

**Policy of the  
Iowa Regional  
Service Committee of NA**



**Revised June 2009**

**Iowa Regional Service Committee Policy**  
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**1.- Suggested IRSC Format**

**I.** Open with moment of silence, followed by the Serenity Prayer.

**II.** Reading of the Twelve Traditions, Twelve Concepts, Service Motivation and Regional Service Committee Statement. (**Addendum A**)

**III.** Roll Call

1. Executive Committee
2. Sub-Committees
3. Secretary
4. Treasurer
5. RD/RD- Alternate
6. RCM's

**IV.** Reports

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. RD
6. RD- Alternate

**V.** Sub-Committee Reports

1. Public Information
2. Hospitals & Institutions
3. IRCNA Standing
4. Literature
5. Ad-Hoc
- A.

**VI.** Area Reports

**VII.** Financial Requests

**VIII.** Unfinished Business

**IX.** New Service

**X.** Closing Treasurers Report/World Service Donation

**XI.** Close with prayer

## **2. - Open-Forum**

- I. Prior to the start of each Iowa Regional Service Committee Meeting, an Open Forum will be held.
- II. The Open Forum is for participation of the Fellowship, not just RCM's and Officers.
- III. The Regional Vice-Chairperson is responsible to:
  1. Preside over the Open Forum.
  2. Ensure the Open Forum starts on time.
  3. Close topics for discussion at the beginning of the Open Forum.
  4. Ensure the discussion proceeds orderly and respectfully.
  5. Ensure that all points of view be allowed their rightful expression.
  6. Give a report to the IRSC of the contexts of the Open Forum.
- IV. The Open Forum is a good time for participants to express, as well as gain, a sense of needs of the Areas and Groups in the Iowa region, as well as, the NA Fellowship worldwide.
- V. No formal voting is to take place during the Open Forum; therefore formal motions are out of place at this time.
- VI. Agenda items of the Regional Service Committee Meeting may be discussed at this time to allow for more thorough consideration. This may also serve to make the actual handling of an issue or motion simpler when it arrives on the floor during the Regional Service Committee Meeting.
- VII. Discussions during the Open Forum may provoke motions or resolutions to be agendized under New Business or at a later date. Other topics may be committed for further discussion and resolution at a formally scheduled service forum ( see "Guide to Local Services") or at the next Open Forum.
- VIII. Should the need arise, the Open Forum provides participants an opportunity to exercise NA's Tenth Concept by petitioning " for the redress of a personal grievance, without fear of reprisal." The Open Forum body will take great care to hear such grievances as well, responding swiftly and fairly, in its hope to continue operating smoothly/
- IX. In the absence of the Vice-Chairperson, either the Treasurer or Secretary will be responsible for the facilitation of the Open- Forum.

## **3.- Area Requirements:**

- I. For an Area to have voting rights at the IRSCM, they shall meet the following criteria:
  1. The Area must have an active ASC that meets and operates in accordance as detailed by the "Guide to Local Services."
  2. The Area must be registered with IRSC Secretary.
- II. When forming a new area the ASC shall send a letter to the IRSC Chair detailing the following information:
  1. Reason Area is forming
  2. Number of Groups in Area.
  3. RCM & RCM-Alternate contact information
- III. The Chair will notify IRSC participants of desires of this new Area as soon as possible.
- IV. Acceptance of a new Area requires 2/3 majority of the RCM's present at IRSCM.
- V. Designated Area
  1. designed to further our service efforts and communications within a specific Area. ( Such as NA Groups, H&I and PI efforts,etc.) For listing of location of Areas please see map. (**Addendum B**).

#### **4.- Regional Committee Member's (RCM)**

I. Each RCM should be familiar with the Iowa Regional Service Committee Guidelines. Each RCM should possess a copy of such and be ready to pass it on to the next RCM, when their term expires.

II. Each RCM should be familiar with "A Guide to Local Services," in particular the description of RCM printed on pages 53 & 90.

III. RCM's should possess a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for Service of Narcotics Anonymous.

IV. RCM's are strongly encouraged to be involved with at least one Iowa Regional sub-committee.

V. RCM's are the link between their Area's and the rest of Narcotics Anonymous.

VI. RCM's are responsible to communicate the needs and concerns of their Area's to the Regional service body.

VII. The open forum provides an excellent opportunity to address challenges facing your Area. Also, this time can be used to share experience and success stories involving recent projects in your Area.

VIII. The primary purpose of an RCM is to work for the good of NA providing two-way communication between the Area and the rest of Narcotics Anonymous.

IX. RCM's should make every effort to see that Groups in their Area gain access to the Conference Agenda Report (CAR) published in January. A Regional Assembly will be held for the purpose of discussing issues affecting Narcotics Anonymous worldwide.

X. The RCM and RCM- Alternate are the duly elected representatives of their Area, and report to the IRC on behalf of their Area. They shall report on the following:

1. New Area officers as they occur.
2. Meeting attendance (sporadic or consistent)
3. Meeting Status (any new meetings or meetings that have closed.)
4. Upcoming events (dances, workshops, etc.)
5. Any "needs" the Area may have ( Chair to include any Area needs to the agenda of the day.)
6. Contact information (PO Box, phone, etc.)

XI. If the RCM and RCM-Alternate are unable to attend the IRSCM, a duly appointed proxy may represent the area with a letter from the Area signed by two Area Officers and presented to the IRSC Chair prior to the IRSCM.

#### **5. Sub- Committees**

I. IRSC Sub-Committees Chairs shall be given a handbook on their respective committee. These handbooks shall be passed on the next Chair.

II. All IRSC Sub-Committee meetings shall be non-smoking.

III. All IRSC Sub-Committee Chair's shall give a yearly report at the Spring IRSCM. This report should include the following:

1. **Accomplishment of past goals.**
2. **Problems & Solutions**
3. **Expenditures, if any**
4. **Goals of the committee for the year.**
5. **Budget Proposals (new)**
6. **Any known plans for activities during the next year.**

**5.- Sub- Committees (continued):**

**VI. Public Information**

1. This committee is responsible for coordinating PI activities throughout the Region.
2. They shall offer assistance to areas as needed.
3. They are responsible for production and distribution of Regional meeting lists.
4. They shall follow WSC guidelines.
5. The Regional Minutes & Sub- Committee minutes shall be posted on the Regional web site by the Regional Web Master.

