



California Mid-State Region
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1 **GUIDELINES FOR THE**
2 **CALIFORNIA MID-STATE**
3 **REGIONAL SERVICE COMMITTEE**
4 Adopted 20 December 2008
5 Exempt Organization Sections Added 14 May 2010
6 Amended January 18, 2020

7
8 **ARTICLE ONE (1)**
9 **BOUNDARIES**

10 **SECTION 1.**

11 This body shall be known as the California Mid-State Regional Service
12 Committee of Narcotics Anonymous (CMSRSCNA). This Committee shall serve that
13 portion of California that falls into the northern most portion of the San Joaquin County
14 line including Calaveras County and Amador; to the eastern most portion of the
15 Calaveras, Tuolumne, Mariposa, Madera, Fresno and Tulare County lines; to the
16 southern most portion of the Kings-Tulare County lines; to the western most portion of
17 the Kings, Fresno, Merced, Stanislaus and San Joaquin County lines; and any other
18 group of Narcotics Anonymous (NA) that should choose to affiliate with this Region by
19 majority approval of the CMSRSCNA.
20

21 **ARTICLE TWO (2)**
22 **PURPOSE**

23 **SECTION 1.**

24 The purpose of the California Mid-State Regional Service Committee
25 (CMSRSC) is to be supportive to its Areas in furthering their primary purpose by
26 linking together the Areas within this Region, and the rest of the Fellowship outside of
27 this Region; to help Areas deal with their basic situations and needs, and to encourage
28 the growth of the Fellowship.
29

30 **SECTION 2.**

31 The California Mid-State Regional Service Committee is organized under California law as an
32 unincorporated membership benefit association.
33 This organization is a nonprofit public benefit organization providing charitable and
34 educational support for its members and the public, and is not organized for the private
35 gain of any person.
36 These guidelines shall serve as the founding documents, constitution, and by-laws of this committee.
37

38 **SECTION 3.**

39 No substantial part of the activities of this organization shall consist of carrying
40 on propaganda or otherwise attempting to influence legislation, and the organization
41 shall not participate or intervene in any political campaign (including the publishing or

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42 distribution of statements) on behalf of any candidate for public office.

43

44 **SECTION 4.**

45 The assets of the CMSRSC must be permanently dedicated to its exempt purposes. And if the
46 CMSRSC dissolves, its assets must be distributed to an exempt organization meeting the requirements
47 of I.R.S. section 501(c)(3).

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49

ARTICLE THREE (3)

50

MEMBERS

51 **SECTION 1.**

52 General membership in the CMSRSC shall be open to all individuals who share
53 in the stated purpose of this committee.

54 This committee shall be comprised of:

- 55 A. The Regional Committee Member (RCM) and the Regional
56 Committee Member Alternate (RCMA) from the established
57 Areas that fall within the boundaries set forth.
- 58 B. The Administrative Committee.
- 59 C. Regional Information Coordinator (RIC).
- 60 D. Regional Delegate (RD) and Alternate Delegate (AD).
- 61 E. Convention Committee and Special Event Chairpersons.

62

63 **SECTION 2.**

64 Voting membership shall be comprised of the Regional Committee Members
65 (RCMs). Their duly elected Alternates will vote only in the absence of the RCM

66

67 **SECTION 3.**

68 A quorum shall consist of more than one-half (1/2) of the active RCMs, or
69 business requiring a vote shall not be conducted.

70

71 **SECTION 4.**

72 All members of NA are welcome to attend regular CMSRSC meetings as non-
73 voting members, using their representative as the channel by which to communicate.

74 At the discretion of the Chairperson, a non-voting member may be given the
75 opportunity to address the CMSRSC.

76

77

ARTICLE FOUR (4)

78

FUNCTIONS

79 **SECTION 1.**

80 Hold regular monthly CMSRSC meetings, or more often if needed, in a
81 designated location.

82

83 **SECTION 2.**

84 Record and distribute minutes of all regular CMSRSC meetings to the CMSRSC
85 members. Any NA member may request a copy of the CMSRSC minutes. Upon
86 request, minutes shall be mailed to Area Service Committee (ASC) Chairpersons within
87 the Region. No business shall be conducted without written minutes being taken.

88

89 **SECTION 3.**

90 Maintain a PO Box.

91

92 **SECTION 4.**
93 Maintain a bank account with a prudent reserve of 33% of the six (6) month
94 budget forecasts.

