

**POLICY GUIDELINES  
OF THE  
ALABAMA/NORTHWEST FLORIDA  
REGIONAL SERVICE COMMITTEE**



**UPDATED:**

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**INDEX OF ABBREVIATIONS**

ASC.....	Area Service Committee
RCM.....	Regional Committee Member
BOT.....	Board of Trustees
CAA.....	Central Alabama Area
WCAA.....	West Central Alabama Area
CC.....	Convention Committee
EAA.....	East Alabama Area
ELA/GCA.....	East LA / Gulf Coast Area
GBA.....	Greater Birmingham Area
GMA.....	Greater Mobile Area
GPA.....	Greater Pensacola Area
H&I.....	Hospitals & Institutions
NAA.....	North Alabama Area
NEA.....	North East Alabama Area
PI.....	Public Information
PR.....	Public Relations
RSC.....	Regional Service Committee
SJS.....	South Jefferson/Shelby Area
WSB.....	World Service Board
WSC.....	World Service Conference
WSO.....	World Service Office

## **THE TWELVE TRADITIONS**

We keep what we have only with vigilance, just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

## **THE TWELVE CONCEPTS FOR NA SERVICE**

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

### Amending Policy

1. In the event that a change or amendment to this policy is required, such changes shall be presented in the form of a proposal with specific reference to the section, current wording, and suggested changes and or additions to the existing policy.
  - a. Issues or proposals affecting policy will not be adopted by voting during the RSC in which the proposal is presented, rather will be included in the minutes and voted upon at the next RSC
  - b. The purpose of this is to provide all members an opportunity to view the proposed changes before they are voted into effect at the following RSC.
2. At the discretion of the voting body, policy issues or proposed changes may be referred to an Ad- Hoc Committee appointed by the chairperson for further study, proper wording, impact as to the other sections of the policy, and by other recommendations as necessary. This action is strongly recommended whenever major issues or changes are concerned and should result only through amendments as needed.
3. Proposals affecting policy require 80% consensus for adoption
  - a. Abstentions cast do not count
4. Amendments affecting policy become effective at the first RSC following approval of the amendment, unless expressly state in the proposal.
5. After adoption by the RSC, proposals which amend the Policy, including their intent, will be typed on a separate page with the heading 'Amendment(s) to ALNWFL Policy' and distributed to the members, either with the minutes or at the next RSC.
  - a. Each proposal or group of proposals shall include the date adopted or passed and the proposal should be placed at the end of the policy for reference until such time they are incorporated, through revision, into the policy. Policy revisions are to be made bi-annually.
6. Amendments to The Policy cannot be changed for a period of ninety (90) days after the effective date of that amendment. This is to insure that the new amendment has sufficient time to be evaluated.

## PURPOSE

The purpose of a REGIONAL SERVICE COMMITTEE (RSC) is to be supportive of its areas and groups and their primary purpose by linking together the areas and groups within its region; by helping areas and groups with their basic situations and needs; and by encouraging the growth of the fellowship.

## REGIONAL SERVICE COMMITTEE

A REGIONAL SERVICE COMMITTEE is a committee made up of the RCMs from all the areas within the boundaries of the region. This service committee is designed to provide services to its member areas. An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas. The Alabama/Northwest Florida Region serves three basic functions:

1. The primary function of this RSC is to unify the areas within this region.
2. The secondary function of the RSC is to carry the message of recovery through subcommittee actions.
3. The third function of this RSC is to contribute to the growth of Narcotics Anonymous, both by initiating work to be finalized at the World Service Conference and by helping our world services.

## TRADITION NINE

This Tradition states that we ought never be organized, but we may create service boards or committees directly responsible to those they serve. This seems to be at first glance almost a contradiction of terms, but somehow we must untangle this mess. We ought never be organized and disorganization is killing us. What can we do without violating this tradition? What about mapping it all out with charts and descriptions, and everything, isn't that organized? The purpose of laying out the committees in an orderly form, showing what they can do, and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method; a method by which the services necessary to Narcotics Anonymous can be provided and performed with the very minimum of confusion. In a sense, these regional guidelines are keeping our Ninth Tradition.

## DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Consensus Based Decision Making Process*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with this process and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## AGENDA

1. The Chairperson will arrange the agenda prior to each meeting.
2. All input, ideas, and proposals should be given to the Chairperson prior to each RSC meeting in writing, preferably prior to each RSC meeting.
3. Any proposals not already on the agenda are to be given to the Vice Chair in writing at the beginning of the regional meeting, (or during, but preferably before).

## QUORUM

1. Official quorum must be reached by sixty (60) minutes after scheduled starting time.
2. Official quorum is one more than half of the active voice participants.
3. Only duly elected alternate Regional Committee Members (RCMs) are eligible for quorum in the representative's absence. NO proxy representatives.
4. An area must be present both days to be counted as in attendance for the RSC. However, quorum will be determined each day for business purposes. Even though an Area may be absent for one of the meetings, the Area will still have active voice privileges.

