

# **Arkansas Region of Narcotics Anonymous**

## **Guidelines**

**And**

## **Policies and Procedures**

2009 Versions

# Index

(G – Guidelines, P – Policy)

<b>Purpose</b> .....	G2
<b>Definition</b> .....	G2
<b>Tradition 9</b> .....	G2, P2
<b>Tradition 2 (1<sup>st</sup> 2 paragraphs)</b> .....	G2, P2
<b>Financial</b> .....	G3, P2
<b>ARSCANA Travel Funding</b> .....	P3
<b>Recouping Regional Funds</b> .....	G3, P3
<b>Becoming Part of the Region</b> .....	G3, P3
<b>Rotation of Meetings</b> .....	P4
<b>ARSCANA Weekend Schedule</b> .....	P4
<b>Special Votes/Meetings</b> .....	G3, P5
<b>Quorum</b> .....	G4
<b>Conference Agenda Report Votes</b> .....	P5
<b>Agenda</b> .....	P5
<b>Meeting Format</b> .....	P6
<b>Overview of Consensus</b> .....	P7
<b>Voting</b> .....	G4, P7
Consensus Procedure .....	P8
Consensus Flowchart .....	P9
<b>Discussion Limits</b> .....	G4, P10
<b>Election of trusted Servants</b> .....	G4, P10
<b>General Qualifications for Trusted Servants of the ARSCNA</b> .....	G5
<b>10<sup>th</sup> Concept Procedures</b> .....	P11
<b>Vote of Acclamation</b> .....	G5, P11
<b>Office Vacancies</b> .....	G5, P11
<b>Resignations</b> .....	G5, P11
<b>Removal from Office</b> .....	G5
<b>Reports</b> .....	G5, P12
<b>Administrative Committee</b> .....	G5
<b>Duties and Responsibilities: Administrative Committee</b> .....	P12
<b>Duties, Responsibilities, and Qualifications: Administrative Trusted Servants</b> .....	P13
<b>Southern Zonal Forum Liaison</b> .....	G5, P12
<b>Standing Committees</b> .....	G6
<b>Forming New Standing Committees</b> .....	P16
<b>Elimination of a Standing Committee</b> .....	G6
<b>Qualifications: Standing Committee Trusted Servants</b> .....	G6, P16
<b>Responsibilities: Subcommittee Trusted Servants</b> .....	P16
<b>Subcommittee Trusted Servants: Clean Time Requirements</b> .....	P17
<b>Subcommittee Membership and Composition</b> .....	G6, P17
<b>Subcommittee Policies and Accountability</b> .....	G6
<b>Information Flow for Meeting List, Phonenumber, &amp; Website (additions/changes)</b> .....	P18
<b>Activities Committee</b> .....	G6, P18
<b>Hospitals and Institutions</b> .....	G6, P21
<b>Literature Review</b> .....	G7, P21
<b>Outreach</b> .....	G7, P22
<b>Phonenumber</b> .....	G7, P22
<b>Policy and Procedures</b> .....	G6, P23
<b>Public Relations</b> .....	G7, P24
<b>Website</b> .....	G7, P24
<b>Amendment of Guidelines</b> .....	G7, P24
<b>Policy Changes</b> .....	P24
<b>Rules of Order – Definitions (Appendix A)</b> .....	P25
<b>Rules of Order – Short Form (Appendix B)</b> .....	P28



# **Guidelines**

**For the**

**Arkansas Regional Service Committee of Narcotics Anonymous**

### **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
5. 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.

### **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. 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.
2. All funds received by the Arkansas Region above prudent reserve and pending motions are to be forwarded to Narcotics Anonymous World Services (NAWS) and Southern Zonal Forum (SZF), 90% and 10% respectively.
3. The Arkansas RSC shall approve all Arkansas RSC spending.
4. 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.
5. Any funds advanced, after RSC approval, in anticipation of expected expenses, will be verified by receipt submitted to RSC Treasurer.
6. Arkansas RSC funds shall never be used as personal funds.
7. Updated ARSC budgets will be included in minutes of each ARSC meeting.

### **RECOUPING REGIONAL FUNDS**

The recouping of Regional funds shall be determined as defined in the *Policy and Procedures manual*.