95 **SECTION 5.**
96 Hold a Convention, every other year, within the Region.
97 The Convention Committees Guidelines that have been adopted by the
98 CMSRSC are attached hereto and incorporated herein as **Addendum "A"** to these
99 Guidelines. The Convention Committee will operate under these adopted Guidelines as
100 specified in **Addendum "A"** to these Guidelines.
101

102 **SECTION 6.**
103 Contribute to the growth of NA as a whole, by supporting open communication
104 between the World Service Conference (WSC), Narcotics Anonymous World Services
105 (NAWS), the membership within this Region and the Fellowship of NA as a whole.
106

107 **SECTION 7.**
108 Maintain the Regional Information Coordinator (RIC), Convention, ad hoc
109 committees, and Behind the Walls Program in their endeavors to respond to the needs
110 and directives of the membership of the Region as they arise.
111

112 **SECTION 8.**
113 The Chairperson may call special meetings. A special meeting may also be
114 called upon by request of five (5) active voting members. The purpose, place and time
115 of the meeting shall be stated in the call to all members. All meetings, special or
116 otherwise, will comply with these Guidelines to the best of our ability.
117

118 **SECTION 9.**
119 Provides a copy of the most recently adopted **California Mid-State Regional**
120 **Service Committee Guidelines** to all new participants of the CMSRSC.
121

122 **ARTICLE FIVE (5)**
123 **ADMINISTRATIVE BODY**

124 **SECTION 1.**
125 The Administrative Body shall consist of the Chairperson, Vice-Chairperson, Secretary,
126 Treasurer, Assistant-Treasurer, RD, AD, the RIC and the RIC-Alternate (RIC-A), the Web
127 Servant and Alternate Web Servant, the CMSRCC Chairperson, and the Behind the Walls
128 Coordinator.

129 The Executive Committee shall consist of the Chairperson, Vice-Chairperson,
130 Secretary, Treasurer, and Assistant-Treasurer.

131 The members of this body shall perform the duties prescribed by these Guidelines, "*A*
132 *Guide to Local Service in Narcotics Anonymous*" (GLS), their successors and the parliamentary
133 procedures adopted by this Committee as set forth in *Robert's Rules of Order, Newly Revised*.

134 The members of the Administrative Body shall provide monthly written reports to the
135 CMSRSC.
136

137 **SECTION 2.**
138 **CHAIRPERSON:**
139 A. A suggested minimum of four (4) years continuous abstinence
140 from all drugs.
141 B. Shall be requested to sign an agreement of financial
142 responsibility as outlined in our Anti-Theft Policy (see **Article 11**)

143 **Funds, Section 8 Anti Theft Policy).**

144 DUTIES:

- 145 1. Arranges the next CMSRSC meeting agenda following
146 the current CMSRSC meeting.
- 147 2. Presides over all regular business meetings of the
148 CMSRSC. Must be capable of conducting business
149 meetings with a firm yet understanding hand.
- 150 3. Co-signer on the CMSRSC bank account and maintains
151 the CMSRSC archives.
- 152 4. The Chairperson may serve a maximum of two (2)
153 consecutive years if so elected by CMSRSC. (See **Article**
154 **9 Elections, Section 5** of these Guidelines)
- 155 5. A Holder of the CMSRSC PO Box key. May designate a
156 regular member of CMSRSC to pick-up mail.
- 157 6. Ensures all new participants of CMSRSC are provided a
158 copy of the current CMSRSC Guidelines.

159 SUCCESSION:

160 In the absence or incapacity of the chair the vice-chair assumes
161 the duties and obligations of the chair until the chair is able to
162 resume. In the event of the death, resignation, or removal of the
163 chair the vice-chair automatically becomes chair for the
164 remainder of the term, and the vacancy to be filled arises in the
165 office of vice-chair.

166 **SECTION 3.**

167 VICE-CHAIRPERSON:

- 168 A. A suggested minimum of three (3) years continuous abstinence
169 from all drugs.
- 170 B. Willingness and ability to become Chairperson upon approval of
171 the CMSRSC. (See **Article 9 Elections, Section 5** of these
172 Guidelines.)
- 173 C. Shall be requested to sign an agreement of financial
174 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
175 **Funds, Section 8 Anti Theft Policy**).

