



Southern California
Regional Service Conference
of Narcotics Anonymous®

SCRSC Guidelines

Approved August 20, 2017

I. NAME AND BOUNDARIES

- A. This body shall be known as the Southern California Regional Service Conference of Narcotics Anonymous, hereinafter called SCRSC.
- B. This conference shall serve that portion of California bounded on the north by the southern borders of Ventura, Kern and Mono counties including the portions of Kern and Inyo Counties east of State Route 14, U.S. Route 395 and the eastern face of the Sierra Nevada Mountains; on the south by the northern border of San Diego county; on the west to include Catalina Island; and on the east by portions of San Bernardino and Riverside counties.
- C. We shall have the option of including neighboring areas, at their request.

II. PURPOSE

- A. The primary purpose of the SCRSC is to serve the areas within its region and to contribute to the growth of NA, both by initiating much of the work to be finalized at the WSC and by helping to support our World Services.
- B. To ensure that our purpose is carried out, the SCRSC shall have committees directly responsible to those they serve, through the SCRSC.

III. FUNCTIONS

- A. The SCRSC shall maintain a bank account.
- B. The SCRSC shall maintain a centrally located office for its conferences; for storage of minutes, records, archives and other assets; for a mailing address; and to meet the needs of the Fellowship and public within its boundaries.
- C. The SCRSC and its committees shall provide input to be finalized at the World Service Conference, i.e. e.g. literature, public information, hospital and institution material, etc. All such input shall be submitted to the WSC as needed.
- D. The SCRSC shall conduct training workshops as needed.
- E. The SCRSC participants shall conduct an annual service inventory at the *June* SCRSC meeting prior to election of new officers and following the WSC. These three questions shall be addressed at the inventory:
 - 1. How well has the SCRSC done this year at servicing the Areas, and how can it better serve them in the coming year?
 - 2. How well has the SCRSC served the larger community, and how can the SCRSC better serve the community-at-large?
 - 3. How well has the SCRSC done at supporting NAWS? How can the SCRSC provide better support for their service?

IV. REGIONAL SERVICE CONFERENCE

- A. The SCRSC shall hold Regional Service Conferences on the third Sunday of each month at the Regional Service Office (RSO) unless; it falls on Father's Day or Easter. In such an event, the SCRSC will meet on the third Saturday of that month.
 - 1. Special meetings may be called either by a majority of area representatives, by the Chair, or Vice Chair, upon being advised of a matter which necessitates a special urgency.
 - 2. A minimum of 7 days *advanced notice* of such meetings must be given to all participants by the Chair.
- B. All Regional Service Conferences shall be open to any member of NA as a non-participant observer, but shall be closed to the general public.
 - 1. The only participants shall be those listed under Section V.
 - 2. An open forum may be called, and can include members at large, at the Chair's discretion.
- C. The SCRSC shall remain in session until the end of business for the SCRSC, or a motion to adjourn is approved.

V. PARTICIPANTS

- A. The SCRSC shall be composed of:
 - 1. Duly elected officers:
 - a. Chair
 - b. Vice Chair
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
 - f. Alternate Secretary
 - g. Regional Delegate (RD)
 - h. Alternate Regional Delegate (RD Alt)
 - 2. Regional Committee Members (RCM) and their Alternates who have been elected and represent their group's conscience. In the event these positions are vacant, an Area Representative may be sent with their areas guidelines in hand, and in accordance with that Area's Guidelines.
 - 3. Committee and ad-hoc Chairs and Vice Chairs
 - 4. SCRSC Board of Directors Liaison & Alternate Liaison.
- B. These participants shall attend all Regional Service Conferences until the close of business. Members of NA outside the SCRSC may attend Regional Service Conferences as non-participant observers, using their RCM as a channel by which to communicate, or they may be granted the floor by the Chair.
- C. RCM's and their Alternates representing a newly formed area and attending a Regional Service Conference for the first time will not be recognized as a voting participant until their attendance at a second and consecutive conference.
- D. Absence at two consecutive conferences by an RCM and RCM Alternate implies inactivity of that area as a voting member of the SCRSC. That area will be recognized as a voting participant once it's RCM, or RCM Alternate attends two conferences consecutively.

