any Groups.

DEFINITION

The Arkansas Regional Service Committee (ARSCNA) was formed in September of 1990. It is a committee made up of Trusted Servants from its member Areas and Groups that come together to serve as a resource to the Narcotics Anonymous community within the Arkansas Region. This committee is designed to serve by addressing the common needs of its member Areas and Loner Groups. The ARSCNA serves several basic functions:

1. To carry the message of Narcotics Anonymous through the actions of the ARSCNA
2. To unify the Areas and Loner Groups within the Arkansas Region through open lines of communication and sharing
3. To contribute to the growth of Narcotics Anonymous by initiating much of the work to be finalized at the World Service Conference
4. To provide funding, as well as, human resources for World Services

TRADITION NINE

The Tradition states that we ought never be organized, but we may create service boards and committees. We are not organized in the sense that there is no management or control. We are directly responsible to those we serve. Whether or not the Areas and Loner Groups choose to utilize our services is up to them.

TRADITION TWO (FIRST 2 PARAGRAPHS)

"For our Group purpose there is but one ultimate authority- a loving God as He may express himself in our group conscience. Our leaders are but trusted servants; they do not govern." In Narcotics Anonymous, we are concerned with protecting ourselves from ourselves. By nature, we are strong-willed, self-centered people who are thrust together in N.A. We are mismanagers and not one of us is capable of consistently making good decisions. In Narcotics Anonymous, we rely on a loving God as He expresses Himself in our group conscience, rather than on personal opinion or ego. By working the steps, we learn to depend on a Power greater than ourselves, and to use this Power for our group purposes.

We must be constantly on guard that our decisions are truly an expression of God's will. There is often a vast difference between group conscience and group opinion, as dictated by powerful personalities or popularity. Some of our most painful growing experiences have come as a result of decisions made in the name of group conscience. True spiritual principles are never in conflict; they compliment each other. The spiritual conscience of a group will never contradict any of our Traditions.

FINANCIAL

1. It is suggested that money flow from the Member to Group, Group to Area, Area to Region, and Region to World, with the greater percentage (prudent reserve) staying close to home and/or where the message of recovery can best be carried.
2. The Arkansas RSC is dependent on contributions from Members, Groups, Areas, and donations from fund-raisers. These contributions are voluntary and the Arkansas RSC welcomes whatever amount each Member, Group, or Area deems appropriate.
3. All funds received by the Arkansas Region above prudent reserve and pending motions are to be forwarded to the next level of service.
4. The Arkansas RSC shall approve all Arkansas RSC spending.
5. Any expenses of Arkansas RSC trusted servants to be reimbursed shall be vouchered by having a receipt or receipts in hand, submitted to the Arkansas RSC Treasurer and approved by the Arkansas RSC.
6. Any funds advanced, after RSC approval, in anticipation of expected expenses, will be verified by receipt submitted to RSC Treasurer.
7. Any RSC bank account and/or checks will require two (2) signatures. All checks should be filled out entirely before being signed.
8. Arkansas RSC funds should never be used as personal funds.
9. All motions dealing with amounts over \$250 will be referred back to Areas/Loner Groups, except RD and RDA expenses for travel to WSC and Quarterlies.
10. The Regional Treasurer should be the only person to initiate checks unless he/she is absent from the RSC. Checks written in the absence of the Treasurer should be reported to the Treasurer for record keeping within five (5) working days.
11. Treasury requests should be made during business meeting. Requests should be written out as a motion with receipts attached (if applicable).
12. Updated ARSC budgets will be included in minutes of each ARSC meeting.
13. The Administrative Committee less the outgoing Treasurer but including the incoming Treasurer whenever a new Treasurer is elected will audit treasury records.
14. At the beginning of a new term in office, the Treasurer may transfer Regional funds to a bank in his/her hometown in order to simplify and expedite banking procedures.
15. A receipt issued by an authorized individual where the money was spent shall verify all monies advanced or reimbursed by the ARSCNA. No handwritten receipts, by the trusted servants receiving funds, will be accepted. The only exceptions to the receipt expenses will be up to five dollars per day for beverages/snacks while traveling on approved/funded ARSCNA trips to include WSC, World Service Meetings, and Southern Zonal Forum.

RECOUPING REGIONAL FUNDS

The immediate recoupment of any ARSCNA funds lost due to malfeasance, misappropriation, or misuse by any trusted servant or others shall be the responsibility of the ARSCNA Administrative Committee. The ARSCNA Administrative Committee will pursue all legal avenues to recoup funds in the following manner:

- Step 1) The ARSCNA Administrative Committee shall notify the membership of the ARSCNA of any funds lost due to malfeasance, misappropriation, or misuse.
- Step 2) The ARSCNA Administrative Committee shall request voluntary restitution from the trusted servant or others. If no restitution is forthcoming within 90 days for the balance owed or payments as scheduled by the ARSCNA Administrative Committee, Step 3 will be invoked.

- Step 3) The ARSCNA Administrative Committee, acting on behalf of the ARSCNA, shall proceed with either civil or criminal procedures as is thought the most effective way of recouping funds.

BECOMING PART OF THE REGION

1. When any duly elected ASR, ASR Alt., or GSR from any Area or Loner Group that wishes to become part of the Arkansas Region comes to their first RSC meeting, they will observe the working of the RSC and pick up a set of the Regional Guidelines. They may participate in new Regional business and take back to their Area or Group the business that requires a group conscience, and return to the next RSC meeting to be a voting participant. They will receive a set of minutes from the Regional meeting they attend.
2. Upon attending the second meeting, the ASR or Loner Group GSR will have a report containing:
 - a) The number of meetings in the Area/Group.
 - b) The number of Groups in the Area.
 - c) The number of H&I meetings in the Area.
 - d) Names and addresses of elected officers in the Group/Area.

NOTE: This report is for direct communication between subcommittees on Area, Regional, and World levels.

3. Any Area or Loner Group missing two (2) consecutive RSC meetings will be removed from the roll. Attendance at the ARSCNA meeting shall be defined as having attended both the old business and new business sessions. To rejoin the region, they must follow standard procedure for becoming a part of the region.
4. The Administrative Committee will be responsible for writing a letter of explanation to the Area/Loner Group upon removal from the roll.
5. Any Area or Loner Group, who wishes to, can avail itself of the RSC services if needed, without joining the Region.

ROTATION OF MEETINGS

1. The location of regular meetings shall be selected by the Arkansas RSC and be announced as far in advance as possible.
2. Any new Area or Loner Group joining the region will be added to the bottom of the rotation list. At the end of the scheduled rotation, a revision of the list will be made as necessary.
3. The Arkansas Regional Service Committee shall meet quarterly on the first full weekend of February, May, August, and November. On World Service Conference years the May ARSCNA meeting will be held on the second full weekend. This schedule may be changed only by a majority vote at the meeting prior to the proposed change. In extenuating circumstances, the Administrative Committee can make the decision to cancel the regional weekend, with Chairperson or other delegated person to contact all members of the ARSCNA with the region to reimburse for phone calls.
4. The hosting Area/Group will coordinate all RSC subcommittees' time schedules for the Regional weekend. Subcommittee chairs should inform the hosting Area of any special time needs. Meetings should be held as follows:

| SATURDAY | | SUNDAY | |
|----------|--------------------------|--------|------------------------------------|
| 10:00 | - 12:50 | 8:45 | - 9:50 |
| | Secretary Report | | Administrative (closed meeting) |
| | Treasurers Report | 10:00 | - 12:30 |
| | RD/RDA Report | | Subcommittees continue (if needed) |
| | Area/Loner Group Reports | | If not needed - New Business |
| 12:50 | - 1:45 | 12:30 | - 1:30 |
| | Lunch | | Lunch |
| 1:45 | - 6:35 | 1:30 | - ??:? |
| | Old Business | | New Business |
| | Open Sharing | | |
| | Subcommittees | | |

Regional Vice-chair will oversee Subcommittee day and serve as contact for hosting Area/Loner Group. Subcommittee and RSC expenses to be covered by Region in the amount of \$25/day or less is suggested. Function expenses and proceeds will go to the hosting Area/Loner Group.

5. When decisions are made to hold a workshop or workshops on any RSC weekend the workshop(s) will begin at 9:00 AM and the Saturday agenda will start following the completion of the workshop(s).
6. The hosting Area or Loner Groups shall provide adequate accommodations for others while the closed Administration Committee is meeting.

SPECIAL VOTES/MEETINGS

1. To hold a special vote of the Arkansas Regional Service Committee:
 - a) Due cause should be determined and initiated by the RSC Chairperson upon consulting the RSC Administrative Committee.
 - b) The RSC Chairperson contacts the ASRs/GSRs and/or their Alternates either by phone or certified mail, return receipt requested.
 - c) Vote will be given by phone or certified mail, return receipt requested, to the RSC Chairperson.
 - d) A 2/3 majority must favor the issue for approval.
2. To hold a special meeting of the Arkansas Regional Service Committee:
 - a) May be called by the RSC Chairperson upon consulting the RSC Administrative Committee, and/or may be called by the written or phone request of 50% of the ASR/GSRs and/or their Alternates.
 - b) The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
 - c) The location of a special meeting shall be selected by the RSC Chairperson upon consulting the Administrative Committee.
 - d) At least seven days (1 week) notice shall be given.
 - e) All Arkansas RSC Rules of Order are applicable at special meetings.

CONFERENCE AGENDA REPORT VOTES

The C.A.R. vote from each voting participant (1 vote from each Area/Loner Group) should be turned in to the RD or RD Alternate at least 2 weeks before the World Service Conference. This will enable the RD/RDA to compile the votes for the Region.

AGENDA

1. The Chairperson will arrange the agenda prior to each meeting, assisted by the Administrative Committee.
2. All input and motions should be given to the Chairperson prior to each RSC meeting in writing. All motions submitted to the ARSC as new business must be reviewed by at least two Administrative Committee members, one of which must be the Chairperson, Vice Chairperson, or Regional Delegate. Any changes or revisions to the motion and/or intent must be affirmed by the maker of the motion prior to the submission of the motion in new business.
3. All meetings of the RSC will be non-smoking.