**VII. Hospitals & Institutions**

1. This committee is responsible for coordinating H&I activities throughout the Region.
2. This committee shall also offer assistance to Area H&I efforts as needed.

**5. Sub- Committees**

3. This committee also encourages Regional input to the WSC H&I newsletter "Reaching Out."
4. This committee shall follow WSC H&I guidelines, as well as IRSC H& I guidelines (**Addendum C**)

**V. Literature**

1. This committee shall review any literature in development from the WSC.
2. This committee shall hold workshops, as needed, regarding the review and development of new NA Literature.
3. This committee shall inform the IRSC of new literature review updates and deadlines.
4. During periods when no new literature needs to be reviewed, functions of this committee will be determined by the needs of the IRSC and the Literature Sub- Committee goals.

**VII. Ad-Hoc**

1. An ad-hoc committee is a short term committee. Their purpose is to either revise the IRSC "Policies", or to research the feasibility of an requested by the IRSC.
2. How an Ad-Hoc Committee is formed:
  - A. An RCM may request the IRSC Chair to form an ad-hoc committee at any time.
  - B. It takes a simple majority to activate an ad-hoc committee.
  - C. The IRSC Chair appoints the Chair of this Committee.
  - D. Note: Any member of NA desiring to be on this committee may request the Chair of the committee for membership.
3. Once the RCMs approve the Ad-Hoc Committee's work, this committee is disbanded.
4. Note: Since this committee is short term, it is suggested that they should take no longer than two (2) quarterly IRSC's to complete their work. Unless directed by the RCM's to take longer.

## **6.- Sub-Committee Officer Requirements**

### **1. Hospitals & Institutions**

#### **1. Chair Qualifications**

- A. A minimum of two (2) years clean time
- B. One (1) year experience as a member of the IRSC H&I Committee.
- C. One (1) year experience as a member of Area H&I Sub-Committee.
- D. Knowledge of Narcotics Anonymous Twelve Traditions, Twelve Concepts & Robert's Rules of Order.

#### **2. Chair Responsibilities**

- A. Facilitate communication between the IRSC and the Sub- Committee.
- B. Facilitate communication between members of the Sub- Committee.
- C. Oversee activities of the Committee.
- D. Submit a report of the Committee's activities at each IRSCM.
- E. Submit a yearly report as defined in Section 5.III at the Spring IRSCM.
- F. Acts as a resource for Area H&I Sub-Committees.

### **II. Public Information**

#### **1. Chair Qualifications:**

- A. A minimum of two (2) years clean time.
- B. One (1) year experience as a member of the IRSC Public Information (PI) Sub-Committee.
- C. One (1) year experience as a member of Area PI Sub-Committee.
- D. Knowledge of Narcotics Anonymous 12 Traditions, 12 Concepts, and Robert's Rules of Order.

#### **2. Chair Responsibilities:**

- A. Facilitate communication between the IRSCM and the Sub-Committee.
- B. Facilitate communication between members of the PI Sub-Committee.
- C. Oversee the activities of the PI Sub-Committee/
- D. Submit a report of committee activities at each IRSCM.
- E. Submit an annual report as defined in Section 5. III at the Spring IRSCM (June).
- F. Act as a resource for Area PI sub-committees.

### **3. Literature**

#### **1. Chair Qualifications**

- A. A minimum of two (2) years clean time.
- B. Knowledge of Narcotics Anonymous 12 Traditions, 12 Concepts and Robert's Rules of Order.

#### **2. Chair Responsibilities**

- A. Facilitate communication between the IRSCM and the Sub- Committee.
- B. Supplies information to Area Literature Sub-Committee Chairpersons.
- C. Submit a report of Committee activities at each IRSC Meeting.
- D. Acts as the voice of the Literature Committee at the IRSCM, and makes motions on behalf of the committee.
- E. Submit an annual report as defines in Section 5. III at the Spring IRSCM (June).
- F. Acts as resource for Area Literature Subcommittees.

### **7.-Officers of the IRSC:**

**(Note: All IRSC Officers shall have a working knowledge of the 12 Traditions & 12 Concepts of NA.)**

#### **I. Chairperson**

**1. Prepare and distribute the agenda for the quarterly IRSCM (Note: The agenda will be mailed thirty days prior to to the next IRSCM. Motions for consideration will be sent to the chair person prior to this time.)**

2. Chair shall preside over the quarterly IRSC. If Chair is absent, the Vice-Chair shall assume chair's responsibilities.

3. The Chair shall be one of the co-signers on the IRSC checking account.

4. The Chair oversees the Ad-Hoc Committee

5. The chair will cast a ballot in elections. This will only be cast in the event of a tie. If there is no tie, the Chair will destroy their ballot along with the others.

6. The Chair needs to have the time and resources available to devote to fulfilling their Regional Service commitment.

7. The Chair is responsible to maintain contact with the Areas of the Iowa Region.

A. When an Area(s) is absent from the quarterly Iowa Regional Service Committee Meeting (IRSCM), the IRSC Chair shall contact the RCM of the Area or the last known Area Contact by phone to discuss the absence with them.

B. If the Area(s) missing, request assistance from the Region for any reason, the Chair shall contact the RD and discuss this need with them and request assistance from the IRSC RD & RD- Alternate to travel to the Area and meet with those involved.

C. The Chair shall report all action resulting from contacting the Area(s) that were absent at the next quarterly IRSCM.

8. Service experience as an Area Chairperson or Regional Subcommittee Chairperson could be considered important for this position.

9. The Chairperson term shall be two (2) years to coincide with the terms of RD-RD-A.

10. Suggested clean time for the Chair is four (4) years.

#### **II. Vice- Chairperson:**

1. The Vice-Chairperson will oversee all sub-committee functions.

2. The Vice- Chairperson will preside over the Open Forum prior to the IRSC.

3. In the absence of the Chair, the Vice-Chair assumes the Chairpersons responsibilities.

4. The Vice-Chair will be one of the co-signers on the IRSC checking account.

5. The Vice-Chair needs to have the time and resources available to fulfilling their Regional Service Commitment.

6. Service experience as an Area Chairperson or Regional Sub-Committee Chairperson could be considered important for this position.