### **BECOMING PART OF THE REGION**

- 1) For the purpose of seating at the ARSCNA, an Area will be defined as
  - i) Having multiple Groups
  - ii) Having 1 or more active subcommittees
  - iii) Have been functioning as an Area for at least 6 months
- 2) Upon attending the second meeting, the RCM will have a report containing:
  - i) The number of meetings in the Area/Group.
  - ii) The number of Groups in the Area.
  - iii) The number of H&I meetings in the Area.
  - iv) Names and addresses of elected Trusted Servants in the Group/Area.
  - b) NOTE: This report is for direct communication between subcommittees on Area, Regional, and World levels.
- 3) Any Area or Loner Group, who wishes to, can avail itself of the RSC services if needed, without joining the Region.

### **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.
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 RCMs and/or their Alternates.

### **QUORUM**

1. If quorum is not reached, all business with exception of old business, new business and elections may be conducted.
2. Official quorum is a simple majority of member Areas/Loner Groups.
3. Only duly elected Representatives are eligible for quorum.
4. No proxy representatives. No absentee voting.

### **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 RCMs 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) The only motions referred back to member Areas and Loner Groups for a vote will be:
  - i) All motions affecting the basic tenets of Narcotics Anonymous as a whole (i.e.: Basic Text, Twelve Steps, Twelve Traditions, Twelve Concepts, etc.)
  - ii) Or any motions deemed necessary by consensus or by simple majority of the RCMs.
- 4) 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.

### **DISCUSSION LIMITS**

Discussion limits shall be determined as defined in the *Policy and Procedures manual*.

### **ELECTION OF TRUSTED SERVANTS**

- 1) RSC Trusted Servants 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.
- 2) 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.
  - i) Duties and responsibilities should be read prior to soliciting nominations.
  - ii) 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.
  - iii) Each nomination must be seconded.
  - iv) The nominee is given the opportunity to accept or decline nomination. If they accept, they should state their qualifications for serving as follows:
    - (a) Previous service commitments completed
    - (b) Other current service commitments
    - (c) Service positions vacated by resignation or impeachment (and possibly why)
    - (d) Experience in the area of service for which nominated
    - (e) Clean date
    - (f) Why he/she can serve and wants to serve the fellowship
  - v) Motion is made to close nominations and seconded.
  - vi) If more than one nomination, voting is done by paper ballot and the elected Trusted Servant is recorded in the minutes.
  - vii) This procedure is followed until all positions are filled.

**GENERAL QUALIFICATIONS FOR TRUSTED SERVANTS OF THE ARSCNA**

**The following qualifications are for all ARSCNA Trusted Servant Positions**

- 1) Willingness and Desire to Serve
- 2) Time and resources to do the Job
- 3) Active participant in ***Narcotics Anonymous*** as a whole
- 4) Working knowledge of the *Twelve Steps, Twelve Traditions, and Twelve Concepts* of ***Narcotics Anonymous*** through application

**VOTE OF ACCLAMATION**

1. A vote of Acclamation is defined as an election with only 1 (one) nominee after nominations have been closed.

**OFFICE VACANCIES**

Office Vacancies shall be determined as defined in the *Policy and Procedures manual*.

**RESIGNATIONS**

Resignations shall be determined as defined in the *Policy and Procedures manual*.

**REMOVAL FROM OFFICE**

1. An RSC Trusted Servant 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 RCMs from an unbiased Area and/or Loner Group. This ad hoc committee is to be appointed by the Chairperson after consultation with the Administrative Committee.
2. An RCM 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**

Reports shall be determined as defined in the *Policy and Procedures manual*.

**ADMINISTRATIVE COMMITTEE**

This committee consists of the following Trusted Servants: RSC Chairperson, RSC Vice-chairperson, RSC Secretary, RSC Secretary In Training, RSC Treasurer, RSC Treasurer In Training, Regional Delegate, Regional Delegate Alternate, and Policy and Procedures subcommittee Chairperson.

**SOUTHERN ZONAL FORUM LIAISON**

The appropriate committee chairpersons for the specific topic of the Southern Zonal Forum, or the RD and/or RDA shall be sent to the Forum and fully funded by the Region. January even years attended by both RD/RDA for purposes of the WB facilitated CAR workshops.

### **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.

### **ELIMINATION OF A STANDING COMMITTEE**

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

### **QUALIFICATIONS: STANDING COMMITTEE TRUSTED SERVANTS**

Qualifications (Standing Committee Trusted Servants) shall be determined as defined in the *Policy and Procedures manual*.

### **SUBCOMMITTEE MEMBERSHIP AND COMPOSITION**

The subcommittee shall consist of Administrative Trusted Servants (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.