- E. Absence at two consecutive conferences by any elected officer may be cause enough for removal.
- F. Failure to perform the duties of an elected office may be cause enough
- G. Any RSC or Committee officer shall not, within the past five years, have been convicted of a crime (i.e. e.g., felony or misdemeanor), or have had a civil judgment entered against him or her relating to the misappropriation or misuse of funds or property.
- H. Officers include the following:
 - 1. Chair
 - a. Requirements
 - (1) Service at the regional level; at least two years within the last four years.
 - (2) Five years clean.
 - b. Duties
 - (1) Arranges agenda and presides over conferences maintaining order, and calling for two pros and two cons as discussed under Section VI.
 - (2) Initiates any necessary correspondence.
 - (3) Maintains a good working relationship with all other officers of the conference.
 - (4) Cosigner on the SCRSC bank account.
 - (5) Has the option to vote when that vote would change the outcome of the motion being considered.
 - (6) Initiates the annual audit of the SCRSC bank account. .
 - (7) Represents the SCRSC and has a vote at the SCRSC Board of Directors meetings.
 - 2. Vice Chair
 - a. Requirements
 - (1) Service experience at the regional level; at least two years within the last four years.
 - (2) Four years clean.
 - (3) Willingness to serve as Chair if elected the following term.
 - b. Duties
 - (1) Performs Chair's duties in the absence of the Chair.
 - (2) Stays informed of all committees' activities and is available for any committee problem.
 - (3) Is available to serve as Chair pro tem in the event there is no committee chair and vice chair available.
 - (4) Maintains an index of actions and motions made at Regional Service Conference.
 - (5) Cosigns on all SCRSC bank accounts.
 - (6) Maintains archives and records.
 - (7) *Attends the SCRSC Board of Directors meetings for training Purposes, and will vote in the absence of the Chair.*
 - 3. Secretary
 - a. Requirements
 - (1) Service experience at some level; at least two years within the

last three years.

- (2) Three years clean.
- (3) The SCRSC's laptop will be stored at the Regional Service Office; making sure that it is available at all SCRSC meetings. The laptop can be utilized by other SCR Committees as needed if properly checked out

b. Duties

- (1) Takes accurate minutes of each conference, regular or special, and emails them to scnamemberwebsite@googlegroups.com.
- (2) Works with Chair on correspondence, including notification to any Area Service Committee (ASC) or Regional Committee when the respective RCM or Regional Committee Chair is absent at two consecutive Regional Service Conferences.

4. Alternate Secretary

a. Requirements

- (1) Two years clean.
- (2) Service experience at some level.

b. Duties

- (1) Performs the Secretary's duties in the absence of the Secretary.
- (2) Updates the Regional Google group as necessary.
- (3) Sees that a copy of the SCRSC informational package, including But not limited to: *A Guide to Local Services in Narcotics Anonymous*, *Twelve Concepts for NA Service*, the current approved Guidelines of the SCRSC, its committees and ad-hocs, and the bylaws and operational guidelines of the SCRSC is issued to all new RCM's, committee chairs, and elected officers as necessary.

5. Treasurer

a. Requirements

- (1) Service experience at the Southern California Region; at least two years within the last five years or as Regional Vice Treasurer at least 1 of the last 5 years.
- (2) Five years clean.
- (3) Accounting experience strongly suggested.

b. Duties

- (1) Custodian of all the SCRSC bank accounts.
- (2) Gives financial report at every Regional Service Conference and at the end of the term to be used in the RD's report to the WSC.
- (3) Makes available for auditing, all financial records on demand.
- (4) Cosigner on the SCRSC bank account.
- (5) Contribute to the NAWS per Section VII.
- (6) Prepares estimates and recommendations of operating reserve requirements and reports these to the SCRSC upon request.
- (7) Participates in the annual audit.

6. Vice Treasurer

- a. Requirements
 - (1) Service experience at the Southern California Region; or as an Area Treasurer at least 1 of the last 5 years.
 - (2) Five years clean.
 - (3) Accounting experience strongly suggested.
- b. Duties
 - (1) Attend all SCRSC meetings.
 - (2) Performs the Treasurer's duties in the absence of the Treasurer.
 - (3) Assists in giving financial report at every Regional Service Conference, and at the end of the term to be used in the RD's report to the WSC.
 - (4) Assists in making available for auditing all financial records on demand.
 - (5) Co-signer on the SCRSC bank account, but can only sign during the absence of the Treasurer.
 - (6) Assists in the contribution to NAWS per Section VII.
 - (7) Assists in preparing estimates and recommendations of a prudent reserve.
 - (8) Participates in the annual audit.
 - (9) Be able and willing to be nominated to Treasurer; thus, accept the position of Treasurer, at the end of the current Treasurer's term.

