

GUIDELINES FOR THE NORTHERN NEW ENGLAND REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

ARTICLE I Name

The name of this committee is The Northern New England Regional Service Committee of Narcotics Anonymous (NNERSC).

ARTICLE II Purpose and Function

The overall purpose of the NNERSC is to take the conscience of member Areas in determining the direction of the RSC to best serve the Fellowship and support its growth.

The primary function of the NNERSC is to unify the Areas within the Region. We do this by carrying the N.A. message of recovery from the disease of addiction through our subcommittees and by contributing to the growth of N.A. by initiating and supporting the work of the WSC. We contribute to our WSC with funds, ideas and confidence. We are a meeting place for Areas and provide a forum for their needs. We are a resource and a pooling place so a loving higher power may prevail to meet those needs. We also act as a center of communication with other Regions. Therefore, we encourage all N.A. members throughout the NNER to attend and participate in the total RSC experience.

This committee is directly responsible to the participating Areas.

ARTICLE III Conducting Business

Only these guidelines will be used for normal business. Robert's Rules of Order* are used only as a guideline in running the meeting, except when they conflict with our Traditions. The guidelines set forth supersede any other guidelines.

*Keeping in mind that our Regional Conscience is of utmost importance in the decision making process, we should not let parliamentary procedures interfere with the conducting of Regional business.

ARTICLE IV Meetings

Section 1.

All meetings are non-smoking and open to the Fellowship. Meetings will be held on the odd numbered months for one day:

January—Seacoast Area - Seacoast pays rent

March—Granite State – Region pays rent

May—Maine Area – Maine Area pays rent

July—Granite State –Granite State pays rent Sept.—Eastern

Maine Area—Eastern Maine pays rent Nov.—Champlain Valley

Area – Champlain Valley Area pays rent

Section 2.

Special meetings of the NNERSC may be held when called by at least 50% of the Administrative Committee (Chairperson, Vice Chair, Secretary and Treasurer). All RCMs, RCM-As and Trusted Servants must be notified by phone seven (7) days in advance, by e-mail seven (7) days in advance or ten (10) days in advance if notified by postal.

The purpose of this special meeting will be the only order of business for the day.

Section 3.

Meetings of subcommittees or ad-hocs may be called at anytime as deemed necessary by that committee and reported at the next regularly scheduled NNERSC meeting.

ARTICLE V Voting Procedures

Section 1.

RCMs (or RCM-A when acting as RCM) from each of the participating Areas are the only voting members of the NNERSC. The number of voting members present established quorum. No voting will be allowed without greater than 50% of the total voting members present. New business motions can always be received, discussed, and-included in the next set of minutes.

In-person attendance by RCMs is strongly preferred whenever possible. However, virtual participation by RCMs (or RCM-A when acting as RCM) may be approved by the RSC on a case-by-case basis. RCMs requesting approval for virtual participation must provide written notification to the Chairperson in advance specifying that he or she will be unable to attend in-person.

Section 2.

Motions are made by:

- a. RCM (or RCM-A when acting as RCM)
- b. Subcommittee chair or ad-hoc chair when originated in the sub-committee
- c. Trusted servants only when pertaining to their position

Motions can be seconded by:

- a. RCM (or RCM-A when acting as RCM)
- b. Subcommittee or ad-hoc chair
- c. Trusted servants

All motions will be submitted in writing. All motions will be submitted before the start of new business unless it is a motion to facilitate business. The maker of the motion must be present during New Business when the motion comes to the floor or the motion will be ruled out of order. All motions and amendments will include an intent that clearly pertains to the motion. RCMs presenting motions on the floor will state if the motion is Area conscience.

All policy change motions need to have the Article and Section affected listed on the motion form.

Section 3.

All motions made by RCMs require a second. Motions made by a subcommittee or RSC trusted servants do not need a second. All amendments require a second. A vote will be taken once a motion has come to the floor of the RSC and discussion has ensued to a conclusion.