QUORUM

1. Official quorum must be reached no later than thirty (30) minutes after starting the meeting at designated time.
2. Official quorum is a simple majority of member Areas/Loner Groups.

3. Only duly elected Alternates are eligible for quorum in the Representative's absence.
4. No proxy representatives. No absentee voting.

MEETING FORMAT

SATURDAY MEETING FORMAT

1. Opening Prayer
2. Read Twelve Traditions, Twelve Concepts, 1st 2 paragraphs of Tradition 2, Definition and Purpose of Regional Service Committee.
3. Roll Call by Secretary:
 - a) ASRs/Loner Group GSRs or their Alternates
 - b) Regional Delegate and Alternate
 - c) Administrative Committee Officers
 - d) Standing Subcommittee Chairpersons
4. Secretary Report
 - a) Read minutes from last RSC
 - b) Correspondence Report
5. Treasurer's Report
6. RD and/or RD Alternate Report
7. ASR/Loner Group GSR or Alternate reports (Alphabetically)
8. Old Business
9. Open Sharing (Set time limit)
10. Subcommittees
11. Closing Prayer

SUNDAY MEETING FORMAT

1. Administrative Committee Meeting
2. Opening Prayer
3. Read Twelve Traditions, Twelve Concepts, 1st 2 paragraphs of Tradition 2, Definition and Purpose of Regional Service Committee.
4. Roll Call by Secretary:
 - a) ASRs/Loner Group GSRs or their Alternates
 - b) Regional Delegate and Alternate
 - c) Administrative Committee Officers
 - d) Standing Subcommittee Chairpersons
5. Subcommittees (if necessary)
6. Election of Officers (if necessary)
7. New Business
 - a) Reports from Areas/Loner Groups joining the Region
 - b) Treasury Request Motions
 - c) Pre-arranged agenda
 - d) Motions from the floor
8. Announcements
9. Review of business to be taken back for group conscience
10. Plans for next meeting
11. Updated Treasurer's Report
12. Closing Prayer

VOTING

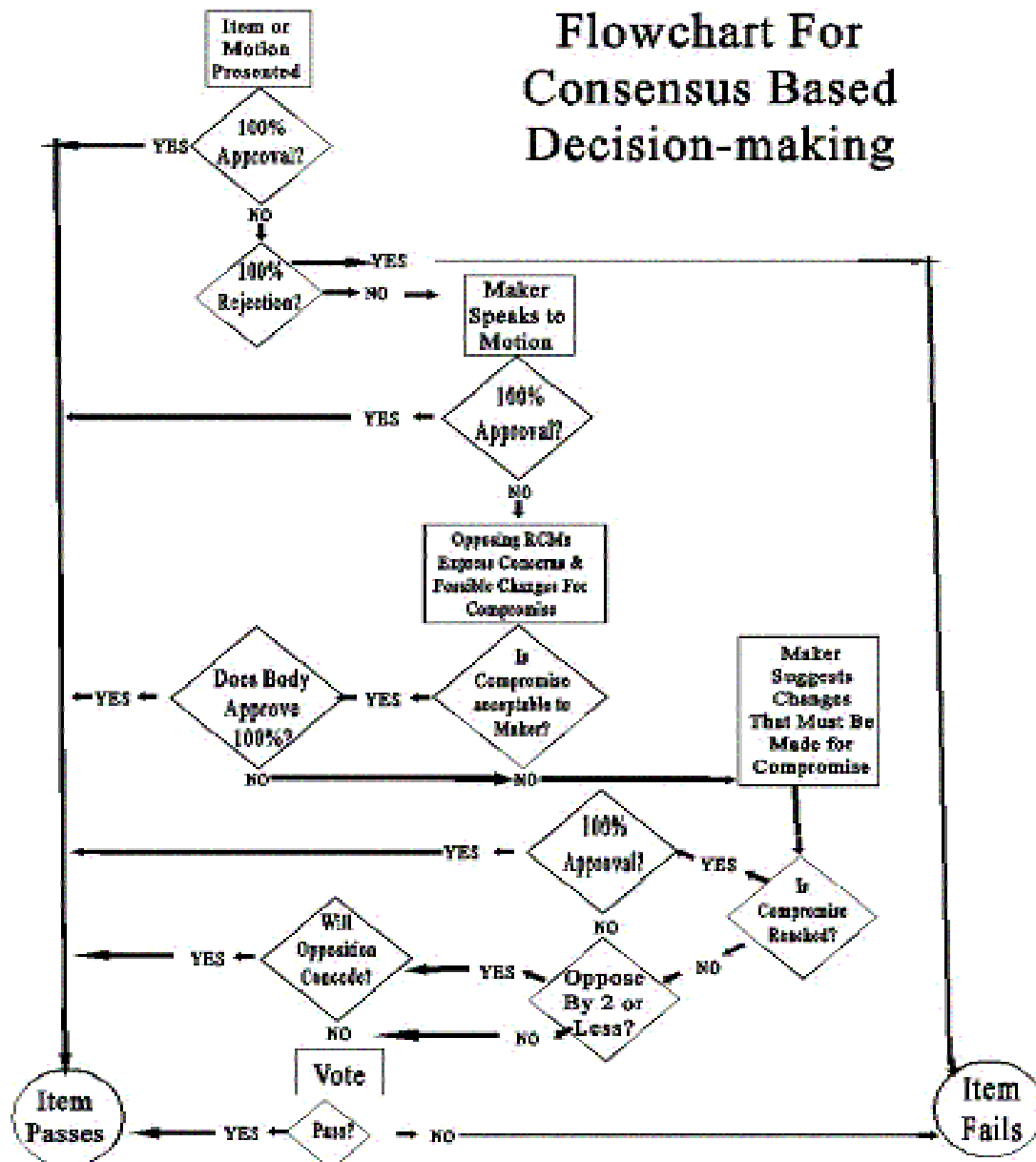
1. Voting is to determine God's will as expressed through Group conscience; it is not to determine personal opinion. The exercise of Group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues effecting Narcotics Anonymous.
2. All ASRs and Loner Group GSRs or their Alternates are eligible to vote, if a consensus cannot be reached and a vote becomes necessary, otherwise any Narcotics Anonymous member of the Arkansas Region of Narcotics Anonymous can participate in the Consensus-Based Decision-Making process with the exception of the ARSCNA Chairperson or Vice-Chair.
3. Participating votes are defined as "yea" or "nay" votes only.
4. Abstention votes will be counted as neutral votes and are not considered as a participating vote.
5. All ARSCNA business will be voted on by the ASRs and Loner Group GSRs or their Alternates, if a consensus cannot be reached and a vote becomes necessary, otherwise any Narcotics Anonymous member of the Arkansas Region of Narcotics Anonymous can participate in the Consensus-Based Decision-Making process with the exception of the ARSCNA Chairperson or Vice-Chair. The only motions referred back to member Areas and Loner Groups for a vote will be:
 - a) Financial motions over \$250 (two hundred and fifty dollars)
 - b) Nominations for ARSCNA service positions
 - c) All other motions affecting the basic tenets of Narcotics Anonymous as a whole (i.e.: Basic Text, Twelve Steps, Twelve Traditions, Twelve Concepts, etc.)
 - d) Any other motions will require a simple majority vote of the ASRs and Loner Group GSRs or their Alternates to be referred back to Areas and Loner Groups.
6. The ARSCNA utilizes a consensus based decision-making process. A consensus is considered to be a 2/3rds majority of the participating votes in agreement. All effort should be made to further understanding and discussion of any issue on the floor until a consensus is reached.
7. All decisions requiring a vote at the ARSCNA be decided upon in the following manner:
 - a. An attempt at an overall consensus to be attempted first.
 - b. If an overall consensus cannot be reached, then a paper ballot will be taken.
 - c. In order for a decision to pass, it will require a two-thirds majority.
8. In case of elections with more than two individuals up for a position, and one individual does not receive two-thirds of required votes to be elected, the two individuals with the highest percentage will be kept in the election. All others will be removed from election and a second ballot will take place.
9. Once an issue has been voted on, it shall not be brought up again for vote for at least 2 consecutive RSC meetings.

Consensus Procedure:

1. Motion or item is presented
2. Does item receive 100% approval or rejection? If 100% approval motion passes (go to #9), if 100% rejection motion fails (go to #10), if item does not receive 100% in either go to #3.
3. The Chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The Chair asks if the additional information has changed anyone's opinion. If anyone's opinion has changed, is there now 100% approval? If so item passes (go to #9). If no one's opinion has changed (or some opinions have changed, but the item does not receive 100% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to #4.
4. The maker is asked if the compromise (if any) is acceptable. If so, the RCMs are asked if there is any further discussion needed. If not, the chair asks if there is any opposition. If 100% approval item passes (go to #9), if not go to #5.

5. If the originator cannot live with the compromise (or item did not receive 100% approval from #4), the individual is asked to express concerns and what it might take to reach a compromise. If compromise is reached go to #6. If compromise is not reached go to #7.
6. Does item receive 100% approval? If yes item passes (go to #9), if not go to #7.
7. If a compromise cannot be reached (or item does not receive 100% approval from #6), and 2 or less RCMs are opposed, the Chair asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside the item passes (go to #9). If the opposition does not stand aside, or the item was opposed by more than 2 people, the item needs to be acted on by parliamentary procedure and called to a vote (go to #8).
8. Item is voted on using a paper ballot (after any discussion). If item receives 2/3rds, or more, of the participating votes it passes (go to #9) if it receives less than 2/3rds it fails (go to #10).
9. Item has passed record results in minutes.
10. Item has failed record the results in minutes.