### **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 consensus procedures or parliamentary procedures, as long as the meetings run in an orderly manner and each member is given equal opportunity to speak.

### **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.

### **CONVENTION**

Convention purpose shall be determined as defined in the *Policy and Procedures manual*.

### **HOSPITALS AND INSTITUTIONS**

Basic Purpose:

ARSCNA Guidelines and Policy & Procedures

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.

**LITERATURE REVIEW**

Basic Purpose:

To serve the needs of all Areas within the Arkansas Region by coordinating Area Literature (Review) subcommittees and conducting services that develop and strengthen Literature projects within the Region and the Fellowship.

**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.

**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.

**POLICY AND PROCEDURES**

Specific Purpose:

The Policy & Procedures Committee is to maintain the ARSCNA Policy & Procedures Manual and update main copy, as needed, after each meeting of the ARSCNA. The committee is also responsible to formulate/implement new policy as assigned, and review old policy as assigned. The committee will distribute, annually, an updated Policy and Procedures Manual to All RCMs, Alternates, and ARSCNA Trusted Servants (same distribution as the ARSCNA Guidelines).

**PUBLIC RELATIONS**

Basic Purpose:

- A. General Purpose of the P.R. Subcommittee is to inform the public that N.A. exists and that it offers recovery from addiction. The P.R. Subcommittee offers information about what N.A. is, and how and where to find N.A. All public relations activities will be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.
- B. Specific Purpose of the Regional P.R. Subcommittee is to be supportive of Area P.R. 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.R. Subcommittees, the Region, and *NAWS*.

**WEBSITE**

Website purpose shall be determined as defined in the *Policy and Procedures manual*.

**AMENDMENT OF GUIDELINES**

- 1. These guidelines may be amended by a consensus or 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.



# **Policy and Procedures Manual**

**For the**

**Arkansas Regional Service Committee of Narcotics Anonymous**

### **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. Groups may donate directly to each level of service, Areas may donate excess funds to Region or World, and Region may donate excess funds to World (from *The Guide To Local Services* Fund Flow Chart on pg 50) , with the greater percentage (prudent reserve) staying close to home and/or where the message of recovery can best be carried.
2. Any RSC bank account and/or checks will require two (2) signatures. All checks should be filled out entirely before being signed.
3. 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 World Service Meetings.
4. All ARSCNA Trusted Servants (that have or require a budget) need to be prepared to discuss/submit their annual budget at the last ARSCNA meeting of the year.
5. 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.
6. Treasury requests should be made during business meeting. Requests should be written out as a motion with receipts attached (if applicable).
7. The Administrative Committee, including the incoming Treasurer, will audit treasury records whenever a new Treasurer is elected.
8. 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.

## ARSCNA Guidelines and Policy & Procedures

9. 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, Southern Zonal Forum, and rent for meetings of the ARSCNA.
10. **ARSCNA authorized travel** will be calculated using the following information;
  - a. Mileage will be calculated using the Federal Charitable Mileage rate plus 10 cents, not to exceed the Federal Business Mileage rate.
  - b. Food expenses will be figured on a per diem basis. Per diem will be figured by the GSA website located at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>
  - c. Hotel expenses are not to exceed \$75 per night, with the exception of the RDA expense for the WSC. The RDA hotel expense for the WSC will be calculated at 50% of the current room rate at the hotel where the WSC is being held.
  - d. Additional expenses for Southern Zonal Forum will include registration and tapes/CD at the current rate.
  - e. Additional expenses for the RDA travel to the WSC will include parking (if necessary) at the airport of departure and shuttle from the arrival airport to the hotel where the WSC is being held.

### **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**

8. When any duly elected RCM 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.

### **9. Loner Group Seating**

When considering seating a Loner Group the following should be checked

Is the group within 50 miles, of the central point, of an existing ASC (or within an existing ASC's boundaries if larger than 50 miles), or is it within 50 miles of another Loner Group?

- i. If no to these, seat the group if it is requesting seating.
  - ii. If yes to any of these, has an attempt been made to join an existing Area or form a new Area?
    1. If no, request that effort be made before seating them.
    2. If yes, what are the problems with forming a new Area (How can the ARSCNA be of service?) or what problems exist between the Group and the existing Area (How can the ARSCNA be of service?)? If there appears to be some roadblocks, would the group(s) and/or Areas be willing to sit down with each other and with some members from the ARSCNA to attempt to work out these problems through an attempt at mediation through open discussion?
      - a. If after all avenues have been attempted and there is still is not a potential resolution in sight, seat the Loner Group requesting seating.
        - i. This Policy is not to affect current Loner Groups (but it is suggested that they do explore these avenues)
10. 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.
  11. The Administrative Committee will be responsible for writing a letter of explanation to the Area/Loner Group upon removal from the roll.