## DISCUSSION LIMITS

Under the Consensus Decision Making Process, **we encourage participation from all NA members (at this body discretion)**

## PROPOSALS

The following can make proposals to the RSC

1. Only RCM's ( or RCMA's in their absence ) can make a proposal.
2. Subcommittee/Workgroup Chairs can make proposals that pertain directly to their subcommittee/workgroup. However, they cannot take part in the consensus making process

Participation on a proposal:

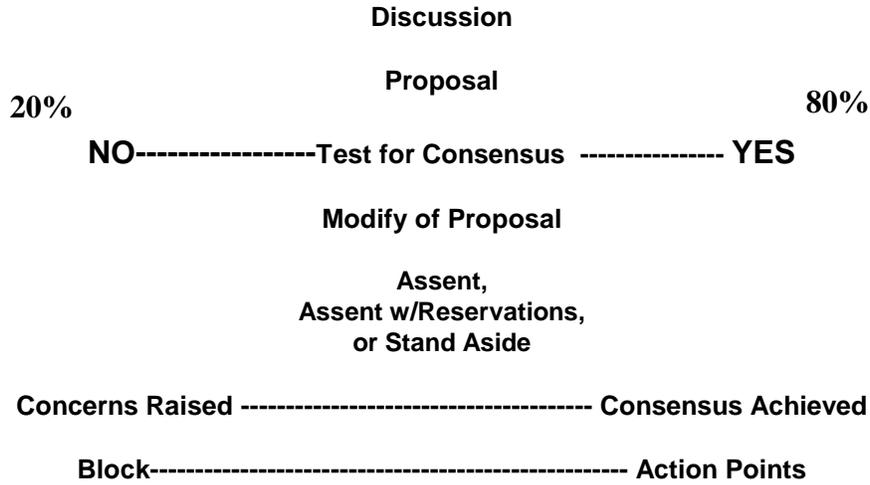
- Main proposal
  - Amendment
  - Reconsider a previous proposal that was voted on
  - Block (must be supported by step, tradition, concept, or spiritual principle)
1. On all proposals use the title of the maker and second instead of personal names.
  2. Any proposals affecting policy must first be submitted to the Policy Subcommittee. Policy proposals, upon deliberation, will be on the agenda for the next RSC meeting to allow discussions by RCMs prior to the RSC meeting.
  3. Proposals approved by the RSC, other than ones referred to policy, go into effect upon close of business that day.
  4. Minutes shall reflect any reason for not reaching consensus proposals.

## DECISION-MAKING

1. The RSC will use consensus-based decision-making process to handle RSC business.
2. Each Area has only one voice toward a proposal.
3. Consensus may be determined by a show of hands, or by verbal roll call.
4. If a majority consensus of 80% is not met on a proposal, the proposal may be amended or held until the next RSC meeting to allow areas the opportunity to get a group conscience.

### **Reaching Consensus**

1. As the 7th Concept states: “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.” Therefore, all NA members have a voice on the floor.
2. RCM’s, or RCMA’s in their absence, are the only consensus making participants of the ALNWFL Region.
3. Any new Area that comes to the RSC may be recognized that day and participate in new business.
4. If a consensus is not met on a proposal with stand asides, the proposal will be postponed until the next RSC meeting, so standing aside Areas can obtain a Area conscience.
5. The chair of a subcommittee can make proposals that pertain to their committee.
6. 80% is generally accepted as a consensus.
7. A proposal shall be referred to the Areas whenever a RCM states the concern, “I am not sure my Area would be ok with this proposal.”
8. To “Assent” means that the consensus making member is agreeable with the proposal.
9. Forms of Dissention
  - a. “Assent with Reservations:” means that the consensus making member will allow a proposal to carry through, but that they have reservations. These reservations should be stated AND addressed, as well as recorded in the minutes.
  - b. “Stand Aside:” means that the consensus making member is not agreeable with the proposal, but does not feel strongly enough to stand in the way. A sufficient number of “Stand Asides” will affect consensus (80%).
  - c. “Block:” A single, valid, “Block” stops a proposal. A “Block” is valid if it proves a violation of a Tradition, Concept, or Spiritual Principal would occur if the proposal is adopted. This violation must be stated, addressed, and recorded in the minutes. If the body does not understand the nature of the “Block,” the proposal is referred back to the “Blocking” Area for clarification.
    - i. If after referring a disputed “Block” back to a blocking Area for clarification, it is still not understood or agreed upon by all other Areas in attendance at the RSC, the Region Chairperson can rule the “Block” as invalid, and the proposal passes.