Consensus Flowchart:



DISCUSSION LIMITS

1. Any member attending an Arkansas RSC meeting has a voice on the floor if recognized by the RSC Chairperson or Acting Chairperson.
2. Both voting and non-voting members have the right to introduce and/or second motions and participate in debate with the exception of the RSC Chairperson and Vice-chairperson.
3. Anyone in attendance may seek clarification from the Chair.
4. Participation on Motions: See Rules of Order - Short Form
5. Must be recognized to have the floor, only by raising hand, except:
 - a) Point of Personal Privilege
 - b) Point of Order
 - c) Appeal to the Chair
 - d) Point of Information

ELECTION OF OFFICERS

1. Nominations for the RD and RD Alternate will be opened at the February meeting of ARSC every other year (odd years). Nominations will then be closed at the May RSC meeting and referred to the Areas/Loner Groups. Elections will be held at the August RSC meeting. All nominees' names and qualifications will be included in the May ARSC minutes.
 2. Nominations for Administrative Committee Officers and Subcommittee chairs open in February each year and close in May. Nominations are sent back to the Areas/Groups. Elections will be held in August.
 3. RSC trusted servants serve a term of one year or, if willing, until their successors are elected. Their term of office shall begin at the end of the regular meeting at which they are elected, with the exception of the Activities Chairperson. In order to facilitate continuity and accountability for the Unity Campout, the Regional Activities Chair-elect will assume office after the final financial report of the Unity Campout at the November RSC meeting. (Note: RD & RDA serve 2-year terms.)
 4. Vice-chairperson and RD Alternate are considered an automatic nomination for Chairperson and RD, respectively, in the next election year.
 5. RSC Officers should be selected from the best informed, most trusted, and most active members in order that they may best serve their region's needs and the needs of Narcotics Anonymous.
 6. Nominations should be solicited from each Area and/or Loner Group of the Arkansas Region. In addition, any member of the RSC may nominate a qualified individual for an RSC position.
 - a) Duties and responsibilities should be read prior to soliciting nominations.
 - b) Nominees to RSC offices must be present at the time of nomination and at the time of election and attend at least two consecutive meetings of the ARSCNA before being elected.
 - c) Each nomination must be seconded.
 - d) The nominee is given the opportunity to accept or decline nomination. If they accept, they should state their qualifications for serving as follows:
 - 1) Previous service commitments completed
 - 2) Other current service commitments
 - 3) Service positions vacated by resignation or impeachment (and possibly why)
 - 4) Experience in the area of service for which nominated
 - 5) Clean date
 - 6) Why he/she can serve and wants to serve the fellowship
 - e) Motion is made to close nominations and seconded.
 - f) If more than one nomination, voting is done by paper ballot and the elected officer is recorded in the minutes.
 - g) This procedure is followed until all positions are filled.
- NOTE:** In case of elections with more than two individuals up for a position, and one individual

does not receive two-thirds of required votes to be elected, the two individuals with the highest percentage will be kept in the election. All others will be removed from election and a second ballot will take place.

7. If there is no one who has the qualifications, clean time, and/or willingness to serve, the position will be left open until such time as a willing, qualified nominee is elected.
8. No ASR/Loner Group GSR shall be allowed to serve on the RSC Administrative Committee to insure that no officer shall hold more than one voting position at the RSC. It is suggested that the nominee should not hold more than two (2) "titled service positions", to include an office at the Area and World levels.
9. No RSC Administrative officer shall hold more than one (1) RSC Administrative office at any given time to avoid the possibility of monopolizing RSC votes.
10. No RSC officer shall be eligible to serve more than two (2) consecutive terms in the same office.

VOTE OF ACCLAMATION

1. A vote of Acclamation is defined as an election with only 1 (one) nominee after nominations have been closed.
2. If a Vote of Acclamation is indicated, the following procedure will be followed:
 - a. The ARSCNA Chairperson will ask for a ballot vote
 - b. If there is no opposition, that nominee is elected to the position.
 - c. If there is an opposing vote, the floor will be opened for discussion.
 - d. After discussion is concluded, a ballot vote will be taken.
 - e. The nominee must receive 2/3rds of the participating votes to be elected.
 - f. If the nominee fails to receive 2/3rds then nominations will be reopened.

OFFICE VACANCIES

1. An election to fill a vacancy in an office should occur within two regular RSC meetings after the vacancy arises.
2. Notice of intent to fill a vacancy shall be provided and taken back for Area/Loner Group input.
3. In the case of a vacancy in the office of RSC Chairperson, the RSC Vice-chairperson shall assume the duties of the Chairperson until the end of the meeting at which the new Chairperson is elected.
4. In the case of a vacancy in the office of RD, the RDA shall assume the duties of the RD until the end of the regular meeting at which the new RD is elected.
5. When an office is vacant, and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant by the RSC Chairperson after consultation with the Administrative Committee.
6. If less than six months is remaining in a newly-elected RSC Officer or standing Subcommittee Chair's term, this will not be considered a full term of office.

RESIGNATIONS

1. Resignation to be given in writing to the RSC Chairperson.
2. All applicable archives and End of Term report to be given to the RSC.

REMOVAL FROM OFFICE

1. An RSC Officer or standing Subcommittee Chairperson may be removed from office by a 2/3 majority closed ballot vote of the RSC after the respondent is given rebuttal time, if desired, not to exceed 10 minutes.
 - a) Attendance at the ARSCNA meeting shall be defined as having attended both the old business and new business sessions.
 - b) Some reasons for such action may include, but are not limited to: Intentionally compromising our Twelve Traditions; Mismanagement of N.A. Funds; Not fulfilling the duties of the office; Absence from two or more consecutive meetings without prior notification of reasonable cause to the RSC Chair.
 - c) If the reasons for such action are of a highly personal or embarrassing nature, the discussion of such action should be discreetly handled by a specific ad hoc committee formed by three RSC trusted servants and three ASRs/Loner Group GSRs from an unbiased Area. This ad hoc committee is to be appointed by the Chairperson after consultation with the Administrative Committee.
2. An ASR or Alternate/Loner Group GSR or Alternate cannot be removed from office by the RSC. However, if there are problems, the RSC may bring it to the attention of the appropriate Area/Loner Group.
3. Relapse constitutes automatic and immediate removal in any office.

REPORTS

1. All RSC meeting reports are to be written or typed and handed in to the Secretary.
2. Yearly reports: At the end of term, each trusted servant is responsible to file a written or typed report with the RSC.
 - a) Secretary:
 - 1) Compile a list of Motions from the past year's minutes and current Guideline Addendum.
 - 2) Compile a report summarizing the past year's activities.
 - b) Treasurer: Compile yearly report consisting of the past year's activity, including contributions, expenditures, and any other financial activity.
 - c) Chairperson (RSC and Standing Subcommittee): Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), and plans for the coming year.
 - d) ASR/Loner Group GSR: Compile a report of your Area/Group, consisting of the following information:
 - 1) Number of meetings: H&I, Groups, and total number of meetings
 - 2) Size of the local fellowship
 - 3) H&I Activity
 - 4) PI Activity
 - 5) Other Committee Activity
 - 6) Specific problems or situations
 - 7) Plans for the coming year
 - 8) Brief history of N.A. in your Area/Group from the first meeting until now, to be updated yearly.
 - 9) Brief summary of "What your Area/Group would like to accomplish at the World Service Conference".

RULES OF ORDER - DEFINITIONS

Meetings will be conducted by these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is underway, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the Chairperson's right to be in control of the "process" of this meeting, so that you can have maximum benefit of its "content". **These rules of order are to be used as an aid, not a weapon.**

Adjourn - means to close the session immediately.

Amend - (a pending motion) means to modify the wording of a pending motion and is considered a primary amendment (that is, it applies directly to the main question). The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

Appeal the Chair - means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

Call to Question - (vote) means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Call to Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

Change Order of the Day - means to take a question out of its proper order or to consider one before the time to which it was postponed.

Division of Questions - means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

Lay on the Table - means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely, Postpone Indefinitely, or vote against the motion. The motion to Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been Laid on the Table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would be in order. To consider a conflicting motion or substitute, the tabled motion would first need to be taken from the table and disposed of.

Limit or Extend Debate - means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions. This motion cannot impose an immediate closing of debate. The appropriate motion then would be Reconsider Previous Question. Extend Debate can be utilized when either all pros or all cons are exhausted. Unlimited debate occurs unless specific number of pros and cons are stated in the motion to Extend Debate.

Order of the Day - means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules of Order or Changes the Order of the Day.

Point of Information - is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members.

Point of Order - means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This point needs to be made immediately at the time the perceived breach occurs. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

Point of Personal Privilege - permits a request relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request would otherwise be out of order.

Postpone Indefinitely - means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Postpone to a Definite Time - means to put off action on a pending motion until a definite day, meeting or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later.

When the time to which a question has been postponed arises, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement, with all adhering motions, except the rights of debate begin over again as if it had never been updated.

Recess - means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to Suspend Rules of Order.

Reconsider Previous Question - enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved on the same day of the original vote. If the Reconsider Previous Question is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

A member has the right to debate on the Reconsider Previous Question motion regardless of whether his rights to debate were exhausted on the original motion.

Refer to Committee - means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special ad hoc committee is needed, the committee can be formed in the same or amending motion.

Suspend Rules of Order - enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to make this motion.

Take from the Table - enables the assembly to make pending again a motion that had previously been Laid on the Table. If a matter is not Taken from the Table within the same session as the motion to Lay on the Table, the matter dies, although the matter can be reintroduced later as a new question.

If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. When a matter is Taken from the Table, members who had exhausted their right to debate cannot speak again.

Withdraw a Motion - means the assembly gives permission to the maker to withdraw his motion. This permission is only required after the motion has been stated by the Chair.

TYPES OF MOTIONS:

P - Privileged Motion

Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.

S - Subsidiary Motion

Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.

M - Main Motion

Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

No main motion is in order, which presents substantially the same question as a motion previously, rejected during the same session.

I - Incidental Motion

Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion, but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.

B - Bring Back a Motion

A motion that brings a question again before the assembly. Generally can only be made when no other business is pending.