### **ROTATION OF MEETINGS**

1. 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.
2. The Arkansas Regional Service Committee shall meet quarterly on the first full weekend of February, May, August, and November. This schedule may be changed only by a consensus or 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.
3. 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:

ARSCNA Guidelines and Policy & Procedures

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.

4. When decisions are made to hold a workshop on any RSC weekend the time of the workshop will be at the discretion of the hosting Area/Loner Group and presenter.
5. The hosting Area or Loner Groups shall provide adequate accommodations for others while the closed Administration Committee is meeting.

**SPECIAL VOTES/MEETINGS**

3. 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 RCMs 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 consensus or a 2/3 majority must favor the issue for approval.
- b) 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 RCMs 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**

5. The Chairperson will arrange the agenda prior to each meeting, assisted by the Administrative Committee.
- 5) All motions should be given to the Policy and Procedures Committee prior to the end of normal business on Saturday. All motions submitted to the ARSC as new business must be reviewed by at least two Policy and Procedures Committee members, one of which must be the Chairperson or Vice Chairperson. 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.
- 6) All meetings of the RSC will be non-smoking.

### **MEETING FORMAT**

#### **SATURDAY MEETING FORMAT**

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) RCMs or their Alternates
  - b) Regional Delegate and Alternate
  - c) Administrative Committee Trusted Servants
  - d) Standing Subcommittee Chairpersons
- 3) Secretary Report
  - a) Read minutes from last RSC to include Old & New Business, Open Sharing, and Elections if necessary
  - b) Correspondence Report
- 5) Treasurer's Report
- 6) RD and/or RD Alternate Report
- 7) Reports from Southern Zonal Forum
- 8) RCMs or Alternate reports (Alphabetically)
- 9) Read Overview of Consensus section, Voting section, and Consensus Procedure section
- 10) Old Business
- 11) Open Sharing (Set time limit)
- 12) Subcommittees
- 13) Closing Prayer

#### **SUNDAY MEETING FORMAT**

2. Administrative Committee Meeting
3. Opening Prayer
4. Read Twelve Traditions, Twelve Concepts, 1st 2 paragraphs of Tradition 2, Definition, and Purpose of Regional Service Committee.
5. Roll Call by Secretary:
  - a) RCMs or their Alternates
  - b) Regional Delegate and Alternate
  - c) Administrative Committee Trusted Servants
  - d) Standing Subcommittee Chairpersons
- d) Subcommittees (if necessary)
- e) Administrative Committee Report

ARSCNA Guidelines and Policy & Procedures

- f) Read Overview of Consensus section
- g) Election of Trusted Servants (if necessary)
- h) New Business
  - a) Reports from Areas/Loner Groups joining the Region
  - b) Treasury Request Motions
  - c) Selection for Representative for the next Southern Zonal Forum
  - d) Pre-arranged agenda
  - e) Motions from the floor
- 4. Announcements
- 5. Review of business to be taken back for group conscience
- 6. Plans for next meeting
- 7. Updated Treasurer's Report
- 8. Closing Prayer

**OVERVIEW OF CONSENSUS**

Everyone present is allowed to participate in the Consensus Based Decision Making process, even if they do not hold a trusted servant position. A consensus is when a proposal (motion) is brought up and a decision is made by first checking to see if there is any opposition. If there is any opposition we have a discussion and see if we can find a compromise. If we can't find a compromise, we check to see if the opposition is willing to stand aside. If the opposition will not stand aside we revert to parliamentary procedure with only the voting participants, and any decision will require a minimum of 2/3<sup>rds</sup> majority to pass.

**VOTING**

- C. 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.
- D. Participating votes are defined as "yea" or "nay" votes only; abstention votes will be counted as neutral votes and are not considered as a participating vote.
- E. All ARSCNA business will be voted on by the RCMs 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 input and discussion 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. Or any motions deemed necessary by consensus or by simple majority of the RCMs.
- F. 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.
- G. 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.