7. The Vice- Chair person's term shall be two (2) years to coincide with the terms of the RD-RD-A.

8. Suggested clean time for the Vice-Chair is three (3) years.

## 7. -Officers of the IRSC (continued)

### **III. Treasurer:**

1. The Treasurer will keep an accurate account of the IRSC expenditures and contributions.
2. The Treasurer will report all expenditures and donations at the Quarterly IRSCM.
3. The Treasurer will give a yearly report at the Winter IRSCM, The report will include the following: Expenditures of the IRSC: ie, donations to WSC, cost of minutes, RD and RD-A travel expenses, PO Box rental, etc.
4. The Treasurer should have basic bookkeeping and accounting skills, be able to balance a checkbook, and have proven successful group and/ or Area level Treasury experience.
5. The Treasurer needs to have the time and resources available to devote to fulfilling their Regional Service commitment.
6. Suggested clean time requirement for Treasurer is four (4) years.

### **IV. Secretary:**

1. The Secretary will keep an accurate account of minutes from the quarterly IRSCM.
2. IRSC Secretary shall read unfinished service, new service and financial requests from the previous IRSCM, Any amendments and approval of the minutes needs to be in a verbal motion from a RCM and seconded by an RCM.
3. The IRSCM minutes will be mailed to all IRSC participants and the WSO no later than two weeks following the IRSCM.
4. The IRSCM minutes will be approved by the IRSC Chairperson prior to mailing.
5. Outgoing Secretary will complete minutes of the last IRSCM of their term.
6. The Secretary needs to have the time and resources available to devote fulfilling their Regional Service Commitment.
7. Suggested clean time for the Secretary is two (2) years.

### **V. Regional Delegate (RD):**

1. The RD is the main link between the World Services of NA and the Region.
2. The RD should be trusted to carry the conscience of the Iowa Region to the WSC. To ensure this trust, the RD shall keep the IRSC informed of issues from World Services. Attend the WSC bi-annually.
3. The RD should have previous Area and Regional service experience.
4. Service experience as RCM could be considered important for this position.
5. The RD term should be one WSC Cycle (two (2) years).
6. The RD needs to have the time and resources available to devote to fulfilling their Regional Service commitment.
7. Suggested clean time for the RD is five (5) years.

### **VI. Regional Delegate Alternate (RD-A):**

1. The RD-A is the secondary link between the World Services of NA and the Region.
2. The RD-A should be trusted to carry the conscience of the Iowa Region to the WSC. To ensure this trust, the RD-A shall keep the IRSC informed of issues from the World Services. Attend WSC biannually and other related forums such as zonal, world-wide workshops. In case of the Rd's absence, the RD-A assumes the role of RD and provides a written report of its contents.
3. The RD-A should have previous Area and Regional service experience.

**7. -Officers of the IRSC(continued):**

**VI. Regional Delegate Alternate(RD-A)**

4. Service experience as an RCM could be considered important for this position.
5. The RD-A needs to have the time and resources available to devote to fulfilling their Regional Service commitment.
6. This is a four (4) year commitment. The RD-A will fill the RD position upon approval of the IRSC.
7. Suggested clean time for the RD-A is five (5) years.

**8.- Unfinished and New Service:**

**I. Unfinished Service consists of the following:**

1. Motions from the previous IRSCM that need to be voted on.
2. Any unresolved issues from previous IRSCM.

**II. New Service:**

1. Introduction of new motions/issues.
2. World Service Donation.
3. Elections/ nominations.

**9.- Motions & Voting:**

- I. Quorum is met when half of all registered Areas are present at the IRSCM. Quorum needs to be met for voting to be done. Only RCM's can vote on motions/issues/elections at the IRSCM.
- II. A motion can be made by a RCM.
- III. A motion may be made by an acting IRSC Sub-Committee Chairperson or other IRSC Officers when it applies to their service responsibilities.
- IV. Motions must be submitted in writing to the IRSC Secretary.
- V. The following formation shall be used for motions:
  1. **Motion:** Explanation of action the maker desires to see.
  2. **Intent:** Offers support and clarification to why the maker perceives action to be necessary.
  3. Maker signs motion and notes position held.
- VI. The motion will be explained, if required by maker.
- VII. A motion must be seconded by an RCM or it dies.
- VIII. Motions involving sub-committee responsibilities should be reviewed by the appropriate sub-committee and then presented to the IRSC by the acting sub-committee Chairperson.
- IX. Areas must fulfill requirements to have a vote at the IRSCM.
- X. Only Area RCMs have voting privileges during the IRSCM.
- XI. Voting will be by written ballot for issues determined controversial by the IRSC Chair.
- XII. IRSC officers are responsible otally written ballot votes and report tally.
- XIII. Issues not involving policy change are decided by a simple majority vote.
- XIV. Policy change or rescinding a motion requires a two-thirds majority vote of the quorum to pass.
- XV. Motions need to be received by the Regional Chair 45 days prior to the Regional Meeting to be eligible to be agendized. Agendas should be sent to IRSC Members 30 days prior to the Regional Meeting.
- XVI. A motion given to the Chair the day of the Region requires a simple majority to be placed on the current agenda.

**9.- Motions and Voting: (continued)**

**XVII. Loss of voting rights:**

1. An Area shall lose voting rights when missing two (2) consecutive IRSMs.
2. The IRSC Chair shall notify the Area Chair that voting rights have been forfeited.
3. To have voting rights reinstated the Area shall do the following:
  - A. Contact the IRSC Chair through a letter, which is to include the following:
    - a) Why Area has not been in attendance previously.
    - b) What steps the Area has taken to correct this situation.
4. Chair will notify the IRSC participants of request as soon as possible.
5. For new Areas, or an Area desiring reinstatement, to have voting rights, a two-thirds majority vote of RCMs in attendance is required.

**XVIII.** Areas not meeting requirements, but still interested in IRSC proceedings shall be welcomed to the IRSC table in a non-voting manner.

**10.- Nominations and Elections:**

**I. Officer Elections:**

**1. Spring IRSCM (June):**

- A. Sub-committee chairperson's to be approved.
- B. IRCNA Chairperson, Treasurer & Co-Treasurer to be approved.
- C. IRCNA Standing Secretary nominations open.
- D. IRCNA Standing Chairperson, Vice-Chairperson & Treasurer open (every other year).