**RSC AGENDA FORMAT**

1. Opening Prayer
2. Read Twelve Traditions and/or Twelve Concepts
3. Purpose of RSC
4. Open Forum
5. Roll Call:
  - Administrative Subcommittee
  - Subcommittee Chairs (PR, Policy, Surrender, Convention)
  - RCMs
  - RD and AD
  - Recognition of New Areas
6. Nominations and/or Election of Trusted Servants (if necessary)
7. Reports:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - RD
  - AD
  - Policy
  - Subcommittee Reports (PR, Surrender, Convention, and Ad Hoc (if needed))
  - RCMs
  - Treasurer
8. Closing Prayer (End of Saturday’s Portion of the RSC)

Opening Prayer (Sunday morning)

Sunday Morning Round Table Discussion ( RCM's ) One hour before the start of the RSC

9. Opening Prayer (Sunday morning)
10. Read Twelve Traditions and/or Twelve Concepts
11. Purpose of RSC
12. Roll Call
13. Old Business
14. Set Next RSC Meeting
15. New Business (agenda items have priority)
16. Budget Review and Approval
17. Open Forum
18. Review Business of the Day and any additional budgets
19. Establish Subcommittee Meeting Times
20. Announcements
21. Closing Prayer

### AREAS

1. Any area not represented for two consecutive RSC meetings will not be on Roll Call or part of the quorum at the third meeting. Although not a part of quorum on the RSC floor, areas will remain on meeting lists, events may be announced and minutes will continue to be sent to an area representative. The RSC Chair is responsible for making contact with an area representative for a mailing address for minutes and to see if the RSC can help in any facet. Areas will be reinstated upon request by a RCM or RCMA on the RSC Floor. The area has full discussion privileges in new business.
2. RCMS will be expected to turn in an updated meeting list with their quarterly reports.
3. Any new area that comes to the RSC may be recognized that day and may actively participate in New Business.
4. Any RCMS leaving the RSC meeting before its close should notify the Vice Chair.

### NOMINATIONS

Nominations should be solicited by RCMs of each area. If an Administrative Subcommittee member is not nominated or seconded by their own area, then the nomination must go back to all areas for consideration.

- a) An explanation from the approved service manual is needed to establish each position's responsibilities.
- b) The position is announced and nominations are taken.
- c) Each nomination must be made by an RCM and seconded.
- d) In case of only one nomination, a consensus "vote of confidence" requiring an 80% consensus is taken; if not 80%, the issue goes back to the RCMs for further nominations.
- e) After accepting nominations from RCMs, the Chair will ask the floor if there are further nominations.
- f) A proposal is made to close nominations and must be supported (seconded).

- g) When a person is nominated for a position, they must be present to answer questions. Nominees must also submit their written qualifications. Nominees are not required to be present for elections.
- h) Only members of Areas in this Region can hold Trusted Servants positions in the RSC.
- i) Nominations for trusted servants positions are to be **announced** at the December/January RSC, and nominations be **brought to** March RSC, and **then voted on** at the June RSC.  
(Except for Convention subcommittee chair and Surrender subcommittee chair (for the next year.)
- j) Nominations for (FITS) Convention subcommittee chair will be **announced** at the September RSC, and nominations **brought to** the December RSC, and then **voted on** at the March RSC.
- k) Nominations for the Surrender subcommittee chair to be **announced** in March, nominations be **brought to** RSC in June, and **then voted on** at the September RSC.

**For vacant trusted servants' positions after annual elections, nominations and elections may not occur on the same day.**

### **ELECTIONS**

1. All regional alternate chairs and the AD get a consensus "vote of confidence" requiring an 80% consensus; if not 80%, alternates become nominees for available positions and other nominations may be made from the areas
2. Upon election, members shall resign all other positions that are classified as members with a voice in consensus according to with RSC Guidelines (it is recommended that members serve in only one service position when possible).
3. The Convention subcommittee and Surrender subcommittee chairs assume office at the RSC immediately following the respective event.
4. Trusted servants assume newly elected positions immediately following the **JUNE** RSC.
5. No trusted servant nominated at the RSC can be elected during the same RSC weekend as the nomination is made, with the exception of automatic nominations (such as vice or alternate positions) that receive the required consensus "vote of confidence".

### **REPORTS**

1. RSC meetings - all reports are limited to ten (10) minutes per report, all reports are to be typed or written.
2. Yearly Reports:  
(DUE AT JUNE RSC, WITH EXCEPTION OF SURRENDER WHICH WILL BE DUE AT DEC RSC).
  - a. **SECRETARY:** Compile a list of proposals from the past year's minutes.
  - b. **SUBCOMMITTEE CHAIR:** Compile a yearly report consisting of the past year's activity, including the convention financial statement.

- c. **RCMs:** Compile a report in your area consisting of the following information:
- (1) Number of meetings
    - (a) Regular meetings
    - (b) H&I meetings
    - (c) Total meetings size of the local fellowship
  - (2) H&I Activity
  - (3) PI Activity
  - (4) Other committee activities
  - (5) Major accomplishments
  - (6) Specific problems or situations
  - (7) Plans for the coming year
  - (8) Brief history of NA in your area from the first meeting until now
  - (9) Brief summary of what your area would like to accomplish at the WSC

### **ADMINISTRATIVE SUBCOMMITTEE**

This subcommittee consists of the RSC Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Delegate (RD), Alternate Delegate (AD), Policy and all other subcommittee chairpersons.

The Administrative Subcommittee meeting is a place where the Administrative subcommittee seeks to encourage communication and unity throughout the RSC weekend. This meeting is a vehicle that promotes an orderly direction for the regional business, and a place to discuss any known issues that the region may face.

