Southern California
Regional Service Conference of Narcotics Anonymous®

SCRSC Guidelines

adopted 7/2026

I. NAME AND AREAS SERVED

A. This body shall be known as the Southern California Regional Service Conference of Narcotics Anonymous, hereinafter called SCRSC or Region(al).

B. This SCRSC shall be comprised of the following Areas: Área de Habla Hispana Sur De California, Bay Cities Area, Desert Empire Area, Eastern Counties Area, Eastern Inland Empire Area, Eastern Sierra Area, Greater East Los Angeles Area, Greater Hollywood Area, Greater Los Angeles Area, Inland Empire Foothills Area, Inland Empire West Area, Northern Counties Area, Orange County Area, San Fernando Valley Area, San Gabriel Valley Area, Santa Clarita Area, South Coast Area, Southern Antelope Valley Area, West End Area, and Westside Area. Hereinafter, individually or collectively called Area(s).

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 World Service Conference (WSC), and by helping to support Narcotics Anonymous World Services (NAWS).

B. To ensure that our purpose is carried out, the SCRSC shall have committees 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, to meet the needs of the fellowship, and public within its boundaries.

C. The SCRSC shall conduct training workshops as needed.

D. The SCRSC shall have a contingency plan. In case of emergency or unforeseen circumstances, the Chair may utilize any online platform to carry out the business of the committee.

1. The SCRSC shall delegate responsibilities as necessary.

2. The SCRSC is responsible for purchasing and making available an online platform for use by the SCRSC and its committees.

E. *The SCRSC participants shall conduct an annual service inventory at the June SCRSC meeting. 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 SCRSC provide better support for NAWS?

IV. REGIONAL SERVICE CONFERENCE

A. The SCRSC shall hold meetings on the third Sunday of each month at the Regional Service Office (RSO) and in a hybrid format, on a virtual meeting platform, unless it falls on Father's Day or Easter. In such an event, the SCRSC will meet on the third Saturday of that month. *The SCRSC shall meet in person at the RSO in January, May, and September.*

1. Special meetings may be called either by a majority of Area representatives, by the Chair, or by the Vice Chair, upon being advised of a matter which necessitates a special urgency.

2. A minimum of 7 days of advanced notice of such meetings must be given to all participants by the Chair.

B. All SCRSC meetings 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 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.

V. PARTICIPANTS

A. The SCRSC shall be comprised 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 Delegate (AD)

2. Regional Committee Members (RCM) and their Regional Committee Member Alternates (RCM-A), who have been elected and represent their Area's group conscience. In the event these positions are vacant, an Area representative may be sent to represent that Area if that Area's guidelines *are provided* as such and that representative presents those guidelines to the SCRSC.

3. Committee and ad-hoc committee chairs and vice chairs.

4. The RSO Board of Directors (BOD) Liaison and Alternate Liaison.

B. These participants shall attend all SCRSC meetings until the close of business. Members of NA outside the SCRSC may attend SCRSC meetings 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. RCMs and RCM-As, representing a newly formed area and attending the SCRSC for the first time will not be recognized as voting participants until their attendance at the second consecutive SCRSC.

D. Absence at two consecutive SCRSC meetings by an RCM and RCM-A implies inactivity of that Area as a voting member of the SCRSC. That area regains its voting privileges at the second consecutive SCRSC attended by its RCM, RCM-A, or Area representative, after being marked present after 1st roll call.

E. An unexcused absence at two consecutive SCRSCs by any elected officer may be cause for removal.

F. Failure to perform the duties of an elected office may be cause for removal.

G. Any SCRSC or committee officer shall not *have been convicted of a crime (felony or misdemeanor) or have had a civil judgment entered against them relating to the misappropriation or misuse of funds or property within the past five years.*

H. Officers include the following:

1. Chair

a) Requirements

(1) Service at the Regional level, at least two years within the last ten years.

(2) Five years clean.

b) Duties

(1) Arranges agenda, presides over SCRSC meetings (maintaining order), calling for two pros and two cons as described under Section VI.

(2) Initiates any necessary correspondence.

(3) Maintains a good working relationship with all other officers of the SCRSC.