7. Regional Delegate (RD)

The primary responsibility of the RD is to work for the good of NA by providing two-way communication between the Region and the rest of NA. The RD is the Fellowship's link with Narcotics Anonymous World Services (NAWS).

- a. Requirements
 - (1) Five years clean.
 - (2) Service experience at the regional level; at least two years within the last five years.
- b. Duties
 - (1) Attends all SCRSCs; maintains communication with, and is available for any problems within the ASC's.
 - (2) Works closely with regional officers and committee representatives as a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of NA service.
 - (3) Participates at the WSC and as the voice of the Region. The RD has received a vote of confidence from the RSC to vote on items not on the agenda, or where a specific decision has not been obtained, and by virtue of being elected RD. The RD must evaluate each item with the needs of the Fellowship in mind.
 - (4) Distributes copies of the WSC Reports to RSC officers and RCM's
 - (5) Responsible for planning, coordinating, and implementation of the annual Southern California Regional Assembly Workshop (SCRAW), with the assistance of the Regional Activities Committee

- (6) To assist the members of the SCR in understanding the motions and issues of the Conference Agenda Report (CAR).

8. Regional Delegate Alternate (RDA)

a. Requirements

- (1) Four years clean
- (2) Willingness to serve as RD if elected to the following term.
- (3) Service experience at the regional level; at least two years within the last four years.

b. Duties

- (1) Performs duties of RD in absence of RD.
- (2) Attends the WSC with the RD.
- (3) Attends SCRSC and helps RD maintain communication with ASC's.
- (4) Prepares for RD's duties by working closely with the RD.
- (5) Assists RD in planning, coordinating, and implementation of the annual SCRAW.

I. In addition to the requirements listed above, each elected officer shall have the following:

1. Willingness and desire to serve.
2. Personal time and ability to serve.
3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
4. Continued abstinence during term of office.

J. Each of the above listed participants normally serves for a period of one year, and shall not serve more than two consecutive terms. The exception, being the RD and RDA, whom normally serve for a period of two years per term.

K. Each of these offices is open to any member of the Fellowship who meets the requirements stated above, and is present at the time of nominations. Any nominee must be present to accept and qualify for the open position before they can be elected to that position.

L. Based on our experience, and to ensure continuity, outgoing officers are encouraged to remain active within the Conference and help train newly elected officers.

VI. MOTIONS and VOTING PROCEDURES

A. A quorum at each SCRSC meeting shall consist of more than 50% of the areas eligible to vote, as represented by their RCM and/or RCM Alternate. A quorum is necessary to carry out business. Once a quorum is achieved at each SCRSC meeting, the quorum shall stand for the remainder of the meeting.

B. All SCRSC participants are eligible to make a motion except the SCRSC Chair or vice chair, but must be seconded by an RCM or RCM ALT.

C. There will be two pros and two cons heard on each motion made. Each motion must be seconded before it is debated. Debate may be extended by a majority vote.

D. Voting participation is as follows:

1. Each duly elected RCM is entitled to one vote; in the event of an RCM's absence, the RCM Alternate shall have the RCM's vote.
2. Each Committee Chair who represents a committee has one vote in SCRSC

- elections only; in the event of the Chair's absence, the Vice Chair shall have the Chair's vote.
3. The SCRSC Board of Directors Liaison has one vote in SCRSC elections only; in the event of the Liaison's absence the Alt. Liaison shall have the Liaison's vote.
 4. The Chair has the option to vote when that vote would affect the outcome of the motion being considered.
- E. Percentage of vote necessary to decide issues:
1. Unless otherwise stated in these guidelines, all matters before the conference shall be decided by a majority vote.
 2. A two-thirds vote of all voting members shall be required for the removal of any officer.
 3. Election of officers is by a majority of the voting body. In the event that a majority vote is not achieved (such as when there may be more than two candidates for one position), a runoff election will be conducted until a clear majority can be achieved.
 4. A two-thirds vote of the RCM's shall be required to decide all regional money matters.
 5. RCM's are the only participants who may vote on action items. An action item is any matter that is referred to the areas of the Region for direct input. All action items shall be tallied by a roll call vote if so requested.
 6. A two-thirds vote of the RCM's shall be required to submit a motion from the Region to the WSC or its' committees.
 7. Votes shall be tallied as per enclosure 2, The Voting Policy.
- F. Affirmation of Trusted Servants: The SCRSC shall vote to affirm any member elected to be a SCRSC committee or ad hoc committee Chair, Vice-Chair, Treasurer, or Co-Treasurer. Affirmation by the SCRSC should occur at the next SCRSC regular meeting following their election to office, with the selectee present. The only exception to this is the RSO Board of Directors; this body will send a nominee to be affirmed by the SCRSC.
- G. Only flyers approved by the regional Activities Committee shall be distributed at the SCRSC meeting.