This body serves as a subcommittee in addition to their own individual duties. This subcommittee serves the administrative needs of the region. In addition, they coordinate the next RSC meeting with the host area. This body, serving as a subcommittee, deals with matters of financing the regional needs, financial accountability, and coordinating service workshops throughout the region. This body as a subcommittee, per suggestion of the RSC as a whole, may appoint "special committees" to meet specified needs for a specified time (i.e. otherwise known as "ad hoc"). It is suggested that members of this subcommittee resign their position at the area level as this might create a conflict of interest at some point.

Another purpose of this subcommittee is to actively seek and encourage the growth of **NARCOTICS ANONYMOUS** in this region by helping in starting new Areas or meetings in desolate, remote, and isolated areas, cities, and towns throughout the region. Another form of "**OUTREACH**" service that this subcommittee performs is that of actively seeking and encouraging the growth of newly established area service committees and the Areas they serve by sending members of this subcommittee to that area as a trouble shooting committee for a few days.

In case of emergency such as resignation, death, or relapse of a RSC administrative or subcommittee position, the Vice-Chair of said subcommittee shall fill that position until a nomination/election is held.

**ADMINISTRATIVE SUBCOMMITTEE MEMBERS**

- a) Willingness and desire to serve.
- b) Time and resources required to be an active participant.
- c) Term and Commitment: Chair – 2 year term; Vice Chair – 2 year term (4 year commitment); Secretary – 1 year term; Alternate Secretary – 1 year term (2 year commitment); Treasurer – 2 year term; Alternate Treasurer – 2 year term (possible 4 year commitment); Subcommittee Chairs – 2 year term; Regional Delegate – 4 year term; Alternate Delegate – 4 year term.
- d) Minimum of three years clean time.
- e) Minimum of one year NA service experience.
- f) Understanding of the Twelve Traditions and Twelve Concepts through application.

**RSC CHAIRPERSON - DUTIES AND RESPONSIBILITIES:**

- 1. Compiles a pre-arranged agenda prior to each RSC meeting.
- 2. Presides over and facilitates all meetings of the ALNW FL RSC.
- 3. Maintains lines of communication between the ALNW FL RSC and any/all Area Service Committees throughout the year.
- 4. Enforces the rules of decorum and discipline.
- 5. Is absolutely fair and impartial.
- 6. Refrains from discussing a proposal when presiding.
- 7. Co-signer on all bank accounts of the AL/NW FL RSC.
- 8. Coordinates and keeps records, files, and archives of the region.
- 9. When areas miss two or more consecutive meetings, she/he is to contact them and investigate the matter.
- 10. Signs contracts for Surrender and Convention facilities.
- 11. Attends the Regional Assembly.

**VICE CHAIRPERSON - DUTIES AND RESPONSIBILITIES:**

- 1. Perform all duties and has all powers of the chairperson in her/his absence.
- 2. Member of all Subcommittees.
- 3. Liaison between all standing subcommittees to assure proper functioning of said subcommittees per RSC guidelines..
- 4. Attends as many ASC meetings as possible.
- 5. Co-signer on all RSC bank accounts.
- 6. Maintains and distributes monthly calendar of events.
- 7. Attends the Regional Assembly.

**SECRETARY - DUTIES AND RESPONSIBILITIES:**

1. Is responsible for a written record of all RSC meetings.
2. Keeps and distributes a mailing list of all RSC trusted servants and RCMs.
3. Responsible for typing minutes so they can be mailed/email out within two weeks after each RSC meeting including agenda for Subcommittee meetings for next RSC.
4. Minutes shall include an attachment of consensus actions by RCM's on all proposals.
5. Co-signer on all RSC bank accounts.
6. Mails (or email) out each set of RSC minutes to WSO c/o Area Services.
7. Attends the Regional Assembly to take minutes for distribution

**TREASURER - DUTIES AND RESPONSIBILITIES:**

1. Keeps an accurate record of all transactions including receipts for donations and disbursements.
2. Prepares a financial report due at each RSC meeting.
3. Disburses monies as per Area conscience of the RSC.
4. Collects all donations from Areas, groups, individuals, or committees.
5. Attends the Regional Assembly.
6. Ensures that all checks to be disbursed have two signatures before being distributed.

**REGIONAL DELEGATE - DUTIES AND RESPONSIBILITIES:**

1. The primary purpose of the RD is to link the region with world.
2. Provides to all RSC participants, minutes, and reports of WSC, WSO, WSB, and other regional information. Also, provides current RSC mailing list to the WSC and WSO.
3. Attends all Regional Service Committee meetings.
4. Attends as many different Area Service Committee meetings as possible.
5. Attends the yearly World Service Conference and as many quarterly workshops as possible.
6. Attends as many regional functions as possible.
7. Is a member of the body known as the Regional Administrative Subcommittee.
8. Maintains a file of geographically isolated Areas that aren't serviced by an ASC. The RD will correspond with these Areas on a monthly basis and provide world and regional information. (i.e. conventions, retreats, conferences, workshops, etc.). Upon receiving new Area information from WSO, the RD will notify the appropriate RCM (to be determined by geographical proximity).
9. Prior to the WSC, the RD holds workshop on the CAR in the month of February in a central location.
10. Immediately following the WSC (30 Days) shall mail/distribute to all RSC members CAR tally sheets.
11. Attends the Regional Assembly.
12. The Term of RD and AD positions will be finished at the end of the June RSC following the World Service Conference.
13. Orders copies of the C.A.R. to be distributed to the RCMs and Subcommittee Chairs as soon as they are available.