ARTICLE VI Elections

For RSC elections nominations are accepted at the May and July RSC with elections held in July and the term begins following completion of meeting. Trusted Servants Responsibilities are read from these guidelines. Nominees must be present to qualify and be present to be elected. May minutes will include a list of all open positions as well as the names of the people who have been nominated and qualified.

ARTICLE VII Term of Office

The term of office for all trusted servants of the NNERSC will be a minimum of one (1) year (with the exception of RD and AD which will be two (2) year terms) with the option for a second term; always keeping in mind the principles of rotation and continuity. With this in mind, all trusted servants should fulfill their term while preparing their successor and taking over from their predecessor.

After two consecutive absences of any RCM from the RSC the appropriate Area will be notified in writing by the RSC.

RSC trusted servants can be removed from office after two consecutive absences.

If the removal of a NNERSC trusted servant becomes necessary a 2/3-majority vote by the RSC will be required.

ARTICLE VIII Trusted Servants Responsibility

It is recommended that all trusted servants of the NNERSC have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, have an NA sponsor, an NA home group and a demonstrated willingness and commitment to serve.

Administrative trusted servants are Chair, Vice Chair, Secretary and Treasurer.

No administrative trusted servant shall hold more than one office.

It is strongly suggested that the clean time requirements for trusted servants not be waived for the protection of the fellowship. In the rare event of the RSC chairperson being required to take the floor a regional conscience will be required.

Chairperson:

Requirements

- have a minimum of three (3) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- chair all NNERSC meetings in an orderly, impartial and unbiased manner with a general understanding of proper procedures
- ensure that the Twelve Traditions are upheld at all times
- create and give direction to ad-hoc committees and appoint chairpersons as needed
- attend all NNERSC meetings and submit a written report
- prepare a business agenda for each meeting
- write an annual report for the July meeting
- submit Administrative Committee budget at the March RSC meeting, for the new fiscal year
- be a co-signer of the NNERSC checking account
- be responsible to see that the mail is picked up
- be responsible for reading and answering the necessary correspondence with the direction of the RSC

Vice-Chairperson:

Requirements

- have a minimum of two (2) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- attend all NNERSC meetings and assist the chair
- chair the meeting in the event of the chairperson's absence or if the chairperson takes the floor
- prepare a written report for each RSC meeting
- write an annual report for the July meeting
- take roll call attendance
- read all motions to the RSC
- be a co-signer of the NNERSC checking account
- may be an RCM, except when acting as the RSC chair

Secretary:

Requirements

- have a minimum of two (2) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- be a co-signer of the NNERSC checking account
- take accurate minutes of all NNERSC meetings, including notes on discussion (tape recording would be allowed for the purposes of transcribing and special

- needs)
- compile minutes including reports from all trusted servants and ad-hoc committees, business conducted, and any associated information
- distribute minutes by the most economical means within twenty one (21) days after the meeting to the following:
 - RCMs and RCM-As
 - NNERSC trusted servants
 - NAWS
- update the NNERSC mailing list at each RSC meeting
- keep NNERSC minutes for the previous twelve (12) months available at each RSC meeting
- register the NNERSC and subcommittees with NAWS on an annual basis

Treasurer:

Requirements

- have a minimum of four (4) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- attend each NNERSC meeting and submit a financial report
- prepare a written report for each RSC meeting
- be responsible for balancing the NNERSC checkbook
- be a co-signer of the NNERSC checking account
- keep receipts for all checks written
- keep accurate bookkeeping records
- submit the budget at the March RSC meeting, for the new fiscal year
- review all submitted budgets and propose annual prudent reserve amount at the May RSC
- have financial records available at the RSC for the previous twelve (12) months
- financial records shall be available for viewing upon request with one (1) week notice
- file all appropriate tax forms
- write an annual report for the July meeting
- may be an RCM, except when acting as the RSC chair

Regional Delegate:

Requirements

- have a minimum of five (5) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- attend all NNERSC meetings and submit a written report
- be the communication link between the member areas and the WSC
- attend as many different ASC meetings as possible
- participate at the bi-annual World Service Conference by carrying the regional conscience and voting with the best interest of the NNERSC at heart on all issues
- conduct conference agenda report workshops for the NNERSC
- write a report to the WSC for the March Conference Report
- write an annual report to the Region for the July meeting
- be a co-signer of the NNERSC checking account
- submit receipts and return any unused funds for travel to Zonal Forum two times per year as follows: hotel (not to exceed two days), gas & tolls, plus a food allotment equal to NAWS
- submit the one-year budget for the following fiscal year at the March RSC to be approved in May (see Article XI Section 2.A.4)
- submit the two-year budget at the March RSC of even years to be approved in May (see Article XI Section 2.A.2). AD travel expenses for the World Conference are part of the two-year budget proposal

Alternate Delegate:

Requirements

- have a minimum of four (4) years continuous abstinence
- be nominated and elected by the NNER

Duties

- attend all NNERSC meetings and assist the RD in writing all reports
- attend as many different ASCs as possible
- participate in the World Service Conference by assisting the RD in the most effective way
- assist the RD in conducting C.A.R. workshops
- prepare a written report for each RSC meeting
- submit receipts and return any unused funds for travel to Zonal Forum two times per year as follows: hotel (not to exceed two days), gas & tolls, plus a food allotment equal to NAWS
- AD travel expenses for the World Conference are part of the two-year budget proposals
- assist the RD with all budget proposals

Subcommittee Chairpersons:

Requirements

- have a minimum of two (2) years continuous abstinence
- be nominated and elected by the NNERSC

Duties

- write an annual report for the July meeting

- be responsible for submitting subcommittee guidelines to the NNERSC for approval
- attend all NNERSC meetings and submit a written report
- chair meetings according to subcommittee conscience
- submit the budget at the March RSC meeting, for the new fiscal year

Website Coordinator:

The Internet has had an enormous impact on the growth of NA. It allows for more regular communication and provides a vehicle for making information and service resources more readily available. An area's ability to use Internet technology depends on the skills of members, their financial resources, and the information they have about how to effectively use websites and the Internet.

Public Relations Handbook Pg. 92 | Chapter 10 | Internet Technology

Requirements

- Clean time requirement of 2 years
- Technical ability to update website
- Previous public information or other relevant service experience
- Familiarity with all internet and website related NAWs handbooks.

Duties:

- Maintain communication with website host troubleshooting issues in functionality
- Coordinate all Website activities.
- Maintain correct and current information on website, including but not limited to, current NA meetings and area sponsored events.
- Maintain Regional Records. Upload minutes and regional events.
- Coordinate response to all website inquiries, answering emails when appropriate or getting them to appropriate NA committee member.
- Make sure all items on website follow WSO, Regional specific guidelines, and The Public Relations Handbook.
- Provide recommendations regarding Website guidelines
- Provide email addresses for all NNERNA Regional and Area level positions.
- Maintain a website that is clear, informative, simple to navigate, and can be easily passed along to other trusted servants.
- Makes bi-monthly written report to the NNERNA on the Status and updates of the website.

Internet technology is a valuable tool that has allowed NA members to communicate with each other and with the public in ways that were previously impossible.

Public Relations Handbook Pg. 96 | Chapter 10 | Internet Technology

ARTICLE IX Standing Subcommittees

Section 1.

The NNERSC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval of the voting members of the NNERSC. Standing subcommittees may include, but are not limited to,

Public Information, Hospitals and Institutions, Literature, Activities, Outreach, Newsletter and others, which shall be deemed necessary to carry out the work of the Regional Service Committee.

- A. The MRLE (Multi Regional Learning Event) will be a standing subcommittee. The event will be scheduled so as not to conflict with the New England Regional Convention.

Section 2.

All standing subcommittees of the NNERSC shall create and adopt guidelines which are consistent with the Twelve Traditions of Narcotics Anonymous, and the best information available from the World Service Conference in the form of the WSC approved handbooks and guidelines. The guidelines of each standing subcommittee shall be subject to review and approval of the NNERSC.