**2. Summer IRSCM (August):**

- A. Chairperson nominations opened (every other year).
- B. Vice- Chairperson nominations opened (every other year).
- C. Secretary Nominations opened.
- D. Rd-A nominations opened (every other year).
- E. Treasurer nominations opened.
- F. IRCNA Standing Secretary nominations and elections upon approval of IRSC.
- G. IRCNA Standing Chairperson, Vice- Chairperson & Treasurer nominations close and election upon approval of the IRSC (every other year).

**3. Fall IRSCM(November):**

- A. Chairperson nominations close and election upon approval of the IRSC (every other year).
- B. Vice-Chairperson nominations close and election upon the approval of the IRSC (every other year).
- C. Secretary nominations close and election upon approval of the IRSC.
- D. RD-A nominations close and election upon approval of the IRSC (Every other year).
- E. Treasurer nominations closed and election upon approval of the IRSC.
- F. Current RD-A election as RD upon approval of the IRSC (Every other year).

**4. Winter IRSCM (February):**

- A. RD-A will fill the RD position if approved at the Fall IRSCM (Every other year).

**10.- Nominations and Elections(continued):**

**II. Elections:**

1. Will require closed ballot voting.
2. Prior to elections, the Chair will cast a vote to be used in a tie.
3. Whenever possible the Chair and Vice-Chair will count ballots.
4. Once they have tallied the ballots, and noted the winner, they will dispose of all ballots.
5. An official record of the tally will be kept.
6. During elections the nominees will exit the room.
7. Upon tallying of the ballots the nominees will be asked to reenter the room and the Chair will announce the winner and/or elected person.
8. Sub-committee Chairs require only IRSC approval with a show of hands.

**III.** Motions require a show of hands for voting purposes. It is suggested that RCMS raise their hands high for tallying purposes.

**IV. All IRSC Officers will be responsible for their service position. In the event an Officer fails to do so, the following criteria will be used for removal of the officer:**

1. Failure to carry out duties and responsibilities as previously described.
2. Relapse
3. Misappropriation on IRSC funds.

**V.** It is suggested that IRSC officers have previous IRSC experience.

**VI. Elections of Officers:**

1. Nominations are to be made by an RCM or IRSC officer. Nominations need to be seconded by an RCM.
2. Upon closing of nominations, nominees will present their qualifications to the IRSC.
3. A written copy of qualifications will be turned into the Secretary for inclusion in the minutes.
4. At the time of elections qualifications will be heard, there will be a question and answer period pertaining to service qualifications:
  - A. This period should not exceed 15 minutes.
  - B. Once the nominees leave the room, discussion stops and vote is taken.
  - C. Questions should come from RCMs but it will be at the Chair's discretion to allow IRSC officers to participate as well.
5. Nominees need to be present in order to be nominated.

**11.- IRSCM Business Meeting Guidelines:**

- I.** Only RCMs may vote and second motion. WSC Rules of Order will be followed.
- II.** RD and RD-A will ensure all IRSC participants have a copy of the WSC Rules of Order.
- III.** Only RCMs, RCM-Alts and Regional Officers are to be seated at the table during the IRSCM.
- IV.** The IRSCM is non-smoking.
- V.** The IRSCM is to be held quarterly, with the exception of the Spring IRSCM. The meeting schedule is as follows:
  1. Winter- February (3rd Saturday)
  2. Spring- June ( 1st Saturday)
  3. Summer- August (3rd Saturday)
  4. Winter- November (3rd Saturday)

**11.- IRSCM Business Meeting Guidelines: (continued)**

**VI.** The location of the IRSCM is as follows:

1. Winter- South Central
2. Spring, Summer and Fall shall rotate in the following order:

IRVANA, FREEDOM & SERENITY, SANA,DANA, CLEAN & FREE, SWINA, QCANA II, LAKES AREA, NORTH CENTRAL, HANA, SOUTHERN MIRACLES. ( Note these are the registered and functioning ASCs of the Iowa Region.

**VII.** All IRSCMs will be held on the third Saturday of the month, with the exception being the Spring IRSCM which in June on the 1st Saturday to give the RD and RD-A time to prepare their report from WSC.

**VIII.** RCMs may serve as Chairpersons of Sub-comittees.

**IX. Reports:**

1. All IRSC Officers an RCMs shall submit a report to the Secretary. These reports shall be included in the minutes from the IRSCM.
2. Whenever possible reports shall be typed and single spaced.
3. Non- typed report shall be written in black ink on 8 1/2 x 11 white paper.
4. All reports shall be written on one side of the paper only.
5. Secretary has the discretion to refuse reports.
6. Only questions of clarification shall be allowed during reports.

**12.- Finances:**

- I.** IRSC Treasurer will have a minimum of four (4) years clean time.
- II.** IRSC Treasurer will issue a receipt to all Areas for donations made to IRSC. This will serve to create a written history of financial activity and to facilitate the bookkeeping of both the Area and the IRSC.
- III.** Do not borrow funds from the treasury.
- IV.** IRSC funds are not to be spent without the approval of the IRSC as a whole.
- V.** IRSC funds will be placed in a bank account known as "Iowa Region of NA". All IRSC checks require two (2) signatures for authorization. It is recommended that the Treasurer, Chairperson, Vice-Chairperson, Secretary, RD and RD-A be the co-signers on the checks.
- VI.** The Treasurer shall make a written financial report of contributions and expenditures at each regularly scheduled meeting of the IRSC, as well as, an annual report at the Winter IRSCM. The Treasurer may also be responsible for bulk purchases of literature for the Region.
- VII.** At the RSC level of service , there should be only one person handling the funds, the Treasurer.
- VIII.** A financial review of the IRSC financial records should take place at least once a year, or when there is a change in Treasurers. All the financial records of the IRSC should be reviewed. Suggested procedures for the financial review are;
  1. The IRSC Executive Committee, excluding the Treasurer, should determine when a financial review is to take place and should not be predictable.
  2. It is recommended that no more than 24 Hours notice be given prior to the review.
  3. Those conducting the review MUST take physical possession of all records, statements, inventories, and petty cash.
  4. The Treasurer should be available to the review committee in order to assist and answer questions, if necessary.

## 12.- Finances (continued)

5. A financial review should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.

**IX.** Updating the checking account signature card should be the first order of business for a newly elected Treasurer.

**X.** All IRSC funds, including sub-committee quarterly funds will be distributed through the IRSC treasury.

**XI.** The IRSC will maintain a **prudent reserve** equal to one quarter's normal operating expenses including the approved budgets of all financially dependent sub-committees. The IRSC Treasurer shall keep the IRSC informed of the prudent reserve amount.