176 DUTIES:

- 177 1. In the absence of the Chairperson, the Vice-chairperson
178 will perform the duties of the Chairperson, as contained in
179 these Guidelines.
- 180 2. Stays informed of the Regional Information Coordinator's
181 (RIC's) projects, and is available for any problems which
182 may arise.
- 183 3. Co-signer on the CMSRSC bank account.
- 184 4. Acts as parliamentarian for the CMSRSC.
- 185 5. Maintains the Regional Policy & Adopted Motion Log to
186 ensure accurate implementation of the will of the RCMs.
- 187 6. The Vice-chairperson may serve a maximum of two (2)
188 consecutive years if so elected by this CMSRSC. (See
189 **Article 9 Elections, Section 5** of these Guidelines.)
- 190
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192 **SECTION 4.**

193 SECRETARY:

- 194 A. A suggested minimum of two (2) years continuous abstinence
195 from all drugs.
196 B. Shall be requested to sign an agreement of financial
197 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
198 **Funds, Section 8 Anti-Theft Policy**).

199 DUTIES:

- 200 1. Responsible for keeping accurate minutes of each regular
201 CMSRSC meeting.
202 2. Responsible for retaining actual written motions presented
203 to the CMSRSC and keeping accurate recording of any
204 verbal motions presented.
205 3. Responsible for printing and distributing minutes of all
206 regular CMSRSC meetings.
207 4. Keeps records on hand at each CMSRSC meeting of
208 current and previous year's meetings. Passes the previous
209 year's minutes to the CMSRSC Chairperson at the end of
210 office term for a compilation into the CMSRSC archives,
211 and passes the current year's minutes onto the incoming
212 Secretary.
213 5. Maintains an up to date mailing list of CMSRSC
214 participants as well as telephone numbers and email
215 addresses, if available, and distributes them quarterly.
216 6. A holder of the CMSRSC PO Box key, and handles
217 correspondence.
218 7. The Secretary may serve a maximum of two (2)
219 consecutive years if so elected by this CMSRSC. (See
220 **Article 9 Elections, Section 5** of these Guidelines.)
221

222 **SECTION 5.**

223 TREASURER:

- 224 A. A suggested minimum of five (5) years continuous abstinence
225 from all drugs.
226 B. Working knowledge of procedures which includes, but is not
227 limited to, budgeting expenses, balancing books, keeping
228 accurate ledgers and worksheets, paying bills, maintaining the
229 prudent reserve and basically following treasury format
230 previously developed by the CMSRSC.
231 C. Shall be requested to sign an agreement of financial
232 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
233 **Funds, Section 8 Anti Theft Policy**).

234 DUTIES:

- 235 1. Custodian and Co-signer of the CMSRSC bank account.
236 2. Responsible for maintaining an accurate financial record
237 using Quickbooks financial software.
238 3. Responsible for tracking budgets and expenditures of
239 each Admin. Body position, in spreadsheet format, to
240 maintain budget accountability.

- 241 4. Responsible for disbursements of CMSRSC funds, as
242 approved.
243 5. Responsible for submitting a written report to the
244 CMSRSC of it's current financial standing, including a
245 copy of the current bank reconciliation, as of each
246 business meeting. Will establish Prudent Reserve
247 monetary amount for each Budget Cycle using formula
248 set forth in these Guidelines and a fiscal year end
249 financial summary showing month-by-month expenses,
250 income and balance.
251 6. Works closely with chosen accountant to ensure all taxes
252 are paid in a timely manner. Will serve as contact person
253 as needed.
254 7. The Treasurer may serve a maximum of two (2)
255 consecutive years if so elected by this CMSRSC. (See
256 **Article 9 Elections, Section 5** of these Guidelines.)
257

258 SECTION 6.

259 ASSISTANT-TREASURER:

- 260
- 261 **1. REQUIREMENTS:**
- 262 a. A minimum of five (5) years continuous clean time.
263 b. Prior service experience at the Area or Regional level.
264 c. A demonstrated stability in their local community.
265 d. Willingness and ability to become Treasurer upon approval of the
266 CMSRSC.
267 e. Shall sign a Memorandum of Financial Responsibility, (**MOFR**),
268 as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section**
269 **8 Anti-Theft Policy**).
- 270
- 271 **2. DUTIES:**
- 272 a. Assists the Treasurer and works at the direction of the
273 Treasurer.
274 b. Acts as and assumes all responsibilities of the Treasurer in the
275 absence of the Treasurer.
276 c. Works closely with the Treasurer at all times checking all
277 paperwork to ensure accuracy.
278 d. Co-signer on the Committee's bank account.
279 e. The Assistant-Treasurer may serve a maximum of two (2)
280 consecutive years if so elected by this CMSRSC.
281