RULES OF ORDER - SHORT FORM

| MOTION | TYPE | SECOND REQUIRED | DEBATABLE | INTERRUPT SPEAKER | AMENDABLE | ADOPTION |
|-----------------------------------|-------------|----------------------------|-------------------|------------------------------|------------------|-----------------|
| Adjourn | P | YES | 1 PRO/1 CON | NO | NO | 2/3rds |
| Amend | S | YES | 3 PRO/3 CON | NO | YES | 2/3rds |
| Appeal the Chair | I | YES | 1 PRO/1 CON CHAIR | YES (*4) | NO | 2/3rds |
| Call for Order of Day | P | NO | NO | YES | NO | (*2) |
| Call to Question (Vote) | S | YES | 2 CON | NO | NO | 2/3rds |
| Change Order of Day | I | YES | 1 PRO/1CON | NO | NO | CHAIR |
| Division of Question | I | YES | 3 PRO/3 CON | NO | YES | 2/3rds |
| For area/group Conscience (*5) | I | YES | 3 PRO/3 CON | NO | NO | 2/3rds |
| Lay on Table (*3) | S | YES | NO | NO | NO | 2/3rds |
| Limit or Extend Debate | S | YES | 1 PRO/1CON | NO | YES | 2/3rds |
| Main Motion | M | YES | 3 PRO/3 CON | NO | YES | 2/3rds |
| Parliamentary Inquiry | I | NO | NO | YES | NO | NONE |
| Point of Information | I | NO | NO | YES | NO | CHAIR |
| Point of Order | I | NO | NO (*6) | YES | NO | CHAIR (*7) |
| Point of Personal Privilege | I | NO | NO | YES | NO | CHAIR |
| Postpone Indefinitely (*3) | S | YES | 3 PRO/3 CON | NO | NO | 2/3rds |
| Postpone to a Definite Time (*3) | S | YES | 3 PRO/3 CON | NO | YES | 2/3rds |
| Recess (*1) | P | YES | NO | NO | NO | CHAIR |
| Reconsider Previous Question (*9) | B | YES | 2 CON (*10) | NO | NO | 2/3rds |
| Refer to Committee | S | YES | 3 PRO/3 CON | NO | YES | 2/3rds |
| Suspension of Rules of Order | I | YES | 1 PRO/ 1CON | NO | NO | 2/3rds |
| Take from the Table | B | YES | NO | NO | NO | 2/3rds |
| Withdrawal of Motion | I | YES(*8) | NO | YES | NO | 2/3rds |

FOOTNOTES:

1. Time must be stated with the motion.
2. Must be enforced on demand of a member unless set aside by 2/3rds majority.
3. Applies to the entire motion pending.
4. Must be made immediately following Chair's decision.
5. If questioned, motion will be automatically sent back to Area/Loner Groups for group conscience.
6. Unless Chair submits question to assembly, then Yes.
7. Unless submitted to assembly, then 2/3rds.
8. Must be seconded by the seconder of the original motion.
9. Only voting member of prevailing side can introduce.
10. Limited to participants who were on the prevailing side

ADMINISTRATIVE COMMITTEE

This committee consists of the following officers: RSC Chairperson, RSC Vice-chairperson, RSC Secretary, RSC Treasurer, Regional Delegate, and Regional Delegate Alternate.

DUTIES AND RESPONSIBILITIES: ADMINISTRATIVE COMMITTEE

Administrative Committee

A. Duties

1. responsible for conducting the ARSCNA and ARACNA Treasury audits
2. responsible for the formulation of a ARSCNA meeting rotation schedule
3. responsible for implementation of the ARSCNA Malfeasance Policy
4. responsible for any matters committed to the Administrative Committee by the Body of the ARSCNA
5. responsible for preparation of the ARSCNA meeting agenda
6. responsible for implementation of the extenuating circumstances policy

DUTIES, RESPONSIBILITIES, and QUALIFICATIONS: ADMINISTRATIVE OFFICERS

Chairperson - Administrative Committee

A. Duties

1. responsible for conducting ARSCNA meetings
2. responsible for conducting Administrative Committee meetings
3. responsible for preparing the agenda for ARSCNA meetings in conjunction with Administrative Committee
4. responsible for compiling an end of term report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), and plans for the coming year
5. responsible to train and educate the Vice-chairperson in the duties and responsibilities of the Chairperson
6. responsible to be a cosigner on the ARSCNA checking account
7. responsible for overseeing all Administrative Committee responsibilities

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of three (3) years clean
3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
7. One (1) year commitment

Vice-chairperson - Administrative Committee

A. Duties

1. responsible for conducting ARSCNA meetings in the absence of the ARSCNA Chairperson
2. responsible for conducting Administrative Committee meetings in the absence of the ARSCNA Chairperson
3. responsible for coordination of ARSCNA Subcommittee Chairs
4. responsible for reporting to the ARSCNA the actions and decisions of the Administrative Committee
5. responsible to be a cosigner on the ARSCNA checking account
6. responsible for maintaining ARSCNA Administrative Committee archives
7. responsible to serve as acting ARSCNA Treasurer in the absence of the Treasurer

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of three (3) years clean
3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
7. Two (2) year commitment (1 as VC; 1 as Chairperson)

Secretary - Administrative Committee

A. Duties

1. responsible for accurate accounting of all business conducted at each ARSCNA meeting
2. responsible for accurate accounting of all business conducted at each ARSCNA Administrative Committee meeting
3. responsible to mail a copy of the minutes of the ARSCNA meeting to each designated person within ten (10) days
4. responsible to maintain all ARSCNA archives and guidelines
5. responsible to handle all incoming correspondence to the ARSCNA
6. responsible to handle all outgoing correspondence from the ARSCNA as directed
7. responsible for keeping the ARSCNA stationary and make it available at each ARSCNA meeting

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of two (2) years clean
3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
7. One (1) year commitment

Treasurer - Administrative Committee

A. Duties

1. responsible for accurate accounting of all monies received
2. responsible for accurate accounting of all monies disbursed
3. responsible for administering the ARSCNA checking account
4. responsible for reporting on the financial condition of the ARSCNA at each of its meetings
5. responsible for including updated ARSCNA budgets in the minutes of each ARSCNA meeting.
6. responsible to be a cosigner on the ARSCNA checking account
7. responsible for maintaining all ARSCNA Treasury archives

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of three (3) years clean
3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
7. One (1) year commitment
8. Basic knowledge of bookkeeping and/or accounting skills

Treasurer Guidelines:

1. All quarterly receipts to go into 1 envelope and are labeled as such.
2. All moneys received by the Regional Treasurer shall be deposited within five (5) days of receipt of said moneys.
3. The Secretary will forward all funds and financial correspondence to the Treasurer and document them in the Correspondence Report to RSC.
4. Treasurer's beginning balance to equal the ending balance of previous report.
5. Treasurer's report to be of consistent format. All receipts and expenses to be itemized (showing check number, date, dollar amount, and who the check is from except for donations from Areas- they will only reflect that it was a donation from an Area. A record will be kept of where donations came from for Region's use only.)
6. The checking account should be non-interest bearing so there will be no need to report taxes.
7. If at all possible, reimbursements should be in check form; i.e.: personal check, money order, or cashier's check.
8. Treasurer's records are to be kept up to date, so that RSC Officers may look at the books at any time and get an accurate picture of Regional finances.
9. All records to be reconciled on a monthly basis.

Regional Delegate (RD) - Administrative Committee

A. Duties

1. responsible to represent and speak for the member Areas and Groups that comprise the ARSCNA at the World Service Conference
2. responsible to provide a two way communication between the ARSCNA and the Narcotics Anonymous World Services
3. responsible to provide a two way communication between the ARSCNA and the Southern Zonal Forum
4. responsible to provide a two way communication between the ARSCNA and other Regions of Narcotics Anonymous as necessary
5. responsible to be a resource for information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
6. responsible to train and educate the Regional Delegate Alternate
7. responsible to conduct the ARSCNA in the absence of the Chairperson and Vice-chairperson
8. To purchase a copy of the C.A.R. (Conference Agenda Report), when it becomes available (every 2 years on odd years), for each Area & Loner group represented at the Arkansas Regional Service Committee.

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of six (6) years clean
3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of four (4) years NARCOTICS ANONYMOUS service
7. Two (2) year commitment

Regional Delegate Alternate (RDA)-Administrative Committee

A. Duties

1. responsible to work closely with the Regional Delegate to fulfill the duties of that office
2. responsible to act as the Regional Delegate in the absence of the RD
3. responsible to train and educate the Regional Delegate Second Alternate

B. Qualifications

1. Willingness and desire to serve
2. Suggested minimum of five (5) years clean

3. Time and resources to do the job
4. Active participant of NARCOTICS ANONYMOUS as a whole
5. Working knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts of NARCOTICS ANONYMOUS through application
6. Suggested minimum of three (3) years service involvement
7. Four (4) year commitment (2 as Alternate; 2 as RD)

SOUTHERN ZONAL FORUM LIAISON

The appropriate committee chairpersons for the specific topic of the Southern Zonal Forum or the RD and RDA shall be sent to the Forum and fully funded by the Region.

WEBMASTER

- A. Required to attend RSC.
- B. Utilize Adobe® Acrobat® software owned by and registered to ARSCNA in the conversion of documents to PDF (portable document format) for uploading to the <arscna.org> Website.
- C. Responsible for updating the NAWS Website with current and correct Regional meeting and trusted servant information.

STANDING COMMITTEES

Tradition Five: Each Group has but one primary purpose- to carry the message to the addict who still suffers.

Tradition Nine: N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

There are two kinds of committees: standing committee and ad hoc committee.

Standing committees are the regular committees of the Region such as Activities, H&I, etc. The basic descriptions of these, and how they relate to the Region as a whole, are detailed later under the descriptions of each committee.

Sometimes a question or special project needs to be referred to a committee, but the question does not fit in with the focus of any existing standing committee. In such cases, the motion can be made to refer to an *ad hoc committee*. These special committees are set up for specific purposes, and they have limited lives- when they have finished their jobs and reported back, they are disbanded. A motion to refer to an ad hoc committee should specify what the committee's purpose would be. The RSC Chair may then appoint an ad hoc committee in its entirety, or he/she may appoint just the ad hoc committee chairperson, who will put the committee together him/herself.

FORMING NEW STANDING COMMITTEES

To form a new standing committee:

- A. A letter to identify the needs that this committee may better serve the purpose of the Region is to be brought forth in new business.
- B. The proposal to be sent back to the Areas/Loner Groups for Group Conscience.
- C. A two-thirds majority is necessary to form a standing committee.
- D. The newly formed standing committee must formulate a draft of proposed guidelines within 6 months of establishment. This draft to be submitted to the RSC for approval.

ELIMINATION OF A STANDING COMMITTEE

The RSC may eliminate a standing committee by 2/3-majority vote when deemed necessary.