(4) Co-signer on all SCRSC bank accounts.

(5) Has the option to vote when the vote results in a tie.

(6) Initiates the annual audit of the SCRSC bank account (suggested to be initiated at the July SCRSC meeting).

(7) Represents the SCRSC and has a vote at the RSO BOD meetings.

2. Vice Chair

a) Requirements

(1) Service experience at the Regional level, at least two years within the last ten years.

(2) Four years clean.

(3) Willingness to serve as Chair if elected the following term.

b) Duties

(1) Performs the Chairs duties in the absence of the Chair.

(2) Stays informed of all committee activities and is available for any

committee problem.

(3) Is available to serve as chair / vice chair pro-tem in the event there is no committee chair, or vice chair.

(4) Maintains a motion log of motions made at the SCRSC.

(5) Cosigner on all SCRSC bank accounts.

3. Secretary

a) Requirements

(1) Service experience at some level at least two years within the last ten years.

(2) Three years clean.

(3) A secretary laptop is provided by the RSC for the secretary to use during their term. If a personal laptop is used, the secretary must maintain secretary@scrna.org email address.

b) Duties

(1) Takes accurate minutes of each SCRSC meeting, regular or special, and emails them within two weeks to: scrna@scrna.org and scrnamemberwebsite@googlegroups.com. and maintains records on secretary@scrna.org.

(2) Works with Chair on correspondence including notification to any Area or regional committee when the respective, RCM or RCM A is absent at two consecutive SCRSC meetings.

4. Alternate Secretary

a) Requirements

(1) Two years clean.

(2) Service experience at some level.

b) Duties

(1) Performs the Secretary duties in the absence of the Secretary.

5. Treasurer

a) Requirements

(1) Service experience at the Region for at least two years within the last ten years, or as Regional Vice Treasurer at least one of the last ten years.

(2) Five years clean.

(3) Accounting experience is strongly suggested.

b) Duties..

(1) Custodian of all SCRSC bank accounts.

(2) Gives a financial report at every SCRSC and at the end of the term, to be used in the RD's report to the WSC.

(3) Makes themselves available for auditing all financial records upon the request of a simple majority vote of participants listed in Section V eligible to vote.

(4) Co-signer on all SCRSC bank accounts.

(5) Treasurer and Vice Treasurer should not be a signer on the same SCRSC check.

(6) Contributes to NAWS per Section VII.

(7) Prepares estimates and recommendations of operating reserve requirements, and reports these to the SCRSC upon request.

(8) Participates in the annual audit, as well as committee audits.

(9) Prepares and submits a draft annual budget to the SCRSC in December of each year.

6. Vice Treasurer

a) Requirements

(1) Service experience at the Region, or as an Area Treasurer for at least one of the last ten years.

(2) Five years clean.

(3) Accounting experience is strongly suggested.

b) Duties

(1) Performs the Treasurer's duties in the absence of the Treasurer.

(2) Assists in giving a financial report at every SCRSC, and at the end of the term to be used in the RD's report to the WSC.

(3) Assists in making themselves available for auditing all financial records.

(4) Co-signer on the SCRSC bank accounts.

(5) Treasurer and Vice Treasurer should not be signers on the same SCRSC check.

(6) Assists in the contribution to NAWS per Section VII.

(7) Assists in preparing estimates and recommendations for an operating reserve.

(8) Participates in the annual audi*t*, and with committee audits.

(9) Be willing to serve as Treasurer if elected in the following term.

7. Regional Delegate (RD)

a) 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 NAWS and the Western States Zonal Forum (WSZF).

b) Requirements

(1) Five years clean.

(2) Service experience at the Regional level for at least two years within the last ten years.

(3) Must have the ability to travel for a minimum of two weeks.

c) Duties

(1) Attends all SCRSC meetings, maintains communication with and is available for any problems within the Area Service Committees (ASC).

(2) Works closely with SCRSC 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 at WSC participant meetings as the voice of the Region. The RD has received a vote of confidence from the SCRSC 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 the SCRSC officers and RCMs.

(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 SCRSC in understanding motions and issues in the Conference Agenda Report (CAR).

(7) Attends WSZF and other service events on behalf of SCRSC.