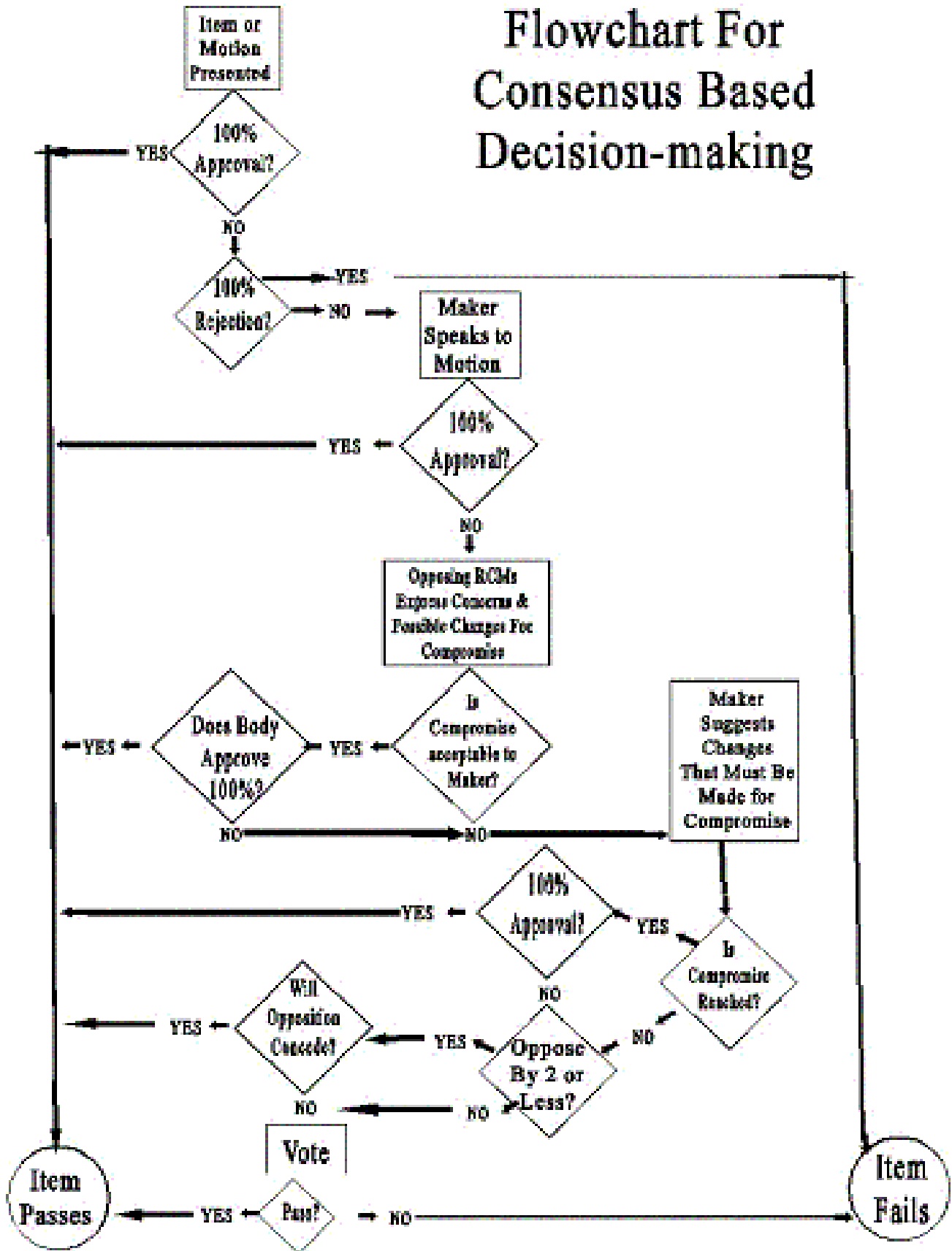
- c. In order for a decision to pass a consensus must be reached, and if not, it will require at least a two-thirds majority.
- H. In case of elections with more than two individuals up for a position, and one individual does not receive two-thirds of required votes to be elected, the two individuals with the highest percentage will be kept in the election. All others will be removed from election and a second ballot will take place.
- I. 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:**

3. Motion or item is presented
4. 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.
5. 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.
6. 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.
7. 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.
8. Does item receive 100% approval? If yes item passes (go to #9), if not go to #7.
9. 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).
10. 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).
11. Item has passed record results in minutes.
12. Item has failed record the results in minutes.