**ALTERNATE DELEGATE - DUTIES AND RESPONSIBILITIES:**

1. Works closely with the RD.
2. Has all the same responsibilities RD.
3. Attends the Regional Assembly.

**SUBCOMMITTEES**

In order to minimize time spent debating in conference meetings, ALNWFL Regional Service Committee uses a subcommittee system. (RCM's conduct "Round Table" on the last day of the RSC.)

It is important to note that the RSC cannot do the day-to-day work, only members can do this, which means that each RSC covers a large geographical region and only meets four times a year, unless a special session is requested. By need, most of the work must be done in subcommittees. Initiation and finalization of these projects takes place at the Regional Service Committee meetings.

Each subcommittee is autonomous, but directly responsible to the RSC. In order to better serve, a subcommittee may choose to elect trusted servants.

1. Each subcommittee should submit a written report to the Administrative Subcommittee prior to each RSC meeting. This report should include minutes of subcommittee meetings, plans, ideas, proposals for initiation, finalization, or implementation, and a financial report or request.
2. Each subcommittee chair shall establish lines of communication with the appropriate WSC Committee Chairperson.
3. Any subcommittee chair leaving the RSC meeting before its close should notify the secretary.
4. All subcommittees shall establish guidelines/policies for their subcommittee.
5. RSC subcommittees shall not print, sell, or distribute any items which might cause disunity by violating the Traditions. ("Being in recovery means never having to say you're sober.")
6. All future budgets from all subcommittees shall be written showing all incoming and outgoing expenses.
7. In case of emergency such as resignation, death or relapse of said RSC administrative or subcommittee position, the Vice-Chair of said committee shall fill that position until nomination/election is held.
8. No RSC, subcommittee, RSC convention, retreat, or any regionally funded function may include any type of illegal activity .

**RSC SUBCOMMITTEES**

1. Convention & Surrender are two separate subcommittees of AL/NW FL RSC.
2. All subcommittees shall present a quarterly projected budget, and quarterly expense to the RSC.

### **SUBCOMMITTEE CHAIRPERSON-DUTIES AND RESPONSIBILITIES**

1. Holds no other regional chair or participating voice position.
2. Submits written subcommittee report at each RSC.
3. Attends all regional meetings.
4. Is a fully funded position.

### **CONVENTION SUBCOMMITTEE**

This body is the Alabama Northwest Florida Regional Service Convention Committee also known as “Fun In The Sun” of Narcotics Anonymous, Inc., herein after referred to as “Fun In The Sun”, "FITS," "the Regional Convention," the "Corporation" or the "Convention." The Corporation is a not-for-profit corporation formed under the Not-for-Profit Corporation Law of the State of Alabama .

Relation to Regional Service Committees at the inception of “FUN IN THE SUN (FITS), the geographic boundaries included the following areas, the state of Alabama and Northwest Florida. The RSC, may admit other Area Service Committees as becomes necessary or relevant, and after careful consideration of the potential effect on other regions, at any regular scheduled or special meeting of the RSC. As more fully provided in the By-Laws, each ASC shall be represented by a Regional Committee Member ("RCM") and an Alternate.

Governance Generally As more fully provided in these By-Laws, the Corporation shall be governed by the Regional Service Committees (through their Regional Committee Members and alternates), the Executive Committee, and the Regional Trusted Servants. For purposes of the Alabama Not-for-Profit Corporation Law (Title 10A) and the Florida Not-for-Profit Law (Title XXXVI Chapter 617),

An annual meeting of the FITS Board shall be held on the Saturday of the convention in each year, or on such other date and at such time and at such place as the FITS Board may determine. The annual meeting of the FITS Board shall be held for the purpose of determining the yearly meeting schedule, proposed activities of the FITS Board, the election of officers, and such other business as may come before the meeting. In addition, at the first meeting of the FITS Board, work will be assigned as outlined in the FITS Board By-Laws. Failure to hold an annual meeting does not affect the validity of any corporate action. Notice of the annual meeting shall be given at least two weeks in advance, but such notice need not state the purpose of the meeting

1. The Convention Subcommittee shall have its own checking account.

(a) Checks will require two (2) of the following signatures:

- (1) CC Treasurer
- (2) CC Chairperson
- (3) CC Vice Chairperson

(b) The bearer of the checkbook will be responsible for making sure the checks are dispersed and have two signatures before being distributed.