QUALIFICATIONS: STANDING COMMITTEE OFFICERS

CHAIRPERSON:

1. Willingness and desire to serve.
2. Suggested minimum of two (2) years clean.
3. Time and resources to do the job.
4. Active participant of N.A. as a whole.
5. Working knowledge of Twelve Steps and Twelve Traditions through application.
6. Suggested minimum of one (1) year N.A. service involvement.
7. One (1) year commitment.

QUALIFICATIONS AND RESPONSIBILITIES: SUBCOMMITTEE OFFICERS

A. CHAIRPERSON

- 1) Elected by the group conscience of the RSC as per its guidelines.
- 2) Presides over all meetings of the subcommittee with a general understanding of parliamentary procedure.
- 3) Prepares a report for each RSC meeting and makes all motions on behalf of the committee and is the voice of the indicated subcommittee.
- 4) Coordinates and is responsible for all work done by the subcommittee.
- 5) Maintains communication with World Services.
- 6) Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year (if necessary).

B. VICE-CHAIRPERSON

- 1) Elected by the subcommittee.
- 2) Should have at least on year experience in the indicated committee's work, and a working knowledge of the Twelve Steps and Twelve Traditions.
- 3) Must attend all meetings of the subcommittee and the RSC.
- 4) Performs the duties of the Chairperson is his/her absence.

C. SECRETARY

- 1) Elected by the subcommittee.
- 2) Should have at least 6 months experience in the indicated committee's work and a working knowledge of the Twelve Steps and Twelve Traditions.
- 3) Should have clerical skills necessary to perform the job.
- 4) Must keep an accurate set of minutes of all subcommittee meetings.
- 5) Must attend all subcommittee meetings.

D. TREASURER (Activities Committee)

- 1) Responsible for making reports of contributions, income and expenditures from all functions as well as an annual report at the end of the year.
- 2) Co-signer of ARACNA bank account.
- 3) Responsible for ensuring bank has an up-dated signature card on file, to include ARACNA Administrative Officers, RSC Chairperson, RSC Vice-chairperson and Treasurer.
- 4) Must attend all subcommittee meetings.
- 5) Must have basic bookkeeping and accounting skills.

SUBCOMMITTEE OFFICERS: Clean Time Requirements

Chairperson ~ ~ ~ ~ ~ As specified - see Qualifications: Standing Committee Officers
Vice Chairperson ~ ~ ~ 2 years
Secretary ~ ~ ~ ~ ~ 1 year
Treasurer ~ ~ ~ ~ ~ 3 years

SUBCOMMITTEE MEMBERSHIP AND COMPOSITION

The subcommittee shall consist of Administrative Officers (Chairperson, Vice-chairperson, Secretary, and Treasurer [if one needed]), all Area Chairpersons and/or Vice-chairperson of indicated committee, and all involved members interested in the work of indicated committee. The only officer elected by the general session of the Region will be the Chairperson. The Vice-chair, Secretary, and Treasurer will be elected in subcommittee. The Vice-chair will assume the position of Chairperson only by election of the general session of the Region at the appropriate time. The Vice-chair of the RSC is a member of all subcommittees. All subcommittee members may bring motions to the floor, speak to motions, and vote on motions, with the exception of the Chairperson who only votes in the case of a tie. All Arkansas Regional subcommittees are directly responsible to the Arkansas Regional Service Committee. The meetings of the subcommittee may be conducted at the discretion of the Chairperson, with or without parliamentary procedure, as long as the meetings run in an orderly manner and each member is given equal opportunity to speak.

SUBCOMMITTEE POLICIES AND ACCOUNTABILITY

Subcommittees are directly responsible to the Arkansas Regional Service Committee. The meetings of the subcommittees may be conducted at the discretion of the Chairperson, with or without parliamentary procedures, as long as the meetings run in an orderly manner and each member is given equal opportunity to speak.

SUBCOMMITTEE AGENDA

1. Opening prayer
2. Read Twelve Traditions
3. Read Basic Purpose of the committee in session
4. Secretary Report
5. Administrative Committee Report (Activity since last meeting)
6. Budget Expenditures
7. Area reports
8. Old business
9. Elections
10. New Business
11. Review of upcoming subcommittee activities and motions for the RSC.
12. Announcements
13. Closing Prayer

ACTIVITIES COMMITTEE

Basic purpose:

To serve the needs of all the Areas within the Arkansas Region by conducting activities that promote the growth and strength of activity efforts and needs within the Region and the Fellowship.

Functions of the Subcommittee:

- A. Is a resource for Members, Groups, and Areas in their efforts by providing information and other encouragement necessary to better carry the message.
- B. Provides a forum or pooling place for Area subcommittees to share their experience, strength, and hope.

- C. Maintains an updated listing of all activities within the Region.
- D. Conducts and/or coordinates activity projects for the Region that carry the message.
- E. Maintains communication with the Area Activities Committees so that member Areas may be informed of its activities.
- F. Maintains checking account not to exceed \$1200. Two (2) signatures necessary to do business and/or write checks.
- G. Organizes annual Regional Unity Campout. ARACNA shall be responsible for hosting the Unity Campout and shall be the central point of contact for all participating Area/Loner Groups. Each Area/Loner Group will participate in random drawing for additional responsibilities at campout: Flyers & Agenda; Registration; Merchandising; Hospitality; Potluck/Recovery Dinner; Speakers & Workshops; Entertainment & Auction.
- H. Responsible for all expenses incurred and proceeds made in conjunction with Unity Campout. All unsold merchandise and unused supplies will be turned over to the Activities Committee at the end of each function for inventory.
- I. Maintains a calendar for all Regional activities in an effort to prevent overlapping activities in Areas/Loner Groups. This calendar shall be available at all Regional Subcommittee and Service Committee meetings. Anyone wishing to update the calendar may do so by contacting the Activities Committee Chair.
- J. Accepts bids from Area or Loner Groups around the region for 'other' regional functions will be by bid process. The bids will consist of the place, date and approximate budget for the expenses. Bids are to be submitted to ARACNA for approval by the RSC. The RSC will provide seed money established at \$600 to ARACNA for financing the function. The Area will be responsible for flyers and, if T-shirts are wanted, they will be purchased by ARACNA and will not be part of the Area or Loner Group budget. There will be a \$250 expense limit on each bid with the Area providing receipts for actual money spent. After returning the seed money to ARACNA, the Area or Loner Group will keep 1/3 and forward to the RSC the remaining 2/3s of the net profit from the function.

Arkansas Regional Unity Campout Responsibility Checklists:

Location

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Secure location and notify ARACNA Chair with details (rent, etc.).
3. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
4. Obtain check for deposit moneys from ARACNA Treasurer to send to the location.
5. Make and place NA signs on the roadway into the camp area.
6. Keep meeting areas cleaned up so we all won't have so much to do on Sunday.
7. Settle balance of cost with location at the end of the campout and obtain check from ARACNA Treasurer.
8. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
9. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

Flyers

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. When all necessary information is received from each area of responsibility, flyers will be printed and mailed in bulk to all Areas for distribution.
4. Make appropriate calendar of events (agenda) for distribution at the campout.
5. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
6. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end

of the campout or no later than the next Regional Subcommittee Meeting.

Registration

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Buy or make a registration book, including clean time and make a count for Speakers/Workshops Committee for presentation at the Saturday evening Recovery Countdown.
4. Set up a place for registration and post times making sure someone is there at those times.
5. Turn over the registration book to the ARACNA Chair at the end of the campout for placement in the ARACNA Archives.
6. Turn over moneys from registrations and donations to the ARACNA Treasurer or other ARACNA officer at the end of the campout.
7. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
8. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

Merchandising

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Decide on theme and design for the Campout.
4. Select type of merchandise to be purchased with input from the Region.
5. Select company to purchase merchandise from.
6. Order, pay for and take merchandise to the campout to be sold.
7. List all merchandise given free to Speakers/Workshop Committee and give to ARACNA Chair or other ARACNA officer for inventory purposes.
8. Keep a ledger of all sales and merchandise distribution to any Area for future sales to be turned over with the inventory at the end of the campout. The ARACNA Treasurer will be responsible for merchandise distributed to those Areas and/or moneys from sales, which is to be reported and turned over to the ARACNA Committee at each quarterly meeting
9. Turn over moneys from sales to the ARACNA Treasurer or other ARACNA officer at the end of the campout.
10. Turn over unsold merchandise to the ARACNA Chair or other ARACNA officer for placement in Regional Inventory at the end of the campout.
11. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
12. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

Hospitality

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Purchase coffee, condiments for the weekend and pastries for Sunday Continental Breakfast.
4. Gather all supplies needed for coffee making and serving.
5. Purchase soda pop for sale on the honor system at \$.50 each.
6. Turn over moneys from sales to the ARACNA Treasurer or other ARACNA officer at the end of the campout.
7. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
8. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
9. Turn over unused supplies to the ARACNA Chair or other ARACNA officer for placement in Regional Inventory at the end of the campout.

Potluck/Recovery Dinner

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Plan menu, buy groceries, and cook.
4. Obtain inventory of Regional supplies and/or purchase all necessary items making sure there are enough plates, spoons, forks, knives, etc.
5. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
6. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

Speakers & Workshops

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Order and have available for signatures of members a Basic Text for the Recovery Countdown.
4. Decide whether or not to have a Friday evening speaker or a discussion type meeting. If a discussion type meeting is chosen, be sure to ask someone to chair the meeting.
5. Invite speakers for Friday and/or Saturday evening and Sunday morning.
6. Be sure to ask someone to chair each meeting and someone to introduce each speaker.
7. Discuss and decide workshops to be held and arrange time frame for the Calendar of Events informing the ARACNA Chair by two weeks prior to the campout.
8. Invite guest hosts.
9. Each speaker and workshop host will be reimbursed for travel expenses and their registration fee will be waived.
10. If a decision to give merchandise free of cost has been agreed upon by the ARACNA Committee, be sure that it is obtained from the Merchandise Committee and given to each speaker and workshop host.
11. Request travel expense reimbursement from the ARACNA Treasurer for each speaker and workshop host by the end of the campout.
12. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
13. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

Entertainment & Auction

1. KEEP ARACNA CHAIR INFORMED AS NECESSARY.
2. Request necessary cash advance for purchases at the earliest possible ARACNA Committee meeting.
3. Arrange for an auctioneer.
4. Choose someone to keep track of the items purchased and payments.
5. Discuss and decide on entertainment to fill empty time slots.
6. Turn all moneys and tracking records over to the ARACNA Treasurer at the end of the auction.
7. Turn over receipts for purchases and any unspent moneys to the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.
8. Request reimbursements for expenses with receipts from the ARACNA Treasurer at the end of the campout or no later than the next Regional Subcommittee Meeting.