Consensus Flowchart

# Flowchart For Consensus Based Decision-making



### **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: (if consensus fails - see Rules of Order - Short Form appendix A.)
- 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 TRUSTED SERVANTS**

- 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 Trusted Servants 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, RD Alternate, Treasurer In Training, and Secretary In Training are considered an automatic nomination for Chairperson, RD, Treasurer, and Secretary respectively, in the next election year.
- 5) 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.
- 6) 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.
- 7) No RSC Administrative Trusted Servant shall hold more than one (1) RSC Administrative office at any given time to avoid the possibility of monopolizing RSC votes.
- 8) No RSC Trusted Servant shall be eligible to serve more than two (2) consecutive terms in the same office.

### **10<sup>th</sup> Concept Procedures**

1. First – Determine appropriate service body to deal with the redress.
2. If the ARSCNA is the appropriate body then
  - a. 10<sup>th</sup> Concept letter is to be presented to the Chairperson, by the individual(s) seeking redress (not by proxy or another representative).
  - b. The Chairperson will appoint 2 members of the ARSCNA Administrative Committee, as well as 3 RCMs, none of which is named in the redress letter, or has any appearance of conflict of interest. This team is to go over the letter, ask questions of the individual(s) seeking redress, as well as any/all other parties involved. After interviewing the individuals involved, the team is to determine what, if any, amends might be recommended. These findings will be presented to the ARSCNA. If the ARSCNA is in consensus with the findings, the matter, in any/all forms, is not to be brought up to the ARSCNA for a minimum of 9 months. If it does come up, it is to be ruled *Out of Order*. If the ARSCNA is not in consensus (as defined in the ARSCNA Guidelines) then discussion can (and should) ensue. All attempts should be made to reach a consensus. If consensus cannot be reached, then the suggestions of the team should be brought to the floor for approval by vote, requiring a minimum of a 2/3rds majority to pass.

### **VOTE OF ACCLAMATION**

1. 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 Trusted Servant 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.

### **REPORTS**

1. All RSC meeting reports are to be written or typed and turned in to the Secretary, within 14 days of the RSC meeting.
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) The ARSCNA requests a yearly report in August from the RCMs, 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) PR 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".

### **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:**

#### **SOUTHERN ZONAL FORUM (SZF) LIAISON**

The SZF Liaison is a means of communications between the ARSCNA and the SZF'

##### *A. Duties*

1. Provide the SZF with information about solutions or concerns within the Arkansas Region.
2. Provide the ARSCNA with information gathered at the SZF.
3. Facilitate workshops at the SZF if necessary.
4. Turns in appropriate completed forms to the Treasurer at the RSC meeting following event.

##### *B. Qualifications*

1. Knowledge of current ARSCNA issues.
2. Reliable transportation and time necessary to attend the weekend event.

**DUTIES, RESPONSIBILITIES, and QUALIFICATIONS: ADMINISTRATIVE TRUSTED SERVANTS**

**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. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of three (3) years clean
3. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
4. 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. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of three (3) years clean
3. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
4. 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 twenty-one (21) days. All material for submission into minutes shall be received by the Secretary 14 days following each RSC mailed electronically or by USPS mail.
4. responsible to maintain all ARSCNA archives
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

## ARSCNA Guidelines and Policy & Procedures

8. responsible to keep possession of the UPS mailbox key and door key
9. responsible to be a cosigner on the ARSCNA checking account
10. responsible to have the password to the arscna website

### *B. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of two (2) years clean
3. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
4. One (1) year commitment

## **Secretary in Training – Administrative Committee**

Duties and Responsibilities are the same as the ARSCNA Secretary with the exception that the Secretary in Training will not be a signer on the ARSCNA checking accounts, or have the keys to the Post Office Box (or the door)

## **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
8. Create and/or update Treasurer Policy Manual
9. responsible to train and educate the Treasurer in Training in the duties and responsibilities of the Treasurer

### *B. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of three (3) years clean
3. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
4. One (1) year commitment
5. 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. Set up and maintain an accrual account to accumulate funding for expenses that are needed less frequently than every RSC meeting
5. Treasurer's beginning balance to equal the ending balance of previous report.
6. 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

## ARSCNA Guidelines and Policy & Procedures

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.)