8. Alternate Delegate (AD)

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 for at least two years within the last ten years.

(4) Must have the ability to travel for a minimum of two weeks.

b) Duties

(1) Performs duties of RD in the absence of RD.

(2) Attends the WSC and WSC participant meetings with the RD.

(3) Attends SCRSC and helps RD maintain communication with ASCs.

(4) Prepares for RD duties by working closely with the RD.

(5) Assists RD in planning, coordinating and implementing 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 exceptions being the RD, AD, Treasurer, and Vice Treasurer. The RD and AD will normally serve for a period consistent with the WSC cycle. The Treasurer and Vice Treasurer will serve for a two-year cycle.

K. Each of these offices is open to any member of the fellowship who meets the requirements stated above and is present at the RSO or virtually at the time of nominations. Any nominee must be present at the RSO or virtually 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 SCRSC and help train newly elected officers.

M. No officer of the SCRSC shall hold a position of chair or vice chair of any of the SCRSC committees or serve on the BOD.

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, RCMA or duly authorized representative. 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 for the SCRSC Chair or Vice Chair, but must be seconded by a RCM, RCMA or duly authorized representative.

C. Before discussion, all motions shall be maintained in a motion log by the Vice Chair.

D. Each motion must be seconded before debate. Following discussion, there will be an opportunity for two pros and two cons on each motion. Debate may be extended by a majority vote.

E. Voting participation is as follows:

1. Each duly elected RCM, RCMA or duly authorized area representative is entitled to one vote collectively.
2. Each *standing* committee chair who represents a committee has one vote in SCRSC elections and as provided for in Section H affirmation of trusted servants. In the event of the chair's absence, the vice chair shall have the chair's vote.
3. The RSO BOD liaison has one vote in SCRSC elections and as provided for in Section H affirmation of trusted servants. In the event of the liaison's absence, the alternate liaison shall have the liaison vote.
4. The Chair has the option to vote when there is a tie.

F. Percentage of vote necessary to decide issues:

1. Unless otherwise stated in these guidelines, all matters before the SCRSC shall be decided by a majority vote.

2. A two-thirds vote of participants listed in Section V eligible to vote shall be required for the removal of any officer.

3. Election of officers is by a majority of participants listed in Section V eligible to vote. In the event that a majority vote is not achieved (such as when there are 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 RCMs, RCM-A or duly authorized representative shall be required to decide all SCRSC money matters.

5. RCMs, RCM-A, or duly authorized representatives are the only participants who may vote on action items. An action item is any matter which is referred to the Areas for direct input. All action items shall be tallied by a roll call vote if so requested.

6. A two-thirds vote of the RCMs, RCM-As, or duly authorized representatives shall be required to submit a motion from the SCRSC to the WSC or its workgroups.

7. Votes shall be tallied as per Enclosure 1 - 'The Voting Policy'.

8. A two-thirds vote shall be required for CAR motions to pass.

G. Procedures for submitting CAR motions and calculating CAR votes:

1. SCRSC CAR motions can originate from an Area group, an ASC, the SCRSC, or the RD.

2. Proposed CAR motions are referred to the Areas for review for a minimum of three months.

3. Votes for CAR motions shall be calculated based on the 2nd concept for NA service "That the final responsibility rests with the NA groups" thus the RCM's who shall forward the votes of the groups in their areas. For example, if 25 groups vote in favor of a motion and 15 groups in that area vote against the motion, the RCM shall forward those numbers to the delegate team. The delegate team shall calculate the number of groups in the region in favor of and opposed to each motion, and this shall constitute the region's conscience on the motions.

H. Affirmations of trusted servants:

1. The SCRSC shall vote to affirm any member elected to be a SCRSC committee chair, vice-chair, treasurer, co-treasurer, or ad-hoc committee chair.

2. Affirmation by the SCRSC should occur at the next SCRSC regular meeting following their election to office with the selectee present at the RSC.

3. The RSO BOD also follows the SCRSC process. This body will send a nominee to be affirmed by the SCRSC.

I. Distribution of flyers at SCRSC meetings:

1. Only flyers approved by the Regional Activities Committee shall be distributed at the SCRSC meetings.

VII. FINANCES

A. The SCRSC shall maintain a bank account requiring two signatures for financial transactions. Eligible signers for this account include the 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 shall reside in the same household.