ARTICLE X

Ad-Hoc Committees

The chairperson of the NNERSC may appoint ad-hoc committees for such special purposes as is deemed necessary by the RSC. The purpose and duration of any such ad-hoc committee should be specifically designated by the chairperson at the time the ad-hoc committee is established.

ARTICLE XI

Finance

Section 1. Financial Records

The NNERSC fiscal year is from July 1 to June 30.

All disbursements from the NNERSC checking account need to be signed by the RSC treasurer and co-signed by the RSC chairperson, RSC vice-chairperson, RSC secretary or Regional Delegate. An additional signer may be specifically designated as deemed necessary by the RSC. Check endorsements will be limited to these trusted servants.

NNERSC operating expenses are those expenses determined by the NNERSC, through the budget process, required to conduct business. The financial records of the NNERSC are always open to any member requesting access. One week's notice to the treasurer is required for proper representation to be made.

Section 2. Budgets

Budgets should be submitted every year to the treasurer by each subcommittee, ad-hoc, the Regional Delegate and the NNERSC administrative committee members. These budgets must be received during the March RSC meeting. If no budget is submitted, no funds will be allocated. Submitting a budget does not guarantee that it will be granted. Budgets will be voted on and approved separately from the RSC minutes. Budgets take effect at the July RSC. Amendments to annual budgets may be submitted to the treasurer for review and subsequent approval by NNERSC on an "as needed" basis. Budgets include line items as below:

- A. Administrative
 - a. Po Box
 - b. Regional hosting rent fee
 - c. Printing costs
 - d. Unity Day
 - e. Website
 - f. Regional Insurance
 - g. Workshops
 - h. Misc., or any other expenses the committee deems necessary
- B. RD/ AD
 - a. Travel to ASCs
 - b. Travel to NEZF
 - i. Funding for attendees of the Zonal Forum is limited to no more than 2 attendees, usually RD & AD or those reapproved by a n RSC motion
 - c. Travel to special events and learning days (not counting WSC)
 - i. The one-year budget for RD/AD travel expenses will be fully funded prior to sending excess funds to NAWs. Any funds not spent will be carried over to the next year's one-year budget.
- C. World Service Conference expenses
 - a. The RD is funded to the bi-annual World Service Conference by NAWs.
 - b. The AD is funded to the bi-annual WSC. Expenses to be paid are as follows.
 - 1. Round trip coach airfare at the most economical airfare/room rate package available,
 - 2. Round trip ground transportation from airport to hotel not to exceed \$ 100.00 per person.
 - 3. Room rental not to exceed the published rates of the hotel. The number of rental days will be contingent upon the most economical airfare/room rate package available,
 - 4. To provide a food allowance for the AD equal to the RD as set by the WSO.
 - c. Anyone sharing approved rooms will be responsible for paying their equal share of the room cost. The following are examples:
 - Total room cost = \$ 120 = 2 people is \$ 60.00 each
 - Total room cost = \$ 120 = 3 people is \$ 40.00 each

SHARING APPROVED ROOMS SHOULD BE PRACTICED WHEREVER POSSIBLE.
- D. Any ad-hoc committees formed
- E. Any other budgetary items the committee deems necessary

Section 3. Reimbursement

- A. Elected/appointed trusted servants of the NNERSC shall be reimbursed for budgeted expenses upon submittal of receipts to the RSC Treasurer.
- B. Any non-budgeted items need to be approved by the RCMs prior to reimbursement

Section 3. Prudent Reserve

- A. Prudent reserve will consist of one year Administrative budget, one year RD/AD

budget, WSC budget, any ad-hoc committee budgets, and any other budgetary items the committee deems necessary

- B. Prudent Reserve will be determined each year at the May RSC meeting after a review of the budgets submitted at the previous RSC meeting. The Prudent Reserve will begin in July.

Section 4: Fund Flow

The NAWS donation will be determined by the following method:

- a. The NNERSC treasurer will establish an opening balance at the beginning of each RSC meeting.
- b. The fund flow formula for the NNERSC will be that once prudent reserve and budgeted expenses are met, we will pass on 100% of all leftover monies to NA World Service