7. Create and update (as needed) a 2-year budget
8. The checking account should be non-interest bearing so there will be no need to report taxes.
9. If at all possible, reimbursements should be in check form; i.e.: personal check, money order, or cashier's check.
10. Treasurer's records are to be kept up to date, so that RSC Trusted Servants may look at the books at any time and get an accurate picture of Regional finances.
11. All records to be reconciled on a monthly basis.
12. Revise the budget at the last ARSCNA meeting, of the year, and include the updated budget in the minutes of that meeting

### **Treasurer Procedures**

#### **Process for Maintaining Regional Treasury:**

### **Treasurer in Training – Administrative Committee**

Duties and Responsibilities are the same as the ARSCNA Treasurer with the exception that the Treasurer in Training will not be a signer on the ARSCNA checking accounts

### **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 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.
9. responsible to attend all meetings of the Policy and Procedures subcommittee as a member (it is strongly suggested that the RD is not to hold a trusted servant position in the committee).
10. the most recent former RD is to serve on the Policy and Procedures subcommittee for 2 years, after his/her term as RD is fulfilled.
11. responsible to have the password to the ARSCNA website

#### *B. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of six (6) years clean
3. Suggested minimum of four (4) years NARCOTICS ANONYMOUS service
4. Four (4) year commitment (2 as RD; 2 as a member of the Policy and Procedures subcommittee)

### **Regional Delegate Alternate (RDA)-Administrative Committee**

ARSCNA Guidelines and Policy & Procedures

*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 attend all meetings of the Policy and Procedures subcommittee as a member (it is strongly suggested that the RDA is not to hold a trusted servant position in the committee).
4. responsible to have the password to the ARSCNA website

*B. Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of five (5) years clean
3. Suggested minimum of three (3) years service involvement
4. Six (6) year commitment (2 as Alternate; 2 as RD; 2 as a member of the Policy and Procedures subcommittee)

**Policy and Procedures Committee Chairperson-Administrative Committee**

Duties

- A. Serve as a member of the Administrative Committee
- B. To act as an advisor to the ARSCNA Chair/Vice-Chair in matters concerning Policy
- C. Responsible to attend all sessions of the ARSCNA to make sure any business that transpires, that affects Policy, is properly recorded and that the main copy of the Policy Manual gets updated prior to the next meeting of the ARSCNA.

*Specific Qualifications*

1. See General Qualifications in the Guidelines
2. Suggested minimum of six (6) years clean
3. Suggested minimum of three (3) years prior involvement in service to the ARSCNA (as a committee chairperson and/or a member of the Administrative Committee)
4. It is recommended, not required, that the Policy Chairperson be a former Chair (or Vice-Chair) of the ARSCNA or a former RD.
5. Should have a working/functioning knowledge of the ARSCNA Regional Policy & Procedures

**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 consensus or 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.

**QUALIFICATIONS: STANDING COMMITTEE TRUSTED SERVANTS**

**CHAIRPERSON:**

1. See General Qualifications in the Guidelines
2. Suggested minimum of two (2) years clean.
3. Suggested minimum of one (1) year N.A. service involvement.
4. One (1) year commitment.

**RESPONSIBILITIES: SUBCOMMITTEE TRUSTED SERVANTS**

A. CHAIRPERSON

- 1) Elected by the group conscience of the RSC as per its guidelines.

ARSCNA Guidelines and Policy & Procedures

- 2) Presides over all meetings of the subcommittee with a general understanding of parliamentary procedure and consensus 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).
- 7) Notify Policy and Procedures Chairperson of any policy changes.

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 Trusted Servants, RSC Chairperson, RSC Vice-chairperson and Treasurer.
- 4) Must attend all subcommittee meetings.
- 5) Must have basic bookkeeping and accounting skills.

**SUBCOMMITTEE TRUSTED SERVANTS: Clean Time Requirements**

Chairperson ~ ~ ~ ~ ~	As specified - see	Qualifications: Standing Committee Officers
Vice Chairperson ~ ~ ~	2 years	unless specified different in the committee
Secretary ~ ~ ~ ~ ~	1 year	
Treasurer ~ ~ ~ ~ ~	3 years	

**SUBCOMMITTEE MEMBERSHIP AND COMPOSITION**

The subcommittee shall consist of Administrative Trusted Servants (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 Trusted Servant 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.

**Information Flow for Meeting List, Phonenumber, and Website**

To maintain the same information on our 800 number, meeting list, and website (and to keep all information as accurate as possible) all meeting additions/changes must be called into the 800 number (800-338-8750). From there information will be relayed to the Outreach Chairperson and the Website Chairperson.

**ACTIVITIES COMMITTEE**

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 Trusted Servant 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 Trusted Servant for inventory purposes.