VII. FINANCES

- A. The SCRSC shall maintain a bank account requiring two signatures for financial transactions. Eligible signers for this account include the regional Chair, Vice Chair, Treasurer and Vice Treasurer.
- B. To ensure monetary security of the SCRSC, no two signers on any one bank account of this Region may reside in the same household.
- C. All bank deposits of the SCRSC, its committees, and ad-hocs, shall be made within four business days.
- D. The SCRSC shall finance the RD and RD Alternate expenses relating to travel, lodging and dining while attending the WSC and relevant meetings. In addition, the SCRSC may reimburse the RD and RD Alternate for other expenses incurred in the course of world service, at the region's discretion.
- E. Travel Policy
 1. This policy has been drawn up to provide a basis for sending trusted servants of the SCRSC to service-related events at the expense of the SCRSC.
 - a. The SCRSC shall determine if there will be travel, other than what has been approved in the annual budget. This will be determined by a

- motion which must be passed by a two-thirds vote.
- b. Those traveling must maintain all receipts; and submit at the following SCRSC, such receipts or expense slips.
 - c. A cash advance will be made available; unless requested otherwise, for SCRSC-authorized travel only. There should be some planning, so as to receive maximum benefit from pre-travel arrangements.
 - d. The SCRSC will cover all expenses incurred from travel; including, shuttle transportation from the airport/station, to the lodging and back to the airport/station. This may be for airfare, bus fare, train fare, cab fare, rental car, or personal car. If a personal car is used the SCRSC will reimburse mileage at the current Federal Reimbursement Rate. There should be careful consideration to the total cost prior to the trip, and when making any of the travel arrangements.
 - e. Meals will be reimbursed up to \$55.00 per day. Receipts should be dated and amounts clearly listed.
 - f. Hotel rates will be paid, but should be investigated prior to the event. This does not include movies or excessive telephone expense. If it is at all possible, there should be an effort made to share the room with someone who is also attending the event. If it is not possible to share a room with another SCRSC-authorized person, the SCRSC will cover the full room fare. If it is not possible to share the room due to an unauthorized guest occupying one part of the room, the SCRSC will not cover any portion of that room occupied by the unauthorized guest. If there is a man and a woman, they will be authorized separate rooms.
 - g. The SCRSC shall be the only body to authorize travel of regional trusted servants. Committees shall make all travel requests through the SCRSC unless; a travel budget has been approved previously by the SCRSC.
 - h. There should be careful consideration towards the use of SCRSC funds. Trusted servants are a valuable asset to the function of our primary purpose; there is, however, a need for vigilance when acting on behalf of the SCRSC.
2. Upon return from such an event, a written report of all relevant material shall be required.
 3. Committees or individuals wishing to be reimbursed for expenses incurred in the course of service to this Region, or on the World level, are asked to submit anticipated costs and provide receipts for funds expended.
 4. The SCRSC Treasurer shall present an annual budget for approval by the SCRSC in January each year; wherein, containing line items submitted by the committees without bank accounts.
 5. An annual audit of the SCRSC books will be performed in July. The audit committee shall consist of the SCRSC Chair, Out-going Treasurer, Incoming Treasurer, Vice- Treasurer, and at least one RCM.
- F. The SCRSC shall maintain a working prudent reserve equal to one sixth of the annual expense budget rounded up to the nearest thousand. Before all of the monies above the prudent reserve shall be contributed to the Narcotics Anonymous World Service (NAWS) on a quarterly basis(i.e. March, June, September, December), a financial review shall be conducted by SCRSC body.
- G. All Trusted Servants desiring to perform a money-handling service position shall be apprised of SCRSC Guidelines, and shall have completed, signed, and dated, 'Enclosure 1' referred to as; "Trusted Servants Financial Services Acknowledgement", prior to performing such service.