C. All bank deposits of the SCRSC, its committees and ad-hoc committees, shall be made within four business days of receipt.

D. The SCRSC shall finance the RD and AD expenses relating to travel, lodging, and dining, while attending the WSC and relevant meetings. In addition, the SCRSC may reimburse the RD and AD for other expenses incurred in the course of Regional 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) All Western Service-Learning Days (WSLD) travel will be determined by the SCRSC based on the program of the WSLD at least 90 days before the event. In the event there is no program 90 days prior to the WSLD; no travel will be approved. Trusted servants who are funded to attend WSLD shall provide a presentation based on what they learned.

c) Those traveling must maintain all receipts and submit at the following SCRSC such receipts and/or expense slips.

d) A cash advance will be made available unless requested otherwise for SCRSC authorized travel only. There should be some planning to receive maximum benefit from pre-travel arrangements.

e) 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.

f) Meals will be reimbursed up to $55.00 per day. Receipts should be dated and amounts clearly listed.

g) Hotel rates will be paid but should be investigated prior to the event. This does not include movies. If it is 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 are a man and a woman, they may be authorized separate rooms.

h) The SCRSC shall be the only body to authorize travel of Regional trusted servants. Committees shall make all travel requests through the SCRSC.

i) There should be careful consideration towards the use of SCRSC funds. Trusted servants are a valuable asset for 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 Treasurer shall present an annual budget for approval by the SCRSC in January each year, 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 Chair, Outgoing Treasurer, Incoming Treasurer, Outgoing Vice Treasurer, Incoming Vice Treasure, and at least one RCM.

F. The SCRSC shall maintain a working operating reserve equal to one-sixth of the annual expense budget rounded up to the nearest thousand. All the monies above, the operating reserve shall be contributed to NA World Services on a quarterly basis (i.e., March, June, September, and December), after review and consideration by the SCRSC body.

G. All trusted servants desiring to perform a money-handling service position shall be apprised of the SCRSC Guidelines and shall have completed, signed, and dated Appendix 2 referred to as, “Trusted Servants Financial Services Acknowledgement” prior to performing such service.

H. No SCRSC committee shall make use of vendor/s that currently owe SCRSC or RSO any money.

I. The SCRSC will provide one copy of the Conference Agenda Report to each Area, upon request, when printed copies are available from NAWS.

VIII. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

A. The 11th Concept for NA Service establishes the sole priority for the use of NA funds, "to be used to further our primary purpose, and must be managed responsibly." 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.

B. The definition of "misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of NA funds for the purposes not expressly authorized by a SCRSC committee, or an ad-hoc committee. This includes the theft of cash, checks, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA fellowship), or assets (i.e., equipment, supplies, or physical inventory).

C. Misconduct is defined as, any action contrary to the 12 Traditions of NA, the 12 Concepts of NA Service, the SCRSC Guidelines, the guidelines of a SCRSC committee or ad-hoc committee (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 NA fellowship.

D. Interim action – suspension:

1. Should any SCRSC Executive Committee member (as defined in Section XI.A. below), SCRSC member, or any non-elected NA member be suspected to have misappropriated or misused SCRSC funds or have been involved in misconduct, the SCRSC Executive Committee 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.

2. The suspended officer or member may no longer represent him/herself to the fellowship or service boards/committees and its ad-hoc committees. 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 their suspension.

3. Upon interim suspension of any member(s), the SCRSC Executive Committee must make a full and timely investigation of the matter and report the findings at the next SCRSC meeting.

4. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of SCRSC funds or misconduct and fails to report it, shall be subject to the same actions taken against the member(s) and are required to be present at the SCRSC.

5. Immediately upon calling the following SCRSC to order, the presiding SCRSC officer must report all interim actions/decisions made by the Executive Committee 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 NA Service to redress the issue at this time.