2. The Convention Subcommittee shall submit a quarterly financial statement of expenses verifiable upon receipt with attached copy of relevant bank statements.
3. The Convention Subcommittee shall submit a quarterly budget to be approved by a consensus of the RSC.
4. The Convention Subcommittee shall have a beginning Seed fund of \$15,000 subject to change only by consensus of the RSC.
5. All funds over and above the seed fund will be turned over to the RSC to be deposited.
6. Chairperson be a member of the Administrative Subcommittee.
7. An RCM may submit a nomination for Convention Subcommittee Chairperson and a bid package to host the RCNA Convention 18 months prior to the Convention date.
8. Regional Convention (Fun in the Sun) will be held annually in the month of not to conflict with any other major events in Panama City Beach Florida.
9. If there has not been a Convention Chair elected by the end of the March RSC, there will not be a Regional Convention the following year.
10. **Member of body known as Board of Directors (will take affect when 501(c)(3) is in effect)**

### **SURRENDER SUBCOMMITTEE**

1. The Surrender Subcommittee shall have its own checking account.

a) Checks will require two (2) of the following signatures:

- Surrender Treasurer
- Surrender Chairperson
- Surrender Vice-Chairperson

b) In the event that a check is payable to one of the authorized signers of the account, the payee shall not be authorized to sign said check, another authorized signature is required.

c) The bearer of the checkbook will be responsible for making sure the checks are dispersed and have two signatures before being distributed .

2. The Surrender Subcommittee shall submit a quarterly financial statement of expenses, verifiable upon receipt with attached copy of relevant bank statements.

3. The Surrender Subcommittee shall submit a quarterly budget to be approved by consensus of the RSC.

4. The Surrender Subcommittee shall have a beginning line-ledger of \$4,500 subject to change only by consensus of the RSC.

5. Net proceeds, minus \$250 to keep the checking account open, from Surrender will be deposited into the RSC General Fund.

6. Chairperson be a member of the Administrative Subcommittee.

7. Surrender in the Mountains is a spiritual retreat, **not** a convention.

## POLICY SUBCOMMITTEE GUIDELINES

Policy is the subcommittee through which any changes or amendments to the ALNWFL policy are dealt with. This subcommittee is responsible for the maintenance of the policy and serves as a means through which policy changes are implemented. This committee is to hold a monthly meeting to go over any policy changes that are needed and is responsible for their implementation. A report and quarterly progress reports are to be given at the RSC.

The purpose of the policy review subcommittee is not to change, change, challenge, or rewrite the policy, rather it is to streamline and clarify the current policy so as to foster a more simplistic and less confusing means by which the ALNWFL RSC conducts the business end of the Narcotics Anonymous Program for its members.

1. Regional policy will be updated and distributed at each RSC.
2. The parliamentary authority of RSC is as follows in the AL/NWFL RSC policy guidelines:
  - a) Twelve Traditions of N.A
  - b) Twelve Concepts of N.A
  - c) The AL/NWFL RSC Policy and Procedures
  - d) The Guide to Local Service
  - e) Procedures outline for Consensus-Based Decision Making
  - f) .Chairperson be a member of the Administrative Subcommittee.
3. To adopt the model on page 100 of the Guide to Local Service for AL/NWFL RSC.  
The RSC will have no special interest meetings at Regional functions, such as men or women only meetings.

## PR COORDINATOR

\* adopted by consensus at the September 2009 RSC meeting

## PUBLIC RELATIONS

The public relations subcommittee attempts to carry the NA message of recovery to those who help or have contact with addicts; attempts to establish an idea of cooperation, not affiliation; attempts to establish lines of communication via radio shows, public service announcements, posters, mail-outs, one-on-one interviews, attendance at related conventions of the professional field, etc. the ways and means are innumerable.

PUBLIC RELATIONS/H&I (HIPR) WORK GROUP LEADER:

1. Five years clean time requirement.
2. Previous PR/H&I experience.
3. Oversees and report experience on the helpline, phone tree, Regional meeting list, and work group monthly meeting.
4. Oversees list of H&I facilities served and maintains databases of volunteer.
5. Required to visit each Area once per term and Facilitates monthly work group meeting.
6. Serves as liaison to hospitals, prisons and other institutions in accordance with the WSC H&I Handbook.
7. Coordinates one annual Regional level learning day, and visit each Area once per term.
- 8. Member of body known as Board of Directors (will take affect when 501(c)(3) is in effect)**

**REGIONAL DELEGATE & ALTERNATE DELEGATE**

- a) Willingness and desire to serve.
- b) Time and resources required to be an active participant.
- c) Four year commitment each.
- d) Minimum of three years clean time.
- e) Minimum of two years NA service experience.
- f) Understanding of the Twelve Traditions and Twelve Concepts through application.
- g) Previous involvement as a service representative (i.e. GSR, RCM).

**SUBCOMMITTEE CHAIRS & VICE-CHAIRS**

- a) Willingness and desire to serve.
- b) Time and resources required to be an active participant.
- c) Two-year commitment.
- d) Minimum of two years clean time. EXCEPTION - Chair and Treasurer of Surrender and Convention subcommittees to have minimum of 5 years clean time and Vice-Chair of each subcommittee to have 4 years clean time. Any waiving of clean time requirements must be approved by the RSC. Nominee must be present at RSC and give written and verbal qualifications.
- e) Minimum of one year NA service experience.
- f) Understanding of the Twelve Traditions and Twelve Concepts through application.
- g) Previous involvement with this committee on some level.
- h) Is not an RD/AD.
- i) Attendance at Regional Assembly.