- H. No SCR committee shall make use of vendor(s) that currently owe SCRSC or SCRSCSO any money.
- I. The SCRSC will provide one copy of the Conference Agenda report (CAR) to each RCM or their Alternate.

VIII. Misappropriation/ Misuse of Funds and Misconduct

The 11th Concept of NA Service establishes the sole priority for the use of NA funds:” to carry the message to the addict that still suffers”. The 12th Concept of NA Service gives the SCRSC a mandate from the NA groups, which call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any Regional trusted servant(s) or NA member(s) cannot be tolerated.

- A. The definition of “misappropriation of funds” includes, but is not limited to, theft, embezzlement, or use of N.A. funds for purposes not expressly authorized by a Regional committee, or ad hoc. This includes the theft of cash, check, any financial instrument (i.e. refunds, royalties, or rebates from vendors to the N.A. fellowship), or asset (i.e. equipment, supplies, or physical inventory).
- B. **Misconduct**
Misconduct is defined as; any action contrary to the *12 Traditions of NA*, the *12 Concepts of NA Service*, the *Guidelines of the SCRSC*, the guidelines of a SCRSC subcommittee or ad hoc subcommittee (if applicable), as well as, any violation of a California state or US Federal law, to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise, and to the detriment of the N A fellowship.
- C. **Interim Action – Suspension**
Should any SCRSC Executive Committee member, committee member, or any non-elected N.A. member be suspected to have misappropriated or misused SCRSC funds, or have been involved in misconduct: the SCRSC Executive Committee duly elected officers will vote, in person, or by phone, to immediately “suspend” the member(s) involved from further Regional Service. Suspension in this instance is not a disciplinary action; it is the pause in active service to allow time for an investigation of an incident.
 - 1. A suspended officer or member may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the SCRSC, its committees, and its ad hocs. Additionally, a member, upon notification of being suspended, by phone or letter from the Chair, may not be reimbursed for any service-related expenses incurred during the course of their suspension.
 - 2. Upon suspension of any member(s), the SCRSC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next SCRSC meeting.
 - 3. Any member who participates in or who had knowledge of the suspected misappropriation or misuse of SCRSC funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the SCRSC.
 - 4. The presiding officer of the SCRSC, immediately upon calling the following SCRSC to order, must report all interim actions/decisions made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of SCRSC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of SCRSC funds or misconduct may exercise the 10th Concept of N.A. Service to redress the issue at this time.
- D. **SCRSC Action – Removal and Reinstatement**
Once the SCRSC Executive Committee’s duly elected officers investigate and report to the SCRSC its findings of the suspected violation of this section; the SCRSC must

immediately vote on a motion to a)remove the individual(s) from office and/or the committee "with cause", b) to reinstate, or c) to extend the investigation. The Chair will notify said member and/or committee by either phone or certified mail, as well as notify their area by e-mail as well as a letter delivered via the area's RCM.

1. Should the SCRSC remove an officer(s) or member(s) with cause, the said individual's participation within the SCRSC is immediately terminated.
 - a. Any member removed from office and/or committee by SCRSC for misappropriation of NA funds may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the SCRSC, its committees, or its ad-hocs for a period of five (5) years from the date of interim suspension.
 - b. Any member removed from office and/or committee by the SCRSC for misconduct may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the SCRSC, its committees, and its ad-hocs for a period of 2 to 5 years, at the discretion of SCRSC, on a case-by-case basis (This period of time will be voted on and determined at the time of removal from office and/or committee).
 - c. If a trusted servant resigns from office or a committee prior to the SCRSC having taken the aforementioned action, or reaching a final resolution, the SCRSC shall proceed to suspend the trusted servant. The SCRSC shall investigate the matter and follow the aforementioned process to its normal conclusion.
 2. Upon reinstatement, by a required two thirds vote of the SCRSC, said member's suspension will be lifted, and the member will resume their role as a full participant of the SCRSC, it's committees, or ad-hoc's, as applicable.
- E. Restitution
1. A member removed from office for the misappropriation or misuse of SCRSC funds might be subject to criminal and/or civil legal proceedings. A two thirds majority vote of either the SCRSC or the SCRSC Board of Directors shall be required to file charges with the local law enforcement agencies, inclusive of the local police and District Attorney's Office.
 2. Members removed from office for the misappropriation or misuse of SCRSC funds may, at the discretion of the SCRSC or SCRSC Board of Directors, be asked to sign a promissory note, and make restitution in full of all misappropriated or misused SCRSC funds in lieu of filing charges.