E. SCRSC action-removal and reinstatement

1. Once the SCRSC Executive Committee investigates and reports to the SCRSC its findings of the suspected violation of this section, the SCRSC must immediately vote on a motion to remove the individual(s) from office and/or the committee with cause, to reinstate, or to extend the investigation. The Chair will notify said member(s) and/or committee by either phone or certified mail, as well as notify their Area by email, as well as a letter delivered via the Area's RCM.

2. 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-hoc committees, 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 any 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-hoc committees for a period of 1 to 5 years as determined at the discretion of the 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.

3. 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, its committees or ad-hoc committees as applicable.

F. Restitution

1. A member removed from office for the misappropriation or misuse of SCRSC funds may be subject to criminal and/or civil legal proceedings. A two-thirds vote of either the SCRSC or the RSO BOD 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 RSO BOD, be asked to sign a promissory note and make restitution in full.

IX. ELECTIONS

A. Nominations and elections for all officers and participants listed in Section V will be held in

May of each year with nominations beginning in April. All newly elected officers and participants will take office in July unless otherwise specified in the SCRSC guidelines.

B. All nominees must be present at the RSC at the time of their nomination and election.

C. All nominations require a second.

D. 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 of less than six months will not count as a full term. Individuals elected in this instance are still able to serve two full terms.

E. SCRSC duly elected officers do not automatically assume the vacated position of a chair; they must be affirmed by the SCRSC.

X. COMMITTEES

A. 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.

B. 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 meeting.

C. Guidelines for a SCRSC committee shall include, but are not limited to, the following:

1. Name.

2. Purpose.

3. Function.

4. Voting procedures.

5. Meetings, including time and place.

6. Guidelines that do not conflict with the SCRSC guidelines.

7. A statement that 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, to ensure that its primary purpose is carried out, each committee that handles fellowship funds has the following:

1. A bank account and operating 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 RSO-BOD with a quarterly sales tax statement. When applicable, payment will be included with said statement.

4. Each committee that counts cash ensures that such cash is not handled by two members of the same household or family.

5. An annual audit conducted by the incoming and outgoing committee Treasurer,

committee Chair, an RCM who is not a member of that committee and Treasurer or Vice Treasurer of the region to be submitted to the SCRSC within sixty days of the committee's elections.

F. Every committee shall carry out its work in accordance with the 12 Traditions of NA and the 12 Concepts of NA

G. Committees without a bank account shall, in November of each year, submit their budget requests for the coming year, to the SCRSC Treasurer, to be approved by the SCRSC in January.

H. If there is a personal connection or a conflict of interest with a vendor, it must report it immediately. Disclosure is required both to the specific committee and during the next official SCRSC meeting.

I. Any SCRSC committee or ad-hoc committee must get a minimum of three written bids from separate vendors/contractors, before awarding a contract for services and/or products over 1,000.00 unless there are not three sources available.

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 SCRSC and committee guidelines prior to entrance into office.

L. All committees are required to submit a monthly report to the google group prior to the SCRSC.

M. Committees with a bank account shall submit a monthly financial statement with their report to the google group prior to the SCRSC.

XI. STANDING COMMITTEES

A. Executive Committee:

1. The Executive Committee shall consist of all duly elected SCRSC officers and committee chairs.

2. The Executive Committee shall function under the SCRSC guidelines in lieu of publishing their own.

B. Hospitals and Institutions (H&I):

1. The purpose of the Regional H&I Committee is to serve the needs of all the Areas by conducting activities that promote growth, strength, and unity of all H&I efforts, within the Region and the fellowship as a whole.

C. Cruise:

1. The purpose of the Regional Cruise Committee is to coordinate and conduct a Regional cruise by members of Narcotics Anonymous, and to bring our fellowship together in the celebration of recovery. The cruise meetings, workshops, and other

activities are scheduled to encourage unity and fellowship amongst our members.

D. Activities:

1. The purpose of the 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:

1. The purpose of the Regional Convention Committee is to coordinate and conduct a convention within the boundaries of the Region, while maintaining financial viability of the recovery celebration. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

F. Public Relations:

1. The purpose of the Regional Public Relations Committee is to coordinate Areas' public relations efforts and provide information about Narcotics Anonymous to the public within the boundaries of the Region.