**UPON ELECTION, ALL OF THE ABOVE ARE EXPECTED TO ATTEND ALL RSC MEETINGS.**

**Ad Hoc Committee**

Ad hoc committees are set up by the Chairperson for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the RSC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the RSC may appoint either the entire Ad Hoc committee or just a chairperson who will put the ad hoc committee together later. Once the Ad Hoc committee's work is completed, the committee is dissolved

## **REMOVAL OF TRUSTED SERVANTS**

### **A. VOLUNTARY:**

Given in writing to the RSC Chair prior to the next RSC meeting.

### **B. INVOLUNTARY:**

Two or more consecutive meetings missed.

### **C. Relapse during term of office.**

### **D. IMPEACHMENT:**

This is needed in case of a violation of the Traditions and failure to perform duties and responsibilities..

### **Removal Policy of any committee member:**

The following are the grounds that represent the pre-requisites for removal. They are NOT meant to imply that removal is necessary in every case in which these grounds are present. They are simply intended as a guide when removal proceedings are instigated.

1. Failure to perform responsibilities and duties.
2. Misappropriation of N.A. funds.
3. A malicious breach of the Traditions.
4. Malicious misuse of terms and conditions.
5. Unethical conduct inconsistent with the role of an RSC member.
6. Relapse.
7. Two consecutive absences from planning meetings without an excuse or reason.

### **Removal Procedure:**

- a) A proposal in writing to the Chairperson, stating due cause, prior to the beginning of the RSC. The individual will be given this in writing at least 7 days prior to the next RSC meeting by the Chairperson.
- b) The respondent is given a rebuttal (if so desired, not to exceed 10 minutes)
- c) A closed Consensus is taken if the respondent is present (respondent must leave the room)
- d) 80% Consensus is necessary to remove
- e) All voluntary resignations need to be reflected in the minutes as follows:
  1. May be in writing,
  2. May be handed in, emailed, or faxed to the Chairperson or Secretary,
  3. May be verbally made at a committee meeting.

### **EMERGENCIES**

All emergencies will be determined by the ALNW FL Administrative Subcommittee. The Chair may contact all RCMs preferably by phone by mail or by email if necessary. Consensus may be taken no later than ten (10) days after being contacted by RCMs or RSC trusted servants.

### **ELIMINATION OF A SUBCOMMITTEE**

A proposal is made; an 80% consensus is required to eliminate a subcommittee.

## FUNDING

### RSC GENERAL FUND

1. The RSC General Fund shall be administered by the RSC Treasurer.

- a) All proposals requiring new monetary expenditures require an 80% consensus of the RSC.
- b) The RSC General Fund prudent reserve shall be \$4,000.00. The prudent reserve shall be considered as an "emergency fund". Budgets are not considered to be the prudent reserve.
- c) No monies to be disbursed from RSC funds until budgets are approved by RSC.
- d) RSC maintain a line ledger in the RSC funds. Convention/Surrender must give yearly totaled budgets 6 months before Convention and Surrender.  
Conventions/Surrender receive all funds from RSC at all times. RSC must be at Convention/Surrender to do this.

2. All expenditures and reimbursements shall be substantiated by a receipt except for per diem. A financial statement of expenses with receipts is due at each RSC. Subcommittees with individual checking accounts shall also include copies of relevant bank statements with their financial statements. All RSC subcommittees are required to submit their quarterly financial statements to the RSC Treasurer for review prior to the RSC meeting.

4. Checks will require two (2) of the following signatures:  
( of the two signatures couples cannot sign the same check)

- RSC Treasurer
- RSC Chairperson
- RSC Vice Chairperson
- RSC Secretary

4. In the event that a check is payable to one of the authorized signers of the account, the payee shall not be authorized to sign said check, another authorized signature is required.

5. The RSC shall have an Auditing Subcommittee consisting of the RSC Chair, RSC Vice Chair, RSC Secretary, and two (2) RCMs (to be elected by a majority of the RSC). Said subcommittee shall perform the duties described by the *Treasurer's Handbook*.

6. The Regional bank statement will be mailed to the RSC Post Office Box and a copy mailed to directly to the RSC Treasurer.

7. All RSC subcommittees shall submit quarterly budgets.

8. In the event the RSC should generate funds (host function) during the RSC weekend, net proceeds will be distributed as follows

50% to the hosting Area

50% to the RSC General Fund

(Net proceeds are defined as monies remaining after "seed" money and expenses of the hosting Area have been paid. Host Area may receive up to approximately \$400.00 "seed" money subject to the approval of the RSC.)

9. The RSC shall make funds available to assist the Administration Subcommittee members and Subcommittee Chairs with lodging and gas expenses due to attendance at the RSC and Regional Assemblies as follows: not to exceed \$200.00.

RSC trusted servants who are permitted by policy to seek reimbursement for travel to the RSC will be reimbursed under the following guidelines: if they live less than 60 miles from the RSC meeting site they may only request reimbursement for actual fuel used. If they live between 60 and 120 miles from the RSC meeting site, they may only request reimbursement for actual fuel used and Saturday night stay in the hotel. If they live more than 120 miles from the RSC meeting site, they may request reimbursement for actual fuel used and 2 nights stay in the hotel, up to the current amount allowed by policy. No reimbursement for food expenses will be allowed for RSC meeting attendance.