IX. ELECTIONS

- A. Nominations and elections for all officers and participants listed in Section V will be held in May of each year. *Training will be conducted in June for all newly elected officers and participants before they will take office in July.*
- B. All nominees must be present at the time of their nomination for election to a position on the SCRSC.
- C. In the event of a vacated office, special elections may be held to fill in the position temporarily, until the next regularly scheduled election. Temporary elected positions will not count as a full term. Individuals elected are still able to serve 2 full terms.
- D. SCRSC duly elected alternate officers (as defined in Section V.A.1.), and committee/ad-hoc alternates, i.e., Vice Chair and Alternate Treasurer do not automatically assume the vacated position of their chair. They must be affirmed by the SCRSC.

X. COMMITTEES

Committees are directly responsible to the SCRSC. It is necessary to clearly define the responsibilities of these committees so that they may fulfill the purpose for which they are created.

- A. The SCRSC shall be responsible for the approval and implementation of guidelines to be drafted by the committee officers and active members, utilizing the suggestions below, and presented for approval at a regular SCRSC conference.
- B. All committee chairs or pro tem chairs shall attend all SCRSC conferences. The committee chair is responsible for creating a working committee made up of members willing to serve.
- C. Guidelines for a SCRSC committee should include but are not limited to the following:
 1. Name
 2. Purpose
 3. Function
 4. Voting procedures
 5. Meetings, including time and place
 6. No SCRSC committee shall create a guideline which conflicts with the guidelines of the SCRSC.
 7. The SCRSC guidelines supersede all committee guidelines.
- D. Our experience shows that there is a need for each committee to have as one of its functions to keep a file listing contacts and procedures for the activities it performs. This is for use by future participants and goes hand in hand with the concept of trusted servants training their successors.
- E. In addition to the above, it is our experience that each committee, to ensure that its primary purpose is carried out, has the following:
 1. A bank account and prudent reserve, where applicable.
 2. A treasurer with experience and willingness necessary to provide the SCRSC with an accurate monthly accounting of finances in written form, where applicable.
 3. Each committee treasurer shall provide the BOD with a quarterly sales tax statement. When applicable, payment will be included with said statement.
 4. Each committee that counts cash assures that such cash, is not handled by 2 members of the same household or family.
- F. Every committee shall carry out its work in accordance with our Twelve Traditions and our Twelve Concepts.
- G. Committees without a bank account (H&I, Phonelines, PI, SBTW, Website & Youth), shall submit in December of each year, to the SCRSC Treasurer, their budget requests for the coming year, to be approved by the SCRSC in January.
- H. When a Regional Committee or Ad-hoc Committee member has a family relationship, or potential conflict of interest with a Vendor, or any person that is being considered for, or has been awarded a contract, or otherwise paid for any services provided, full disclosure must be made at the next SCRSC meeting following the establishment or potential establishment of a conflict of interest.
- I. Any Standing Committee or Ad-hoc Committee must get a minimum of three (3) written bids from separate vendors/contractors before awarding a contract for services and/or products over \$500.00 with the following exception: If there are not three sources.
- J. All committee chairs or their designees will be responsible for the monitoring and maintenance of the trusted servant email account assigned to their position, and

uses of the website interface and/or mail Google group to communicate with the public and NA members through this communication channel.

- K. All committee chairs are required to read and be familiar with the guidelines prior to entrance into office.
- L. All Committees are required to submit a monthly report to the Google Group prior to the RSC.

XI. STANDING COMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all duly elected SCRSC officers and standing committee chairs.
2. Prior to submission to the Regional Service Conference, the Executive Committee shall review guidelines, proposed budgets and suggest modifications, if needed.
3. The Executive Committee shall function under the SCRSC Guidelines in lieu of publishing their own.

B. HOSPITALS AND INSTITUTIONS

The purpose of the Southern California Regional H&I Committee is to serve the needs of all the Areas within the Region, by conducting activities that promote growth, strength, and unity of all H&I efforts, as well as the needs within the Region and the Fellowship.