## ARSCNA Guidelines and Policy & Procedures

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 Trusted Servant at the end of the campout.
10. Turn over unsold merchandise to the ARACNA Chair or other ARACNA Trusted Servant 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 Trusted Servant 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 Trusted Servant 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.

## ARSCNA Guidelines and Policy & Procedures

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**

### 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 *NAWS* 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 REVIEW**

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.

To maintain communication with *NAWS* so that member Areas may be informed of its activities.

## **OUTREACH**

### **Function of the Subcommittee:**

- 1) Produces a Regional Meeting List to be updated quarterly. The meeting list is to be printed four (4) times per year (in February, August, May, & November). See "Meeting List Criteria".
- 2) Provides Area Outreach subcommittees an opportunity to share their experience, strength, and hope.
- 3) 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.
- 4) Develop and maintain an Outreach Handbook and other resources and materials necessary to better carry the message.
- 5) Coordinates with other Regional subcommittees on matters related to Outreach.
- 6) Maintains communication with World Services. Communication flows both ways between the Area and World level through the regional subcommittee.
- 7) Maintains communication with Fellowship Services and the NAWS database as needed.
- 8) Maintains Regional Map showing constituent Area Groups, H&I Presentations, and Loner Groups.
- 9) 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. A treasury request for funding/budget will be required.
- 10) 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. RCMs are responsible for getting up-to-date information to Outreach Chair.

### **PHONELINE 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.

## ARSCNA Guidelines and Policy & Procedures

### 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 Trusted Servants, 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 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 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 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.

## **POLICY AND PROCEDURES**

### Functions and Responsibilities:

- 1) The Current RD and RD Alternate are to attend all meetings of the Policy and Procedures committee as members (it is strongly suggested that they are not to hold trusted servant positions in the committee). The most recent former RD is to serve on the committee for 2 years, after his/her term as RD is fulfilled.
- 2) The Policy and Procedures Committee is to have on hand copies of the *Consensus Workshop*, *ARSCNA Guidelines*, and *ARSCNA Policy & Procedures Manual* to give to new RCMs (so they can go over it between meetings of the ARSCNA)
- 3) The Policy Committee is to receive any new motions prior to the end of normal business on Saturday, to make sure the motion is clear, clean, and all necessary details are included, and the Policy Chairperson will bring these motions to the Administrative Committee meeting on Sunday morning.
- 4) Once a year there will be a combined meeting of the Policy Committee, all ARSCNA subcommittee Chairpersons, the ARSCNA Administrative Committee, and all Subcommittee treasurers. This meeting is to take place no less than 1 month prior to, and not more than 3 months prior to, the final yearly meeting of the ARSCNA. This meeting is to cover any/all changes to policy that have happened over the past year. This will give the Policy and Procedures Committee, at least 1 month, to prepare and present the yearly updated Policy and Procedures Manual to the ARSCNA for approval, so distribution can happen at the first ARSCNA meeting of the year.
- 5) The Policy and Procedures Committee will update the main copy of the Policy Manual after each meeting of the ARSCNA.
- 6) The Qualifications, Duties, and Responsibilities for the internal Trusted Servants of the Policy and Procedures Committee are the same as current standing subcommittees stated in the ARSCNA Guidelines and Policy & Procedures Manual, with the following changes or additions.
  - (a) Chairperson – see Administrative Committee
  - (b) Vice-Chair – Suggested clean time 5 years, with a minimum of 2 years prior involvement in service to the ARSCNA (as a committee chair and/or a member of the Administrative Committee), it is recommended, not required, that the Vice-Chair be a former Chair (or Vice-Chair) of the ARSCNA or a former RD.

## **PUBLIC RELATIONS**

### **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.R. 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.R. 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.R. Subcommittees within the Region by acting as a resource and coordinating body for Regional and P.R. efforts.
  - 2) To maintain a close working relationship with P.R. and H&I Subcommittees throughout the Region; thereby insuring that all requests for information are referred to and carried out by the appropriate P.R. 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 *NAWS*, utilizing its resources and providing assistance as required.

### **P.R. 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.

## **WEBSITE**

- 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.
- D. Access codes, for the website, are to be given to the ARSCNA Secretary, RD, and RDA.

## **AMENDMENT OF GUIDELINES**

1. Amendments are to be recorded, kept in the ARSCNA archives, and guidelines are to be updated annually to coincide with election of Trusted Servants.

## **POLICY CHANGES**

- 1) This Policy and procedures Manual is a living document that changes as policy continues to change and evolve through decisions made at the ARSCNA.