**XII.** Financial reimbursement requests can be made only by IRSC members and must be accompanied by a valid receipt.

**XIII.** Financial requests, including sub-committee request above and beyond the respective approved budget, must be approved by the RCMS.

**XIV.** If excess funds exist after a financial request has been forwarded, leftover moneys need to be returned to IRSC treasury within three (3) days, either in person or by mail.

**XV.** All persons submitting moneys to the IRSC will be issued a receipt.

**XVI.** Receipts must be presented within thirty (30) days for moneys advanced from the IRSC treasury.

**XVII.** Travel expenses requests must be submitted in writing to the IRSC Treasurer and approved by the RCMS.

**XVIII.** IRSC Treasurer shall retain copies of approved sub-committee budgets.

**XIX.** In the event of mishandling of funds of the IRSC or theft, Board of Trustees Bulletin #30- Theft of NA Funds (**see Addendum D**) should serve as a guide for action to be taken by the Iowa Regional Service Committee.

**XX.** Operating expenses include:

1. Copying and distribution of agenda and minutes.
2. Hall rental and lunch for the IRSCM.
3. P.O. Box rental.
4. All expenses as approved by the IRSC (i.e. sub-committee budgets, RD & RD-A WSC expenses, etc)
5. Rental of space for archives.

**XXI.** The deposits are to entered separately in the checkbook.

**XXII.** That the money be deposited into the bank within 5 business days after Region.

**XXIV.** The Iowa Regional P.O. Box is in Des Moines. The Regional Chair will delegate an individual from SCANA to be responsible for checking the P.O. Box at least twice a month, and to promptly forward mail to the appropriate officers in the Region. Mailing costs will be reimbursed by the IRSC.

### **13.- CAR Conscience Gathering Day:\***

**I. Pre-CAR Review** - On the Sunday following the Winter IRSCM, there shall be a review of the CAR. The suggestions for this review are:

1. The Regional Delegates shall co-chair the open forum discussion on issues from the CAR.
2. Since the Review is to be held in an open forum setting, all members of NA are encouraged to participate.
3. The purpose of this day is to provide the Region an opportunity to have questions answered, and confusing issues clarified.
4. All IRSC members should attend this day.

### **II. CAR Conscience Gathering Day:**

1. At least once every two years, beginning year 2000, prior to the bi-annual meeting of the World Service Conference, the Regional committee organizes a CAR Conscience Gathering Day.
2. The location of the CAR Gathering Conscience Day to be in Marshalltown, Iowa.
3. CAR Conscience Gathering Day brings representatives of NA Groups together with RCMs, Regional Delegates, and any interested NA members for the purpose of developing a conscience concerning issues affecting Narcotics Anonymous worldwide. That direct contact between the Groups and the Conference helps ensure lines of communication will be open in order to keep our World Services attuned to the needs of our fellowship. Without this kind of communication, it would be much more difficult for the World Service Conference to effectively address the concerns of the NA Groups.
4. The CAR Conscience Gathering Day will start with all participants gathered together for an opening address.
5. The participants shall number off into smaller groups of between seven (7) and fifteen (15) people so that everyone can take a meaningful part in the discussion.
6. These discussion groups, led by RCMs, consider a variety of issues related to World Services.
7. When panel discussions conclude, all participants will gather in a large group to hear reports from a spokesperson selected by each small group.
8. A sharing session, in which all participants are encouraged to speak their mind, follows the reports.
9. These discussions give the delegates a clear indication of the Region's conscience concerning world issues, indications that will guide the delegates when participating in the World Service Conference.
10. While this day is an open forum setting, only RCM RCM-As or appropriate proxies may vote where applicable.
11. **Note:** The Regional Delegates shall be available to assist any Area with questions that arise pertaining to the CAR prior to the CAR Conscience Gathering Day.
12. \* Replaces Regional Assembly in the Guide to Local Services, page 96.\*

**14.- Iowa Regional Convention of NA:**

I. The IRCNA Committee is recognized as an IRSC sub-committee. Yet, this committee is also a separate entity unto itself. The IRCNA Host Committee is responsible to the IRCNA Committee.

**II. IRCNA STANDING COMMITTEE**

**1. PURPOSE & SCOPE**

- A. To maintain an inventory of physical and intellectual properties necessary to the production of the IRCNA which include but not limited to;
  - a) Banners of previous conventions.
  - b) Record of final reports of previous conventions.
  - c) Silk screens, flyers and previous registration forms.
- B. To help ensure the continuity of functions during the planning and production of the convention.
- C. To coordinate the bid/rotation process.
- D. To maintain the memorial.
- E. To present to the IRSCM a final report.
- F. To order merchandise for the Host Committee, after the Host Committee has made its decision of which items to purchase.
- G. To assist the Host Committee in the development of the contract with hotels and/or vendors.
- H. To actively seek out mercadise companies in order to increase the buying power of the IRCNA Committee.
- I. Will develop and maintain a speaker tape library for the sole purpose and use of the IRCNA Committee.

**2. OFFICERS- DUTIES & QUALIFICATIONS**

**A. Chairperson:**

- a) Reports directly to the IRSCM Quarterly in person with written report.
- b) Facilitates the regular quarterly meeting and all other meetings of the Standing Committee.
- c) Term of service shall be two (2) years.
- d) Clean time requirement shall be five (5) years.
- e) Previous IRCNA experience is to be part of service resume.
- f) Will be available to assist the hosting IRCNA Committee as need throughout the planning time as well as during the actual Convention.
- g) Will attend the Host Committee meetings on a rotation basis with members on the Standing Committee.
- h) Shall not serve as a member of the IRCNA Committee while serving on the Standing Committee.

**B. Vice-Chairperson:**

- a) Reports directly to the IRSCM in the absence of the Chairperson.
- b) Facilitates the regular Quarterly meeting and all other meetings of the Standing Committee in the absence of the Chairperson.
- c) Term shall be two (2) years with no automatic ascension to Chairperson.
- d) Clean time requirement of shall be two (2) years.
- e) Previous IRCNA Officer experience should be part of service resume.

**14.- Iowa Regional Convention of NA (continued)**

**B. Vice-Chairperson:**

- f) Will be available to assist the hosting IRCNA Committee as needed throughout the planning time as well as during the actual Convention.
- g) Will attend the Host Committee meetings on a rotation basis with other members of the Standing Committee.
- h) Shall not serve as a member of the IRCNA Committee while serving on the Standing Committee.