**Note: The RSC will only reimburse the negotiated amount for lodging that was agreed on between the Hotel and hosting area.**

Convention and Surrender Subcommittee treasurers will be reimbursed for travel to the RSC only for the meetings at which the audit for that subcommittee is conducted using the same guidelines as above. Other NA members or trusted servants who's attendance has been requested at the RSC for a specific reason may be reimbursed using the above guidelines and only upon approval by the RCMs prior to the RSC meeting to be attended.

10. In the event of misappropriated funds, the RSC may file criminal charges against the alleged person(s), following a 90-day grace period. At any point during the grace period, the alleged may repay all funds to suspend this process .

## **RD/AD FUNDING**

1. The RSC shall make funds available to assist the RD and AD with designated expenses due to attendance at the WSC as follows;

- a) Cost of travel to and from the WSC by the lowest airfare available, or the cost of travel by any other means not to exceed the cost of the lowest airfare available.
- b) Cost of lodging equivalent to one (1) double room (two-person occupancy) at the location of the WSC.
- c) Cost of meals not to exceed \$50.00 per day per person.

2. Subject to the approval of the RSC, the RD and/or AD will be sent to the WSC Quarterly Conference if all other bills are paid and funds are available. The expenses will be paid as described above.

3. Funds for travel to RSCs will be requested under budgets for the quarters with an itinerary submitted.

### **CONTRIBUTIONS TO THE WSC**

Contributions to the WSC shall be made quarterly, subject to approval by the RSC. WSC contributions shall be determined as funds in excess of:

1. Annual prudent reserve of \$4,000
2. Quarterly budgets
3. RD/AD WSC attendance budget

### **MAILING ADDRESS**

In order to maintain consistency of the RSC mailing address, the RSC will maintain a Post Office Box in a single location that includes a mail forwarding service for distribution of mail to the appropriate RSC position.

### **RSC WEEKENDS**

1. Procedure for rotation of RSC weekend:

The Alabama/NW Florida Region shall rotate its weekend between two geographical sections (North and South) based upon the Areas lying in those geographical sections:

- |                          |                        |
|--------------------------|------------------------|
| • South Jefferson/Shelby | • West Central Alabama |
| • East Alabama Area      | • Wire Grass           |
| • Greater Birmingham     | • Greater Mobile       |
| • Emerald Coast Area     | • North East Alabama   |
| • North Alabama          | • Central Alabama      |
| • Greater Pensacola      |                        |

The rotation for each geographical section will be followed as shown above. If any Area does not wish to host the RSC, the opportunity will fall to the next Area in the geographic section. When a new Area is seated at Region, they will be added into the rotation of hosting the RSC weekend at the close of business of that RSC.

2. At the end of the RSC, bids (requests) will be taken to host the RSC in (3) months.

- a) That the hosting Area supply the following; (The RSC will fund )

- Two rooms on Saturday, one with a seating capacity of 15-20 and one with a seating capacity of 20-50 for subcommittee meetings.
- One room on Sunday with a seating capacity of 30-50 for the RSC business meeting..
- WIFI (Wireless Internet) capability strongly recommended
- Location should be wheelchair accessible.

- Distribute information regarding hotel accommodations at least one month prior to the RSC weekend.
- b) Expenses are to be kept to a minimum, budgeting should be approx. \$400.00.
- c) All proceeds are to be split in accordance with RSC Guidelines.
3. The RSC Weekend shall not be held at any Recovery Weekend, Mini-Convention, Regional Convention, etc.
4. Regional Service Weekends will be held on the 4th Saturday of the month on a quarterly basis.
5. RSC meeting is nonsmoking.

### **REGIONAL ASSEMBLY**

1. Regional Assembly to be held in the month of January of each year.
- 2 To have a 2<sup>nd</sup> yearly Regional assembly – date and location to be set at the March RSC.

### **Zero Tolerance Policy for Violent or Disruptive Behavior**

Violence and disruptive behaviors for the purpose of this guide is defined as threats, belittling, name-calling, yelling, intimidation, physical harm, sexual harassment and other behaviors meant to force control on others. Although we will allow some heated debate and occasional loud voices, we must insist on our Area meetings being free from acts of violence and disruptive behaviors. We must recognize these acts and behaviors and protect ourselves from members who would use them towards others. This would also include behaviors that are meant to disrupt the meeting so as business cannot be conducted. With that understanding the following policy rule will be used at our meetings:

1. Any person committing an act of violence at the Business will be required to leave the meeting immediately upon the request of any combination of two Administrative member, or Subcommittee member . If the person refuses to follow the request to leave the meeting the local police may be called and/or the Business meeting may be adjourned until the person leaves or until the following regularly scheduled meeting, if necessary.

a) The eligible voting members present may override the request of the two administrative members by passing a simple “proposal to override” by a majority of the eligible voting members present.

b) Any person who commits two such acts of violence will not be allowed at the Business meeting for the duration of that year, unless a proposal is made and 2/3 of the voting members wish to allow the person back.

2. If the person fails to comply the local police will be called to remove the person or persons from the facility.