G. Phone Lines:

1. The purpose of the Regional Phonelines Committee is to provide support for existing Area phone lines and to coordinate Regional phone lines.

H. Youth:

1. The purpose of the Regional Youth Committee (NAYC) is to give young addicts a voice in service and provide a sense of belonging to NA as a whole. 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:

1. The purpose of the Regional Sponsorship Behind the Walls Committee (SBTW) is to provide a sponsor to work the twelve steps and twelve traditions of Narcotics Anonymous with those people who are incarcerated.

J. Website:

1. The purpose of the Regional Website Committee is to support the members, groups, and Areas that comprise the Region, 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 Region, to members of the fellowship at large, to individuals seeking recovery, to professionals seeking information about recovery, and to the general public.

K. LGBTQ:

1. The purpose of the Regional LGBTQ Committee (LGBTQC) is to provide outreach services *through Regional committee participation and events* to help the LGBTQIA+ suffering addict to feel part of the lifesaving fellowship of Narcotics Anonymous. In accordance with our traditions, outreach services will be inclusive of all suffering addicts.

XII. CREATION OF NEW STANDING 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," Appendix 1.

B. Areas will be given three months to assess whether 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 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 vote of the SCRSC, the ad-hoc committee will be granted standing committee status as outlined in Section X.

XIII. AD-HOC COMMITTEES

A. These are temporary committees which are created by either the Chair or a two-thirds vote of the voting body.

B. The temporary ad-hoc committee chairs may make motions regarding their committee but cannot vote nor second actions.

C. The temporary ad-hoc committee will cease to exist either when their task is completed, becomes a standing committee, or at the discretion of the SCRSC.

D. All new and existing ad-hoc committees must adopt and adhere to the following financial guidelines:

1. All votes of confidence given to any member(s) of the ad-hoc committee 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 bank statement of the ad-hoc committee bank account, if such an account exists, will be available upon request and put into the archives.
5. At all ad-hoc committee events, the gross revenues will be administered by the ad-hoc committee 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 members of the ad-hoc committee 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 SCRSC officer and two or three active ad-hoc committee members, elected by a two-thirds 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 committee events. The report sheet will be part of the permanent record of the ad-hoc committee.
7. For each ad-hoc committee event, funds will be issued to set up petty cash for change at the event. At the close of the event, petty cash will be taken first from the total amount received and placed back into the ad-hoc bank account.
8. All revenues of the ad-hoc committee must be deposited within four business days into the ad-hoc committee's 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 events' revenues will be deposited together. If funds cannot be deposited within the above time frame, then the ad-hoc committee chair and vice chair are to be notified immediately by the ad-hoc committee treasurer.
9. The ad-hoc committee checking account shall require two signatures on each check. To ensure monetary security of the ad-hoc committee, no two signers on the ad-hoc committee's bank account may reside in the same household, nor shall the payee be a signer on the check.

XIV. REGIONAL SERVICE OFFICE BOARD OF DIRECTORS

A. The RSO BOD was created by the SCRSC to serve the Region. The RSO BOD functions according to its bylaws, articles of incorporation, and guidelines.

B. The SCRSC can affirm an unlimited number of pool members to the RSO BOD. Pool members should have five years clean, some business experience, and can serve a maximum of two (2) consecutive three-year terms in any ten-year period.

C. The SCRSC can elect up to four direct elects to the RSO BOD. Direct elects should have five years clean, some business experience, and can serve an unlimited number of one-year terms.

XV. GUIDELINES

A. Any portion of these SCRSC guidelines may be waived at any time by a two-thirds vote of the voting body.

B. “A Guide to Local Service in Narcotics Anonymous” should be used as a reference to the

SCRSC Guidelines.

C. Any portion of these SCRSC guidelines may be amended by a two-thirds vote of the voting body. The amended section shall be added to the guidelines by the creation of an addendum. One month following ratification, the Vice Chair will provide the addendum to the google group.

D. An annual SCRSC guideline review ad-hoc committee, chaired by the Vice Chair, will convene in February and be slated to conclude by April. Proposed revisions constitute an action item that is referred back to the Areas and groups for review. The previous year's addendums will then be incorporated into these SCRSC guidelines.

APPENDIX 1.