**C. Secretary:**

- a) Records and presents minutes of all Standing Committee meetings.
- b) Term of service shall be one (1) year.
- c) Clean time requirement shall be three (3) years.
- d) Previous IRCNA experience is to be part of service resume.
- e) Organizes and maintains all IRCNA archival materials.
- f) Will be available to assist the Host Committee as needed throughout the planning time as well as during the actual Convention.
- g) Will attend the Host Committee meetings on a rotation basis with the other members of the Standing Committee.
- h) Shall not serve as a member of IRCNA Committee while serving on the Standing Committee.

**D. Treasurer:**

- a) Oversees the checking account and financial activities of the Host Committee.
- b) Reviews and presents the closing statement of each Convention to the IRSCM and Secretary of the Standing Committee.
- c) Clean time requirement of five (5) years.
- d) Previous Treasurer or financial management experience to be included in service resume.
- e) Will be available to assist the Hosting Committee as needed throughout the planning time as well as during the actual Convention, especially with the monies of the Convention.
- f) Will perform an audit after the Host Committee as closed the checking account and turned over all books.
- g) Will be responsible for formulating and maintaining a standard accounting method for all Hosting Committees.
- h) Will assist the Secretary as needed in maintaining archives.
- i) Will attend the Host Committee meetings on a rotation basis with other members of the Standing Committee.
- j) Shall not serve as a member of the IRCNA Committee while serving on the Standing Committee.

**III. Host Committee:**

**1. Purpose & Scope**

- A. To develop the Convention theme.
- B. To develop workshop themes and assign workshop leaders.
- C. To design the Convention logo.
- D. To design the Convention banner.
- E. To obtain appropriate speakers.
- F. To secure an appropriate location.

**14.- Iowa Regional Convention of NA(continued)**

**III. Host Committee:**

**1. Purpose & Scope**

- G. To organize volunteers to man the Convention.
- H. To prepare the final report and present it to the Standing Committee.

**2. Host Committee Officers:**

**A. Chairperson:**

- a) Clean time requirement of Five (5) years.
- b) Duties to include:
  - (i) Facilitates any Host Committee Meetings.
  - (ii) attending and presenting a written report to the Standing Committee Meetings, being a co-signer of Host Committee checking account.
  - (iii) Being a signer of the final report.
  - (iv) To delegate authority when necessary.
- c) Will report to the Standing Committee via a detailed written report before each IRSCM.

**B. Vice- Chairperson:**

- a) Clean time requirement of two (2) years required.
- b) Duties include:
  - (i) Facilitates the Host Committee Meeting in absence of the Chairperson, attending and presenting a written report to the Standing Committee in the absence of the Chairperson.
  - (ii) To oversee sub-committee's activities.

**C. Secretary:**

- a) Clean time requirement of two (2) years.
- b) Duties to include:
  - (i) Record and file minutes of all Host Committee Meetings.
  - (ii) Keep accurate minutes of Host Committee Meetings.
  - (iii) Is responsible for the maintenance of all material provided by the Secretary of the Standing Committee.

**D. Treasurer:**

- a) Clean time requirement of five (5) years.
- b) Duties to include:
  - (i) Co-signer of Host Committee checking account.
  - (ii) Maintains records of all transactions of the Convention, assists with preparation and co-signs the Final Report.

**E. Sub- Committee Chairs:**

- a) Clean time of eighteen (18) months.
- b) Duties to include:
  - (i) As necessary to the committee.
  - (ii) Attend Host Committee Meetings.
  - (iii) And, present a written report to the Host Committee.

**14.- Iowa Regional Convention of NA(continued)**

**IV. Finances:**

1. IRCNA shall be responsible for their own finances/funds. IRCNA shall not depend on IRSC monies.
2. \$2,000 start-up fee is presented to Host Committee, This should be done ASAP. and no later than the Summer IRSCM.
3. After the start-up fee is presented to the Host Committee, the previous Host Committee shall turn over any excess funds to the IRSC.
4. The IRCNA Standing Committee will inventory any leftover merchandise and/or supplies, and after the inventory is completed all necessary items will become the property of the new Host Committee upon the closing of the Convention.

**V. Rotation:**

1. IRCNA shall be rotated around the Iowa Region by the following process.
2. No Area may host more than once every five (5) years.