HOSPITALS AND INSTITUTIONS

Basic Purpose:

The Arkansas RSC H & I Subcommittee serves the needs of the Areas/Loner Groups within the Arkansas Region by conducting activities that promote the growth and strength of all H&I efforts and needs with the Region and the Fellowship.

Function of the Subcommittee:

- A. Is a resource for members, Groups, and Areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Provides a forum or pooling place for Area H&I Subcommittees to share their experience, strength, and hope.
- C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which Area subcommittee and the type of services that are being performed.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an Area subcommittee.
- E. Conducts workshops to address and/or work on problems the member Areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the WSC H&I Committee so that member Areas may be informed of its activities.
- G. Provides "Reaching Out" gift subscriptions to prisons or jails if requested by Area H&I subcommittee chairpersons.
- H. Performs any other activities that benefit the H&I efforts within the Arkansas Region.

LITERATURE

Basic Purpose:

The purpose of the Arkansas Regional Literature Committee is as follows:

- A. To coordinate the creation, development, and revision of literature for the fellowship of the Arkansas Region.
- B. To lend support to Area Literature Committees through 1) Development of guidelines, 2) Sharing of experience in written and verbal communications, and 3) Hosting open forums and workshop meetings.
- C. To maintain communication with the WSC Literature Committee so that member Areas may be informed of its activities.

OUTREACH

Basic Purpose:

To serve the needs of all Areas within the Arkansas Region by coordinating Area Outreach subcommittees and conducting services that develop and strengthen Outreach efforts within the Region and the Fellowship.

Function of the Subcommittee:

- A. Produces a Regional Meeting List to be updated quarterly. See "Meeting List Criteria".
- B. Provides Area Outreach subcommittees an opportunity to share their experience, strength, and hope.
- C. Conducts workshops/learning days to address and/or work on problems the member Areas/Loner Groups are experiencing or to discuss new methods of Outreach work.
- D. Develop and maintain an Outreach Handbook and other resources and materials necessary to better carry the message.
- E. Coordinates with other Regional subcommittees on matters related to Outreach.
- F. Maintains communication with World Services. Communication flows both ways between the Area and World level through the regional subcommittee.

- G. Maintains communication with WSO Group Services coordinator and WSO Data Entry section (Group Registration) as needed.
- H. Maintains Regional Map showing constituent Area Groups, H&I Presentations, and Loner Groups.
- I. Keep on hand at all times a minimum of five (5) Arkansas Regional Service Committee "New Group Starter Kits." These kits will contain those NA approved materials needed for any newly started Group to start off with accurate information concerning NA service structure and the NA program in general. Each kit will cost \$45.45. A treasury request for funding/budget will be required.
- J. Keep on hand at all times a minimum of five (5) Group Readings to send to those groups who request them for their meetings.

Meeting List Criteria

- 1. Use Area meeting lists as available.
- 2. For a Group not covered by an Area meeting list, there would be two requirements to be on Regional Meeting List:
 - a. Group must have 90 days in existence.
 - b. Group must be attempting to adhere to the Twelve Traditions.

Regional Meeting Lists should include the following items:

- 1. Area-Group Phonenumber numbers
- 2. Day and Time
- 3. Smoking or Non-Smoking
- 4. Handicap accessibility
- 5. Meeting type - Open or Closed
- 6. Meeting format - Topic, discussion, speaker, etc.
- 7. Meeting attended by predominately (men, women, etc.) when pertinent.

Regional Meeting List to be updated every three months. ASRs/GSRs are responsible for getting up-to-date information to Outreach Chair.

PHONELINE

Basic Purpose:

To carry the message of Narcotics Anonymous and serve the needs of all Areas and Loner Groups within the Arkansas Region by coordinating Area Phonenumber Subcommittees and conducting activities which develop and strengthen Phonenumber efforts and needs within the Region and the Fellowship.

Specific Purpose:

The Arkansas Regional Phonenumber Committee shall be a point of contact between the Region and the answering service and shall be responsible for maintaining accurate meeting lists and contact numbers to prevent distribution of inaccurate information to addicts within, as well as visitors to, the Arkansas Region.

Functions and Responsibilities:

- A. Operate and maintain the Arkansas Regional Phonenumber provided by a professional answering service. This committee shall function utilizing NA conference-approved suggestions as put forth in "A Guide To Phonenumber Service."
- B. Develop and maintain an instructional package of procedures, policies and guidelines for phonenumber operation by the answering service. Conduct periodic presentations for orientation of answering service personnel.

- C. Maintain a roster of contacts of Regional Administrative and Standing Committee Officers, which shall include committee position held, first name with last initial, and phone number(s). Keep the answering service informed as changes occur.
- D. Maintain communication with the answering service, World Service Office PI Coordinator, and any pertinent NA World Services contacts to ensure availability of the most current information.
- E. Develop and maintain a Phonenumber Orientation Package for the use of phonenumber and twelfth-step volunteers. Provide training, such as group and individual orientations, for such volunteers.
- F. Provide a forum or pooling place for Area Phonenumber Subcommittees to share their experience, strength and hope.
- G. Conduct flyer days, learning days, and activities that will attract and keep phonenumber and twelfth-step volunteers.
- H. Provide to the Regional Outreach Committee no less than two weeks prior to publication of the Regional Meeting List, a current list of all additions, deletions, and/or changes as reported by the answering service.

PUBLIC INFORMATION

Basic Purpose:

- A. General Purpose of the P.I. Subcommittee is to inform the public that N.A. exists and that it offers recovery from addiction. The P.I. Subcommittee offers information about what N.A. is, and how and where to find N.A. All public information activities will be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.
- B. Specific Purpose of the Regional P.I. Subcommittee is to be supportive of Area P.I. Subcommittees by providing a forum for them within the Region. The purpose is also to help them with their particular problems and needs, and to keep open the lines of communication between the Area P.I. Subcommittees, the Region, and the WSC P.I. Committee.

Functions and Responsibilities:

- A. *Outside the fellowship:* This subcommittee deals with how N.A. relates with society, with NA's public image, with matters of attraction through the media, and with informing the public that N.A. exists and that recovery from addiction is possible through Narcotics Anonymous. Toward these ends, the P.I. Subcommittee:
 - 1) Opens and maintains lines of communication between N.A. and the public.
 - 2) Responds to all requests for information in a timely and effective manner.
 - 3) Makes sure that those requests are handled at the appropriate level of service.
 - 4) Retains custody of Radio and Television public service announcements from WSC to be used by any Area P.I. Subcommittee to carry their message of recovery to the still suffering addict.
- B. *Within the fellowship:* This subcommittee works:
 - 1) To unify the Area P.I. Subcommittees within the Region by acting as a resource and coordinating body for Regional and P.I. efforts.
 - 2) To maintain a close working relationship with P.I. and H&I Subcommittees throughout the Region; thereby insuring that all requests for information are referred to and carried out by the appropriate P.I. and H&I Subcommittee in accordance with the Twelve Traditions.
 - 3) To help with the establishment, coordination, and maintenance of the Regional Phonenumber.
 - 4) To maintain close communication with WSC P.I. Committee, utilizing its resources and providing assistance as required.

P.I. Procedures: Meetings

- A. Regular meetings shall be held on either Saturday afternoon or Sunday morning of each regularly scheduled meeting weekend of the Arkansas RSC.

- B. The Chairperson may call special meetings. The purpose, place, and time of meetings shall be stated in the call. Except in cases of emergency, at least fourteen days notice shall be given.

AMENDMENT OF GUIDELINES

1. These guidelines may be amended by a 2/3-majority vote at a regular or special meeting of the RSC, provided that the exact wording of the amendment has been submitted in writing and announced at a previous RSC meeting.
2. All guideline changes to be sent back to Areas.
3. Amendments are to be recorded on Addendum Page of guidelines and guidelines are to be updated annually to coincide with election of officers.

APPENDIX A

Months at which RSC trusted servant offices to be filled:

August: Every other year (odd years) -----Regional Delegate
 -----Regional Delegate Alternate
August: -----Chairperson
 -----Vice-chairperson
 -----Secretary
 -----Treasurer
 -----All Subcommittee Chairs
 -----(except the Regional Activities Chair)
November: -----Regional Activities Chair

APPENDIX B

Permanent Regional Mailing Address established 9/94; updated 6/6/99.

Arkansas Regional Service Committee of NA
 PMB 216
 860 Hwy. 62 East
 Mountain Home, AR 72653
 1-800-338-8750

The UPS Store will send mail to Secretary on the first and third Monday of each month.