C. CRUISE

The purpose of the Cruise Committee of the Southern California Region of Narcotics Anonymous is to coordinate and conduct a Regional Cruise by members of Narcotics Anonymous, and to bring our fellowship together in the celebration of recovery. During the cruise, meetings, workshops, and other activities are scheduled to encourage unity and fellowship amongst our members.

D. ACTIVITIES

The purpose of the Southern California Regional Activities Committee is to provide activities for the NA Fellowship, to promote unity within the Region, and to act as a liaison between each Area's entertainment functions.

E. CONVENTION

The purpose of the Southern California Regional Convention Committee is to coordinate and conduct an annual Southern California Regional Convention within the boundaries of the Southern California Region; and to assist in evaluation and input on conventions for other Areas, Regions, and the WSC, as necessary.

F. PUBLIC INFORMATION

The purpose of the Southern California Regional Public Information Committee is to coordinate Area public information efforts, and provide information about Narcotics Anonymous to the public within the boundaries of the Southern California Region.

G. PHONELINES

The purpose of the Southern California Regional Phonedlines Committee is to provide support for existing area Phonedlines, and coordinate efforts toward regional Phonedlines.

H. YOUTH

The purpose of the Southern California Regional Narcotics Anonymous Youth Committee (NAYC) is to carry out our primary purpose – to carry the message to the still suffering addict. NAYC will give young addicts a voice in service, and provide a sense of belonging to NA as a whole. By example, the members of the committee will show young addicts that being of service and giving back is part of how we stay clean. Peer to peer, mentoring, and outreach by members of the committee will plant seeds of recovery in young addicts, and let them know that no one is ever too young to find

recovery in Narcotics Anonymous.

I. SPONSORSHIP BEHIND THE WALLS

The purpose of the Southern California Regional Sponsorship Behind the Walls Committee is to provide a sponsor to work the Twelve Steps of Narcotics Anonymous to those people who are incarcerated, in an institution, and are not able to meet potential sponsors at their local N.A. meetings. SBTW services are provided by mail only.

J. WEBSITE

The purpose of the Southern California Regional Website Committee is to support the members, groups, and areas that comprise the Southern California Regional Service Conference of Narcotics Anonymous, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet. To that end, the committee will establish, and maintain a public website; along with email, messaging, hosting, and communication services. To disseminate information about the NA program, and its presence within the communities that comprise the Southern California Region, to members of the fellowship at large, to individuals seeking recovery, to professionals seeking information about recovery, and to the general public.

XII. CREATION OF NEW STANDING REGIONAL COMMITTEES

- A. A new committee proposal shall be made in writing, stating the committee's purpose; explaining the need for NA services which it intends to fulfill, and how it will function to address this need. The proposal shall be written using the New Committee Assessment, also known as Appendix 1.
- B. Areas will be given three months to assess whether or not to grant ad-hoc status to the proposed committee.
- C. Ad-hoc status for a proposed committee will be granted by the SCRSC with a two-thirds majority vote.
- D. The ad-hoc committee will submit guidelines to the SCRSC, which will go back to the Areas for a three month review period. These guidelines may be subject to revisions at the discretion of the SCRSC.
- E. Upon approval of the guidelines by a two-thirds majority vote of the SCRSC, the ad-hoc Committee will be granted standing committee status and as outlined in section X.

XIII. AD-HOC COMMITTEES

- A. These are temporary committees, which are created by either the SCRSC Chair, or a simple majority vote of the voting body.
- B. The temp ad-hoc chairs may make motions regarding their committee, but cannot vote, nor second actions.
- C. The temp ad-hoc committee will cease to exist either when their task is completed, or at the discretion of the SCRSC.
- D. All new and existing SCRSC Ad-hoc committees (Ad-hoc) must adopt and adhere to the following financial guidelines:
 - 1. All "votes of confidence" given to any member(s) of the Ad-hoc for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure can be made.
 - 2. All expenditures must be completely documented. Each expense must have a written receipt with the vendor's name, address, telephone number, purchase date, type of service(s), or product(s) received, event, or purpose authorized for, amount paid, and balance due, if any. If paid in cash, the name of the Ad-

hoc committee member making the payment must be on the receipt. No exceptions will be made.