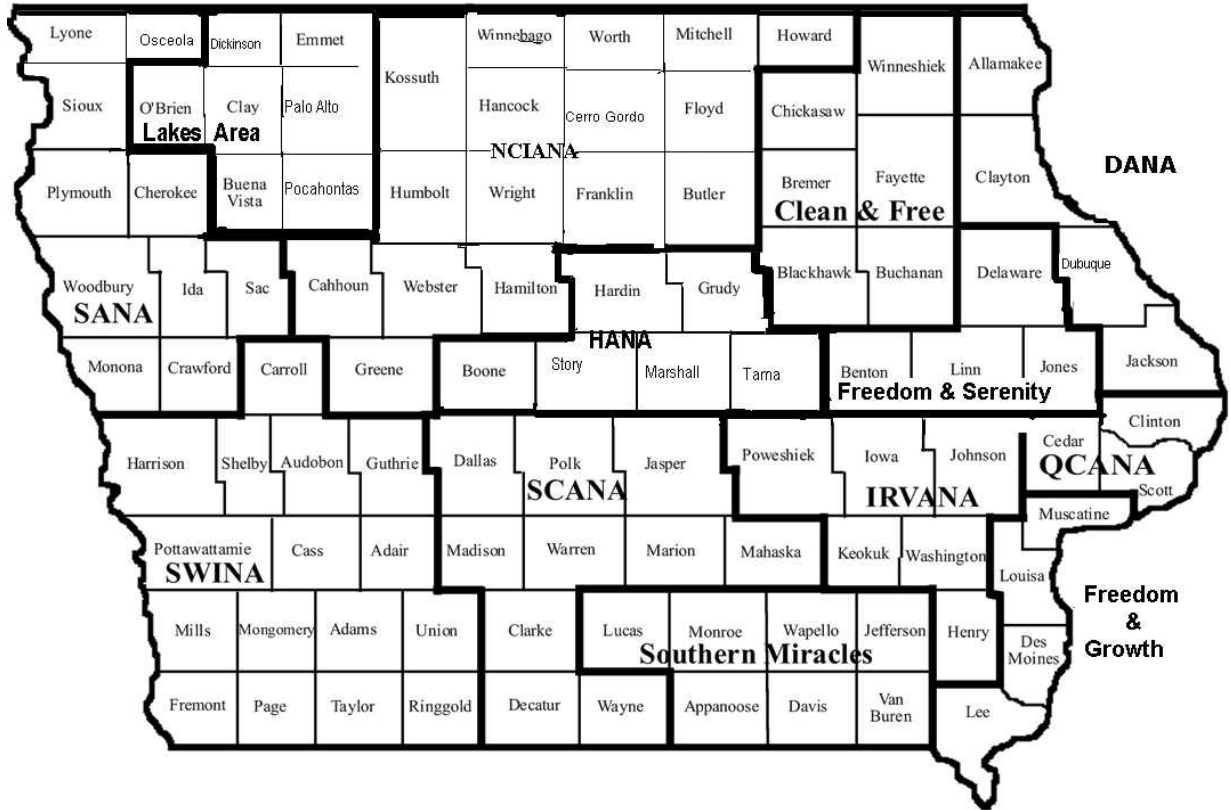
**VI. Convention Bids:**

1. All ASC's that per policy are available to host the Convention will be notified by the Standing Committee at the Summer IRSCM approximately 24 Months prior to the convention. This notification shall be written and will include Iowa Regional Bid (IRCB) form and will be presented to the Area's Delegate.
2. Hosting Areas shall submit a completed IRCB for to the Standing Committee at the Winter IRSCM approximately 18 months prior to the Convention. If all information is not completed the bid will be called out of order by the Standing Committee and will not be presented to IRSC for consideration.
3. All ASC's that wish to put forth a bid will so to the Standing Committee at the Winter IRSCM in a closed session meeting, during the lunch break.
4. Bid Packages must include the following:
  - A. Where the Convention will be held.
  - B. Approximate cost of the Convention.
  - C. Any plans the committee has developed.
  - D. The proposed Convention Chairperson & Treasurer along with service resume's.
  - E. Why the Area placing the bid thinks they are the best site for the Convention.
5. The Standing Committee will compile all information from the IRCB's (Iowa Regional Convention Bid) submitted to a spreadsheet to be distributed to the RCM's at the Winter IRSCM.
6. All RCM's will be given time on the floor at the Winter IRSCM for questions and answers.
7. Approval of the bid shall occur before or at the Spring IRSCM.
8. If only one (1) is presented at the Winter IRSCM approval of that bid could take place at that time.
9. There will be no recommendations from the Standing Committee on which Area would be best suited to host the Convention.
10. In case of multiple bids, the Standing Committee in a closed session take a vote and present their vote to the IRSC Chairperson to be used in case of a tie vote by the RCM's.

**14.-Iowa Regional Convention of NA(continued)****VII. Convention Policy**

1. The Standing Committee Officers will be approved by the IRSC.
2. Whenever possible, it is suggested that the IRCNA Treasurer (both Standing and Host) holds no other Treasurer positions.
3. Each IRNA Committee shall use the underlying theme of "More Will Be Revealed". As well as using Chapter 10 of the Basic Text, "More Will Be Revealed", to find a theme for the Convention.
4. Banners of IRCNA past and present shall be displayed on the weekend of the Convention. The Standing Committee shall be responsible for the storage and maintenance of all banners.
5. IRCNA shall be held on the Fourth of July weekend, or as close as possible.
6. No fund raising (special event) shall be done by an IRCNA Committee.
7. Note: This pertains to raising funds for the IRCNA Treasury, or any projects that pertain to enhancing IRCNA Property.
8. Raffle tickets shall be sold in the Merchandise Room. At 10:00PM on Saturday night, the Committee will begin to post numbers. Winning numbers will be posted until the end of the dance, and again on Sunday morning until the end of the Convention.
9. No check cashing will be done at IRCNA.
10. Merchandise funds, registration funds, and newcomer funds will be kept separate.
11. Visiting Regions may sell merchandise on Sunday morning. This shall be done away from IRCNA's merchandise.
12. The next Host Committee may sell pre-registrations on Sunday morning.
13. It is suggested that the IRCNA Committee provides travel arrangements, hotel room, and registration package (full) for the main speaker and their significant other.
14. The Standing Committee along with the Host Committee shall record any difficulties incurred and resulting solutions in an on going log.
15. IRCNA Committee shall follow WCC guidelines to the best of their ability.
16. IRCNA shall not refund any registration costs.
17. Any screen prints used for merchandise and fliers are property of IRCNA. They shall be purchased by the Host Committee, then inventoried and stored by the Standing Committee.
18. The Host Committee shall meet on a regular and timely basis.
19. The Host Committee shall attend the IRSCM.
20. The Standing Committee shall attend **all** Host Committee meetings on a rotation basis.
21. The host committee in conjunction with the Standing Committee shall be responsible for final contracts for the hotel and food vendors.
22. The Standing Committee and the Host Committee Treasurers will co-supervise monies during the Convention.
23. The Standing Committee in conjunction with Regional P.I. shall oversee any planned encounters with the press.
24. The Saturday main meeting speaker shall be from outside of Iowa.
25. The Sunday morning speaker shall be provided by hosting Area or other Area in Iowa.

## Addendum B: Iowa Region Map





## **ADDENDUM C Regional H & I Subcommittee Guidelines**

### **I. Basic Purpose:**

The RSC H&I Subcommittee serves the needs of all the areas within the Iowa Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship.

**II. Function of the Subcommittee** Is a resource for members, groups, and areas in their H&I efforts by providing supplies, information and other materials necessary to better carry the message.

***This subcommittee does not supply literature for this purpose.***

1. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength and hope.
2. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
3. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
4. Performs any other activities that benefit the H&I efforts in the Iowa Region.
5. This committee shall follow WSC Guidelines.

**III. Subcommittee Membership** Membership on the regional H&I subcommittee shall consist of the chairperson, vice chairperson, secretary, and chairpersons of area H&I subcommittees or their designated representative as well as any member of the fellowship who wishes to better carry the message to hospitals and institutions.