GUIDELINE ADDENDUM

May 1991: Complete Guidelines Approved by Group/Area Conscience
 Guideline addendum motions:
 1992 Update: July 1991 through May 1992
 1994 Update: May 1992 through July 1992
 September 1992 through March 1993 (Minutes not available)
 May 1993 through July 1994
 1996 Update: September 1994 through January 1996
 1997 Update: March 1996 through June 1997
 2000 Update: July 1997 through July 2000
 2002 Update: September 2000 through July 2002
 2004 Update: July 2002 through December 2003
 2005 Update: December 2003 through November 2004

GUIDELINE ADOPTION DATES

The following list is the date each item in the Arkansas Regional Guidelines was adopted:

(PRF) BY ARKANSAS GROUP CONSCIENCE (Prior to Regional Formation)

(AHC) BY GUIDELINE AD HOC COMMITTEE

(BRC) BY BUDGET REVIEW COMMITTEE

| | | |
|--|----------------|---------------------|
| Twelve Steps of NA ----- | Page i ----- | 1997 UPDATE |
| Twelve Traditions of NA----- | Page ii ----- | 1997 UPDATE |
| Twelve Traditions of NA----- | Page ii ----- | May 1991 |
| Twelve Concepts of NA ----- | Page iii----- | 1997 UPDATE |
| Outline of Guidelines----- | Page iv----- | May 1991 |
| Guidelines Index: Outline of Guidelines Renamed ----- | Page iv----- | 1997 UPDATE |
| Table of Contents: Guidelines Index Renamed ----- | Page iv----- | 2000 UPDATE |
| Guideline Introduction ----- | REMOVED--- | November 1990 (AHC) |
| Removed Completely ----- | REMOVED----- | 1996 UPDATE (AHC) |
| Purpose of RSC----- | Page 1 ----- | October 1990 (AHC) |
| Purpose of the ARSCNA: Replaced entire section ----- | Page 1 ----- | June 2000 |
| Definition of RSC: ----- | Page 1 ----- | October 1990 (AHC) |
| Definition of the ARSCNA: Replaced entire section----- | Page 1 ----- | June 2000 |
| Tradition Nine: ----- | Page 1 ----- | October 1990 (AHC) |
| Tradition Two (First 2 Paragraphs)----- | Page 1 ----- | 1997 UPDATE |
| Financial ----- | Page 2 ----- | October 1990 (AHC) |
| #3 - Fund Flow Process----- | Page 2 ----- | January 1994 |
| #5 - receipts for reimbursements ----- | Page 2 ----- | March 2003 |
| #7 - Filling out Checks in Entirety----- | Page 2 ----- | June 1996 |
| #9 - Amounts over \$250 back to Areas/Loner Groups----- | Page 2 ----- | November 1991 |
| #10 - Treasurer only to write checks ----- | Page 2 ----- | March 1992 |
| #11 - Treasury Request Motions ----- | Page 2 ----- | May 1992 |
| #12 - Include Budget in Minutes ----- | Page 2 ----- | December 1994 |
| #13 - Treasury Audit ----- | Page 2 ----- | December 1996 |
| #14 - Location of Bank for Regional Funds ----- | Page 2 ----- | July 1996 |
| #15 - Receipt requirements ----- | Page 2 ----- | June 2000 |
| Recouping Regional Funds----- | Page 2-3 ----- | June 1997 |
| Notification of fellowship----- | Page 2-3 --- | September 1997 |
| Malfeasance Policy; replaced section----- | Page 2-3 ----- | June 2000 |
| Becoming Part of the Region ----- | Page 3 ----- | January 1991 (AHC) |
| #2 - Report contents----- | Page 3 ----- | July 1991 |
| #3 - attendance defined----- | Page 3 ----- | December 2003 |
| #4 - Admin responsible for letter upon removal from roll --- | Page 3 ----- | December 1998 |
| Rotation of Meetings ----- | Page 3-4 ----- | October 1990 (AHC) |
| #3 - RSC meeting schedule ----- | Page 3-4 ----- | July 1993 |
| #3 - Extend RSC to Weekend ----- | Page 3-4 ---- | December 1995 |
| #3 - "Extenuating circumstances" policy ----- | Page 3-4 ----- | June 2000 |
| #3 - January RSC held first weekend of February----- | Page 3-4 ----- | January 2001 |
| #3 -RSC meeting schedule changed to quarterly ----- | Page 3-4 ---- | December 2003 |
| #4 - Coordination of agenda by Hosting Area/Loner Group - | Page 3-4 ----- | July 1996 |
| #4 - Time schedule; contact, rent payment, optional function funding | Page 3-4 --- | September 1997 |
| #4 - Website discussion added to schedule ----- | Page 3-4 ---- | December 2001 |
| #4 - RSC & subcommittee free-flowing time schedule ----- | Page 3-4 ---- | December 2003 |
| #5 - RSC with a workshop: time schedule----- | Page 3-4 ---- | December 1998 |
| #5 - RSC with a workshop: free-flowing time schedule ----- | Page 3-4 ---- | December 2003 |
| #5 - Website discussion added to schedule ----- | Page 3-4 ---- | December 2001 |
| #6 - Accommodations during Admin meeting----- | Page 3-4 ----- | March 2003 |
| Special Votes/Meetings ----- | Page 4 ----- | November 1990 (AHC) |
| Conference Agenda Report (CAR) Votes ----- | Page 4 ----- | June 1996 |
| Agenda ----- | Page 4 ----- | November 1990 (AHC) |

| | | |
|--|----------------|----------------------|
| #2 - Motion review requirements----- | Page 4 ----- | March 2003 |
| #3 - Non-smoking Policy ----- | Page 4 ----- | January 1999 |
| Quorum----- | Page 4-5 ----- | August 1990 (PRF) |
| #2 - Official quorum changed to simple majority ----- | Page 4-5 ----- | March 1998 |
| Meeting Format ----- | Page 5 ----- | November 1990 (AHC) |
| #2 - "and Twelve Concepts"----- | Page 5 ----- | July 1994 |
| #15 - Treasury Requests ----- | Page 5 ----- | May 1992 |
| #15 d) - Treasury Request Motions----- | Page 5 ----- | May 1992 |
| #19 - 7th Tradition (Pass Basket); Removed----- | Page 5 ----- | 1997 UPDATE |
| replaced entire section with Saturday & Sunday formats ---- | Page 5 ----- | December 2003 |
| Voting ----- | Page 6-7 ----- | August 1990 (PRF) |
| #2 b) - ASR/GSR/Alt./"Temporary Representative"----- | Page 6-7 ----- | June 1997 |
| #4 - Issue Not to be Brought Up Again----- | Page 6-7 ----- | January 1995 |
| #1-6 - Replaced entire section ----- | Page 6-7 ----- | June 2000 |
| #2 - participants eligible to vote if consensus not reached-- | Page 6-7 ----- | May 2004 |
| #5 - ARSCNA business voted on if consensus not reached-- | Page 6-7 ----- | May 2004 |
| #7 & 8 - Consensus Voting & Election procedure ----- | Page 6-7 ----- | June 2000 |
| #9 - Issue Not to be Brought Up Again (add back #4) ----- | Page 6-7 --- | September 2003 |
| End of Voting Section: Consensus Procedure----- | Page 6-7 --- | September 2003 |
| Consensus Flowchart----- | Page 6-7 --- | September 2003 |
| Discussion Limits----- | Page 8 ----- | November 1990 (AHC) |
| Election of Officers ----- | Page 8-9 ----- | August 1990 (PRF) |
| #1 - RD/RDA: Nomination/Election Process ----- | Page 8-9 ----- | July 1992 |
| #4 a) - RD/RDA: Term from 1 to 2 years----- | Page 8-9 --- | September 1993 |
| #4 c) - # positions held by RSC Admin Officer----- | Page 8-9 ----- | July 1995 |
| Renumbered entire section ----- | Page 8-9 ----- | 1997 UPDATE |
| #1 - RD/RDA: Months changed (nomination, election & service resumes) ----- | Page 8-9 ---- | December 2003 |
| #2 - Admin & Subcommittee chairs: Months changed (nomination & election)----- | Page 8-9 ---- | December 2003 |
| #3 - Activities Chairperson term exception----- | Page 8-9 --- | September 2002 |
| #6 b) - Nominee attendance requirements ----- | Page 8-9 ----- | February 2003 |
| #6 f) - vote of acclamation; remove "after coming back from groups"--- | Page 8-9 ----- | January 1999 |
| #6 NOTE - Election procedure----- | Page 8-9 ----- | June 2000 |
| Terms of Service ----- | REMOVED----- | January 1991 (AHC) |
| RD/RDA: Term changed from 1 to 2 years ----- | REMOVED-- | September 1993 |
| Nomination/Election Process ----- | REMOVED--- | December 1993 |
| Nominations Close ----- | REMOVED----- | January 1994 |
| Removed - duplication of information----- | REMOVED----- | 1997 UPDATE |
| Vote of Acclamation: Process Defined ----- | Page 9 ----- | June 1997 |
| Replaced entire section ----- | Page 9 ----- | June 2000 |
| Office Vacancies----- | Page 9 ----- | February 1991 (AHC) |
| Resignations----- | Page 9 ----- | February 1991 (AHC) |
| Removal from Office ----- | Page 10----- | February 1991 (AHC) |
| #1 a) - attendance defined ----- | Page 10----- | May 2004 |
| Reports ----- | Page 10----- | February 1991 (AHC) |
| Rules of Order - Definitions----- | Page 11-13 --- | February 1991 (AHC) |
| Rules of Order - Short Form ----- | Page 14----- | February 1991 (AHC) |
| Administrative Committee: Definition----- | Page 15----- | July 1990 (PRF) |
| Administrative Committee: Budget | | |
| Chair and Vice-chair | | |
| (Conference calls, special votes, mail-outs) ----- | Page 15----- | 2002 UPDATE |
| ALL Budget references removed----- | Page 15---- | September 2003 (BRC) |
| Secretary | | |
| (printing & postage of mailing minutes) ----- | Page 15----- | 2002 UPDATE |
| (increase for minutes) ----- | Page 15----- | June 2000 |