NEW COMMITTEE ASSESSMENT PROPOSAL

I. 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 meet the needs of the areas?
- **H.** How will your committee foster unity at the level of members, group, area, region, and beyond?

II. ISSUES YOUR COMMITTEE IS ADDRESSING

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

III. 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 of all members?
- **D.** In what ways will this committee contribute to NA unity locally and beyond? Is there anything you are doing that may be dis-unifying?
- **E.** How does your committee affect people who are not part of the issue you are addressing?
- **F.** Would the formation of this committee foster our primary purpose?

APPENDIX 2.

TRUSTED SERVANTS' FINANCIAL SERVICES ACKNOWLEDGEMENT

I, _____,
have received and read a current copy of the Guidelines of the Southern California Regional Service Conference of NA (henceforth SCRSC).

It is my intent to accept a money-handling volunteer position within the SCRSC. I understand that it is a requirement of the SCRSC that all trusted servants performing a money handling service position sign this acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that NA funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, the procedures outlined in the Guidelines of the SCRSC will be initiated and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to law enforcement authorities inclusive of the local police and DA's office, solely at the discretion of the SCRSC.

Signed this _____day of _____, _____.

(*Signature*)

(*Print name)*

(*Witness signature)*

(Witness Print name)

ENCLOSURE 1.

VOTING POLICY

I. BASIC RULE OF ALL VOTING:

A. When determining the outcome of the vote, be concerned only with the number of YES and NO votes cast, not the number of people present-since no one is required to vote.

1. Majority Vote:

a) ***Definition***: A majority means more than half the total of the YES plus the NO votes cast. As a result, *the majority* means that more than half the people entitled to and who choose to take a position on the motion by way of their vote must approve the motion for it to pass.

b) ***How to tally***: The following scenario illustrates what we mean by majority vote:

Number of votes cast (c) *	Number needed for a majority (d)
12 votes	7 votes
17 votes	9 votes
18 votes	10 votes
19 votes	10 votes

c) ***When valid:*** For a majority vote to be valid the following conditions must be observed:

(1) The meeting must be correctly called with the members notified properly.

(2) There must be a quorum present (note: at the SCRSC once a quorum is established; it remains in effect until the close of the meeting).

(3) *Abstentions do not count in the tally.

2. Two-thirds Vote:

a) ***Definition:*** This means that at least two-thirds of the members entitled to and who choose to take a position on the motion by way of their vote must cast ballots in favor of the issue being debated. For clarity, the following formula will be used in determining two-thirds: the YES

(a) votes added to the NO (b) votes = TOTAL(c) votes. So (a + b)/.667 = the two-thirds necessary (d) or twice the number of YES votes as NO votes.

b) ***How to tally:*** The following chart shows how a two-thirds vote is tallied:

Number of votes cast (c) *	Number needed for a 2/3 vote (d)
12 votes	8 votes
17 votes	12 votes
18 votes	12 votes
19 votes	13 votes

c) ***When valid:*** For a two-thirds vote to be valid the following conditions must be observed:

(1) The meeting must be correctly called with the members notified properly.

(2) There must be a quorum present (note: at the SCRSC once a quorum is established; it remains in effect until the close of the meeting).

(3) *Abstentions do not count in the tally.

3. Polling of Abstentions:

a) In the event there are enough abstentions that could change the outcome of the vote, then at the discretion of the Chair or at the request of the body, the abstentions may be polled to see if there is any information that they need in order to take a position on the motion and to ensure that the motion is clearly understood.

b) ***Right of abstention:*** No member can be compelled to vote. As a result, every member has the right to abstain.

c) ***Recommendations:*** It is not recommended that an SCRSC base its voting requirements on the number of members present at a meeting. In such cases, an abstention would be counted as a negative vote; the SCRSC would in effect be denying members the right to remain neutral. In addition, members who do not vote because they are indifferent to an issue can have a pronounced negative effect on the outcome of the vote. If an SCRSC does want to change the basis for deciding a vote from a majority or two-thirds vote, to something else, previous notice of the intention must always be given. This means members must be notified at a prior meeting.

Voted in and accepted by RSC July 19, 2026,

Chair / Luna H.