### **IV. Sample Agenda**

1. Opening Prayer
2. Read Twelve Traditions
3. Read Concepts
4. Read basic purpose and functions of the RSC H&I Subcommittee
5. Secretary report (last meetings minutes)
6. Administrative committee reports (activities since last meeting)
7. Budget expenditures
8. Area reports
9. Old Business
10. Elections
11. New business.
12. Review of upcoming subcommittee activities and motions for the RSC.
13. Announcements.
14. Closing Prayer.

**V. Voting:** Voting members of the regional H&I subcommittee shall be the area H&I subcommittee chairperson or the designated representative such as the area H&I vice chairperson, the RCM or the RCM Alt., the area vice chairperson, or chairperson, or an appointed member of the area H&I subcommittee. The RSC H&I vice-chairperson and the RSC H&I secretary each have one vote.

## **Addendum C Iowa Regional Subcommittee Guidelines (continued)**

**V. Voting:** The RSC H&I Chairperson only has a vote in case of a tie.

### **VI. Qualifications and Responsibility of Officers**

#### **1. Chairperson**

- A) Is elected by the Regional H&I Subcommittee and is approved by the IRSC as per it's guidelines at the spring (June) IRSCM.
- B) Must have abstained from all drugs for at least 2 years.
- C) Must have at least 2 years experience in regional H&I work and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts through application.
- D) Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.
- E) Prepares a report for each IRSC meeting and makes all motions on behalf of and is the voice of the H&I Subcommittee.
- F) Coordinates and is responsible for all work done by the subcommittee.
- G) Is available to answer questions from the area H&I subcommittees.
- H) Prepares a budget with the subcommittee at the winter IRSCM.
- I) Submits budget for approval and the yearly report to the IRSCM at the Spring IRSCM. (Yearly report should included the following:)
  - (a) Accomplishment of past goals
  - (b) Problems and solutions
  - (c) Expenditures, if any
  - (d) Goals of the committee for the year
  - (e) Budget proposals (new)
  - (f) Any known plans for activities during the next year
- J) If necessary, the chairperson may be removed by a 2/3-majority vote for the following reasons: Relapse, missing 2 (two)consecutive IRSC meetings, failure to carry out the responsibilities outlined above, and/ or misappropriation of funds.

#### **2. Vice Chairperson**

- A) Is elected by the H&I subcommittee at the spring (June) IRSCM.
- B) Must have abstained from all drugs for at least two years.
- C) After completion of the term, the vice-chairperson will move up to chair if approved by the H&I subcommittee.
- D) Must have at least one year experience in regional H&I work and a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts through application.
- E) Must attend all meetings of the subcommittee as well as the IRSCM.
- F) Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
- G) Performs the duties of the chairperson in his/or her absence.
- H) If necessary, the vice-chairperson may be removed by a 2/3-majority vote for the following reasons: Relapse, missing 2 (two)consecutive misappropriation of funds.

#### **3. Secretary**

- A) Is elected by the H&I subcommittee at the spring (June) IRSCM.
- B) Must have abstained from all drugs for at least one year.

### **Addendum C Iowa Regional H&I Sub-Committee Guidelines (continued)**

#### **3. Secretary**

C) Must have at six months experience in regional H&I work and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts through application

D) Must have a certain amount of clerical skills.

E) Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for the approval of the chairperson within fourteen days for distribution to all subcommittee members.

F) Works with the chairperson to ensure the smooth operation of the H&I subcommittee.

G) If necessary, the secretary may be removed by a 2/3-majority vote for the following reasons: Relapse, missing 2 (two) consecutive IRSC meetings, failure to carry out the responsibilities outlined above, and/ or misappropriation of funds.

**VII. Learning Days:** The Iowa Regional H&I subcommittee will host Regional H&I Learning days to educate the members of the fellowship about hospitals and institutions work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.

1. The following items should be discussed and taken into consideration in planning for Iowa Regional H&I Learning Days:

#### **A. Hosting Area's Responsibilities:**

(a) An ASC H&I Chairperson or the ASC designated representative should request an H&I learning day to be hosted in their area.

(b) The Area that is hosting the learning day will find a suitable location for the event, and will be responsible for mailing 5 (five) fliers to each area post office box, in order to inform the fellowship.

(c) The hosting area will be in charge of all set up and clean up necessary for this event.

(d) The hosting area will communicate the learning day information with their local Public Information committee. H&I learning days should be held in conjunction with PI subcommittees so that members of both will become better informed about the activities and functions of each.

#### **B. Iowa Regions H&I Subcommittee's Responsibilities:**

(a) Coordinate the event with other subcommittees to avoid conflict with other functions.

(b) Prepare an appropriate budget. The budgeted amount for H&I Learning Days is not to exceed \$200.00 per event.

(c) Prepare an appropriate format.

(d) Choose qualified members to speak and/or to lead discussions and question and answer sessions.

(e) Make available copies of the H&I Handbook, Reaching Out, Behind the Walls, and other appropriate H&I materials.

## **ADDENDUM D Theft of NA funds (Bulletin #30)**

### **WHEN SAFEGUARDS FAIL**

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!"

But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation. Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all, involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen? If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement. A report about the situation should be published, and regular reports on the status of the

restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps. If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

### **RESOLUTION AND RECOVERY**

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

(Revised 7/99)

## **Addendum A: Readings**

### **I. Service Motivation (Reprinted from Basic Text, Narcotics Anonymous, 5th ed., p. xvi)**

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

### **II. Twelve Traditions (Reprinted from Basic Text, Narcotics Anonymous, 5th ed., p. 57)**

We keep what we have only with vigilance, and 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 NA 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 the 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 NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA 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 tradition, ever reminding us to place principles before personalities.

Understanding these principles comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our traditions. The Twelve Tradition of NA are not negotiable. They are the guidelines that keep our fellowship alive and free. By following these guidelines in our dealings with others and society at large we avoid many problems. That is not to say that our traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individual and groups outside the fellowship.

However when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those our predecessors had to face. Their hard-won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

### **III. Regional Service Committee Statement**

The regional committee exists to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members elected by the region's member areas. RSCs organize assemblies at which group service representatives and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference.

### **IV. Twelve Concepts (Reprinted from The Twelve Concepts for NA Service, p. 1-2) (Reprinted from The Twelve Concepts for NA Service, p. 1-2)**

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 responsibilities 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 position that body can petition that body for the redress of a personal grievance.
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.