| | | |
|---|------------------|----------------------|
| (correspondence & mail forwarding) ----- | Page 15 ----- | 2002 UPDATE |
| (payment of annual box rental) ----- | Page 15 ----- | 2002 UPDATE |
| (payment of annual pre-paid mail forwarding) ----- | Page 15 ----- | 2002 UPDATE |
| (increase payment of mail forwarding) ----- | Page 15 ---- | September 2000 |
| ALL Budget references removed----- | Page 15 ---- | September 2003 (BRC) |
| Treasurer | | |
| (supplies, postage & long distance) ----- | Page 15 ----- | 2002 UPDATE |
| ALL Budget references removed----- | Page 15 ---- | September 2003 (BRC) |
| RD and RDA | | |
| (WSC, World Service Meetings, CAR Workshops) ----- | Page 15 ----- | 2002 UPDATE |
| ALL Budget references removed----- | Page 15 ---- | September 2003 (BRC) |
| RSC & Subcommittee Rent ----- | Page 15 ----- | 2002 UPDATE |
| ALL Budget references removed----- | Page 15 ---- | September 2003 (BRC) |
| Duties & Responsibilities: Administrative Committee: | | |
| #1-6 - Entire section added ----- | Page 15 ----- | June 2000 |
| #6 - responsible for "Extenuating circumstances" policy ---- | Page 15 ----- | June 2000 |
| Duties & Responsibilities: Administrative Officers----- | | |
| | MOVED----- | August 1990 (PRF) |
| Duties & Responsibilities: Administrative Officers: | | |
| Renamed: Duties Responsibilities & Qualifications: Administrative Officers- | Page 15-18 ---- | 2000 UPDATE |
| Qualifications: Administrative Officers ----- | MOVED----- | August 1990 (PRF) |
| Qualifications: Administrative Officers: | | |
| Renamed: Duties Responsibilities & Qualifications: Administrative Officers- | Page 15-18 ---- | 2000 UPDATE |
| Duties Responsibilities & Qualifications: Administrative Officers | | |
| Chairperson | | |
| Clean Time Changed from 2 to 3 Years ----- | Page 15-16 ----- | July 1991 |
| replaced entire section----- | Page 15-16 ----- | June 2000 |
| Vice-chairperson | | |
| Notation - Order for Chairing RSC----- | Page 16 ----- | December 1995 |
| replaced entire section----- | Page 16 ----- | June 2000 |
| Recording Secretary | | |
| maintain guidelines ----- | Page 16 ----- | November 1990 (AHC) |
| replaced entire section----- | Page 16 ----- | June 2000 |
| Corresponding Secretary | | |
| replaced entire section----- | Page 16 ----- | June 2000 |
| Secretary - join Corresp. & Recording Secretary duties----- | | |
| | Page 16 ----- | December 2001 |
| Treasurer | | |
| Clean Time Changed from 2 to 3 Years ----- | Page 17 ----- | July 1991 |
| replaced entire section----- | Page 16-17 ----- | June 2000 |
| Treasurer Guidelines ----- | | |
| | Page 16-17 - | November 1991 |
| #1 - quarterly receipt envelopes----- | Page 16-17 - | December 2003 |
| #2 - # of days to make deposits ----- | Page 16-17 ----- | March 1992 |
| Regional Delegate | | |
| Term changed from 1 to 2 years ----- | Page 17 ---- | September 1993 |
| Notation - Order for Chairing RSC----- | Page 17 ----- | December 1995 |
| replaced entire section----- | Page 17 ----- | June 2000 |
| Duties # 8: purchase copies of CAR ----- | Page 17 ----- | December 2003 |
| RDA: Term changed from 1 to 2 years----- | Page 18 ---- | September 1993 |
| RDFA; RDA renamed; replaced entire section ----- | Page 18 ----- | June 2000 |
| RDSA motion failed; RDFA changed back to RDA ----- | Page 18 ----- | 2000 UPDATE |
| Southern Zonal Forum Liaison----- | | |
| | Page 18 ----- | July 1994 |
| Trusted Servants to send ----- | | |
| | Page 18 ----- | December 1994 |
| Budget for Participants----- | | |
| | Page 18 ---- | September 1995 |
| A) hotel/motel expense ----- | Page 18 ----- | July 2001 |
| B) mileage expense ----- | Page 18 ----- | July 2001 |
| C) meal expense ----- | Page 18 ----- | July 2001 |
| D) registration & E) audiotape expense----- | Page 18 ----- | July 2001 |

| | | |
|---|------------------|----------------------|
| ALL Budget references removed----- | Page 18---- | September 2003 (BRC) |
| Webmaster | | |
| A - must attend RSC ----- | Page 18----- | July 2000 |
| B - use Adobe Acrobat software----- | Page 18----- | March 2002 |
| C - responsible for updating NAWS Website ----- | Page 18----- | July 2002 |
| Budget ----- | Page 18----- | June 2001 |
| Budget increase ----- | Page 18----- | February 2002 |
| Budget decrease ----- | Page 18----- | December 2002 |
| ALL Budget references removed----- | Page 18---- | September 2003 (BRC) |
| Standing Committees: Definition----- | Page 18----- | February 1991 (AHC) |
| Forming New Standing Committees----- | Page 18----- | February 1991 (AHC) |
| Elimination of a Standing Committee ----- | Page 18----- | February 1991 (AHC) |
| Qualifications: Standing Committee Officers ----- | Page 19----- | February 1991 (AHC) |
| Qualifications and Responsibilities of Subcommittee Officers: | | |
| Combined from all existing Standing Committees----- | Page 19----- | 1997 UPDATE |
| Subcommittee Officers: Clean Time Requirements | | |
| Activities Treasurer ----- | Page 19----- | March 1998 |
| Subcommittee Officers----- | Page 19----- | 2002 UPDATE |
| Subcommittee Membership and Composition: | | |
| Combined from all existing Standing Committees----- | Page 20----- | 1997 UPDATE |
| Subcommittee Policies and Accountability: | | |
| Combined from all existing Standing Committees----- | Page 20----- | 1997 UPDATE |
| Subcommittee Agenda: | | |
| Combined from all existing Standing Committees----- | Page 20----- | 1997 UPDATE |
| Activities Committee: ----- | Page 20-23 ----- | May 1991 |
| #1 (Addendum) ----- | Page 20-23 ----- | May 1993 |
| #2 (Addendum) ----- | Page 20-23 ----- | July 1993 |
| #2 - Bid Process policy note----- | Page 20-23 ----- | June 1994 |
| #3 (Addendum) ----- | Page 20-23 - | December 1993 |
| #4 (Addendum) ----- | Page 20-23 ----- | March 1994 |
| Activities Treasurer ----- | Page 20-23 ----- | March 1998 |
| Activities Calendar availability and updating ----- | Page 20-23 ----- | March 1998 |
| Bid Process for "other" regional functions ----- | Page 20-23 ----- | March 1998 |
| "ARACNA-Mania" ----- | Page 20-23 ----- | June 1995 |
| purpose, responsibilities, distribution ----- | Page 20-23 ----- | March 1998 |
| Changed months of publication & distribution ----- | Page 20-23 - | December 2003 |
| Budget Increase----- | Page 20-23 | September 1995 |
| ALL Budget references removed----- | Page 20-23 | September 2003 (BRC) |
| Remove "ARACNA Mania" Newsletter completely ----- | Page 20-23 - | December 2003 |
| Unity Campout - Recreate Bid Process----- | Page 20-23 - | December 1994 |
| Proceeds ----- | Page 20-23 | September 1995 |
| Expenses/Proceeds----- | Page 20-23 - | December 1995 |
| Annual ----- | Page 20-23 - | December 1996 |
| ARAC responsible for hosting ----- | Page 20-23 ----- | March 1998 |
| Responsibility Checklists ----- | Page 20-23 ----- | March 1998 |
| Merchandise: #8 turned over to treasurer quarterly ----- | Page 20-23 - | December 2003 |
| remove profit split ----- | Page 20-23 ----- | June 2001 |
| Convention Committee ----- | REMOVED----- | May 1991 |
| Removed Completely ----- | REMOVED----- | 1996 UPDATE |
| Hospitals & Institutions Committee ----- | Page 23-24 ----- | May 1991 |
| Guidelines ----- | Page 23-24 ----- | May 1992 |
| G) "Reaching Out" Gift Subscriptions ----- | Page 23-24 | September 1995 |
| ALL Budget references removed----- | Page 23-24 | September 2003 (BRC) |
| Literature Committee ----- | Page 24----- | May 1991 |
| Guidelines ----- | Page 24----- | July 1992 |
| Budget ----- | Page 24----- | July 2002 |

| | | |
|---|------------------|----------------------|
| ALL Budget references removed----- | Page 24---- | September 2003 (BRC) |
| Outreach Committee ----- | Page 24-25 ----- | May 1991 |
| Guidelines ----- | Page 24-25 ----- | June 1994 |
| A) – Regional Meeting List: updated quarterly ----- | Page 24-25 - | December 2003 |
| I) - "New Group Starter Kits" in stock ----- | Page 24-25 ----- | March 2001 |
| J) - Group Readings in stock ----- | Page 24-25 - | December 2002 |
| Regional Meeting List inclusions: update every 3 months --- | Page 24-25 - | December 2003 |
| ALL Budget references removed----- | Page 24-25 | September 2003 (BRC) |
| Phoneline Committee: Formed ----- | Page 25-26 --- | February 1997 |
| Phoneline Committee: Guidelines ----- | Page 25-26 ---- | October 1999 |
| ALL Budget references removed----- | Page 25-26 | September 2003 (BRC) |
| Policy Committee----- | REMOVED----- | May 1991 |
| Removed Completely ----- | REMOVED----- | 1996 UPDATE |
| Public Information Committee----- | Page 26-27 ----- | May 1991 |
| Guidelines ----- | Page 26-27 ---- | January 1994 |
| Budget - printing flyers, sending mail, materials for presentations | Page 26-27 ---- | January 1999 |
| ALL Budget references removed----- | Page 26-27 | September 2003 (BRC) |
| Public Information Committee: Functions & Responsibilities: | | |
| A 4) - Radio and Television PSA----- | Page 26-27 ----- | June 1995 |
| Public Information Committee: Procedures: | | |
| A) – schedule of regular meetings ----- | Page 26-27 - | December 2003 |
| Possible Future Standing Committees ----- | REMOVED----- | May 1991 |
| Removed Completely ----- | REMOVED----- | 1996 UPDATE |
| Amendment of Guidelines ----- | Page 27 ----- | May 1991 |
| Changes sent back to Area/Loner Groups ----- | Page 27 ----- | July 1994 |
| Appendix A: Election Months to fill RSC Positions ----- | Page 27 ----- | January 1991 (AHC) |
| RD/RDA: Change Election Month from September to May ----- | Page 27 ----- | March 1992 |
| RD/RDA: filled in July ----- | Page 27 ----- | July 1992 |
| Activities Chair: filled in December----- | Page 27 ----- | December 2002 |
| Change Election Months for all trusted servants ----- | Page 27 ----- | December 2003 |
| Nomination/Election Process defined----- | Page 27 ----- | December 1993 |
| Appendix B: Establish Permanent Regional Address ----- | Page 27 ---- | September 1994 |
| Mailboxes, Etc. mail forwarding ----- | Page 27 ----- | December 1994 |
| Guideline Addendum ----- | Page 27 ----- | November 1990 (AHC) |
| Guideline Adoption Dates ----- | Page 28-32 ----- | May 1991 |