3. Cash expenditures are not to be made over twenty dollars (\$20.00). In the event a vendor demands cash for services, a check will be issued, endorsed by the vendor, and can then be cashed by the Treasurer at the event box office.
4. The original bank statement for the SCRSC Ad-hoc committee bank account will be available to view at each meeting and put into the archives.
5. At all SCRSC Ad-hoc events, the gross revenues will be administered by the ad-hoc treasurer. A cash count will take place a minimum of three (3) times evenly during the course of the event (i.e. start, middle and end), and no two members of the ad-hoc responsible for doing this cash count may reside in the same household. The record of the cash count will be maintained with the event report sheet as a permanent record. One (1) Officer and two (2) or three (3) active ad-hoc committee members, elected by a 2/3 majority vote of the active members will assist the treasurer in the cash counts.
6. An Event Report Sheet will be kept for all ad-hoc events. The report sheet will be part of the permanent record of the ad-hoc.
7. For each ad-hoc event, a check will be issued to set up the 'bank'. The bank is only to be used for the purpose of making cash change for cash. Upon the close of the event, the amount of the bank will be taken out of the gross revenues and cash on hand. It will be separately deposited into the ad-hoc bank account. The bank is never considered an expense or revenue to the event.
8. All revenues of the ad-hoc must be deposited after receipt the next business working day into the ad-hoc bank account. A detailed record of each deposit will be kept as a permanent record by the treasurer. A separate deposit will be made for each event. No two (2) events' revenues will be deposited together. If funds cannot be deposited by the next business day, then the ad-hoc Chairperson and Ad-hoc Vice-Chairperson are to be notified immediately by the Ad-hoc treasurer.
9. The Ad-hoc checking account shall require two (2) signatures on each check. To insure monetary security of the Ad-hoc, no two (2) signers on the Ad-hoc bank account may reside in the same household nor shall the payee be a signer on the check.

XIV. BOARD OF DIRECTORS

To function according to its Bylaws, Articles of Incorporation, and Guidelines.

- A. The SCRSC can elect an unlimited number of Pool Members to the BOD. Pool Members should have five years clean, some business experience and can serve a maximum of two – three-year terms in any 10-year period.
- B. The SCRSC can elect up to 4 Direct Elects on to the BOD. Direct Elects should have five years clean; some business experience and can serve an unlimited numbers of one-year terms.

XV. GUIDELINES

- A. Any portion of these Guidelines may be waived at any time by a two-thirds vote of the voting body.
- B. "*A Guide to Local Services in Narcotics Anonymous*" should be used only as a reference to the SCRSCNA Guidelines.
- C. Any portion of these guidelines may be amended by a two-thirds majority vote of the SCRSC. The amended section shall be added to the guidelines by the creation of an

addendum. One month following ratification, the SCRSC Secretary will provide a contents page (showing the location and title of the addendum), and the addendum itself, to the SCRSC's Participants.

- D. An Annual Guideline Review Ad-hoc committee, chaired by the SCRSC's Vice-Chair, will convene in February, and be slated to conclude by April. The previous year's addendums will then be incorporated into these guidelines?

Southern California
Regional Service Conference
of Narcotics Anonymous

APPENDIX 1.

New Committee Assessment Proposal

Explain your committee

- A. What is the primary purpose of your committee?
- B. What services will your committee provide?
- C. Is the idea of this committee to address a need or a want?
- D. Will your committee be self-supporting, if so how?
- E. What are your plans to remain sustainable through service?
- F. How will your decision making process foster unity?
- G. How will your committee fulfill the needs of the areas?
- H. How will your committee foster unity at the member, area, regional, and beyond?

Issues your committee is addressing

- A. How would your committee serve the special interests of the population you addressing?
- B. What are the specific issues that your committee is addressing?
- C. Do you believe that the issues you are here to address are not currently being heard in our current service structure?
- D. If your committee is here to address a problem, has that problem been addressed at the area, group, and member level? How?
- E. How can your committee educate NA about itself and your needs?

Your committee's relationship with NA

- A. How does the future of your committee fit into NA as a whole?
- B. Is there a service body already addressing your purpose that you could seek to work with?
- C. Is your purpose inclusive to all members?
- D. What is it that you can do to share your experience at large that can integrate your community into NA?
- E. In what ways does this group contribute to NA unity locally and beyond? Is there anything you're doing that may be dis-unifying?
- F. How does your committee affect people whom are not part of the issue you are addressing?
- G. Would the formation of this committee foster discrimination or alienation?