282 SECTION 7.

283 REGIONAL DELEGATE (RD):

- 284 A. A suggested minimum of five (5) years continuous abstinence
285 from all drugs.
286 B. A one (1) conference cycle term of service unless otherwise
287 specified by the CMSRSC. (See **Article 9 Elections, Section 5** of
288 these Guidelines.)
289 C. Shall be requested to sign an agreement of financial
290 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
291 **Funds, Section 8 Anti Theft Policy**).

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DUTIES:

1. The primary responsibility of the RD is to work for the good of NA, providing two-way communication between the Region and the rest of NA as a whole.
2. Speaks for the Members, Groups and Areas within the Region at the World Service Level, and will make every effort to keep the Region informed of the World Service Conference (WSC) agenda as soon as it becomes available, prior to the WSC each cycle.
3. Attends all regular meetings of the CMSRSC, the WSC, and as many ASCs within the Region and workshops, as possible.
4. At the direction of the CMSRSC will contact inactive Areas to determine their status.
5. Works closely with the RCMs, the CMSRSC and the RIC, is a source of information regarding the “*Twelve Traditions of Narcotics Anonymous*” and the “*Twelve Concepts for NA Service*” and provides input in matters concerning them.
6. Prior to the WSC, obtains a group conscience for items contained within the Conference Agenda Report (CAR) and a vote of confidence from the CMSRSC for items not contained within the CAR but likely to come up for action at the WSC
7. Shall facilitate a Regional Assembly in non-convention years.
8. Shall work together with the AD to write up this Region's report to the WSC. This report shall be submitted for approval of the CMSRSC at the February CMSRSC in years the WSC is held.
9. May serve on one or more of the NAWS working groups, although not as Chairperson. May not hold another CMSRSC position.
10. It is recommended that the RD serve at least two consecutive terms in the position to allow for information and training in said position. (See **Article 9 Elections, Section 5** of these Guidelines.)

SECTION 7.

REGIONAL ALTERNATE DELEGATE (AD):

- A. A suggested minimum of three (3) years continuous from all drugs.
- B. A one (1) conference cycle term of service unless otherwise specified by the CMSRSC. (See **Article 9 Elections, Section 5** of these Guidelines.)
- C. Willingness and desire to become RD after the AD's term upon approval of the CMSRSC.
- D. Shall be requested to sign an agreement of financial responsibility as outlined in our Anti-Theft Policy (see **Article 11**

341 **Funds, Section 8 Anti Theft Policy).**

342
343 DUTIES:

- 344 1. In the absence of the RD, the AD shall perform the duties
345 of the RD as previously listed, (See **Article 5, Section 6**
346 **RD Duties**).
- 347 2. Shall attend the WSC with the RD.
- 348 3. Attends all the regular CMSRSC meetings, and as many
349 of the ASC meetings as possible.
- 350 4. May serve on one or more of the NAWs working groups,
351 although not as Chairperson; may not hold another
352 CMSRSC position.
- 353 5. Shall work together with the RD to write up this Region's
354 report to the WSC. This report shall be submitted for
355 approval to the CMSRSC at the February meeting in
356 years the WSC is held.
- 357 6. It is recommended that the AD serve at least two
358 consecutive terms in the position to allow for information
359 and training in said position. (See **Article 9 Elections,**
360 **Section 5** of these Guidelines.)

361
362 **SECTION 8.**

363 A. CMSRCC CHAIRPERSON

- 364 1. Requirements:
- 365 a. A minimum of **(10)** years continuous clean time.
- 366 b. A minimum of **(5)** years prior service experience at the
367 Area or Regional level, (Admin. Body and / or California
368 Mid-State Regional Convention Committee Admin. or
369 Subcommittee Chair).
- 370 c. A demonstrated stability in their local community.
- 371 d. Has demonstrated administrative and management
372 abilities.
- 373 e. Shall sign a Memorandum of Financial Responsibility, (**MOFR**),
374 as outlined in our Anti-Theft Policy (See **Article 11 Funds,**
375 **Section 8 Anti-Theft Policy**).
- 376 f. Must be confirmed by CMSRSC.

377
378 B. CMSRCC TREASURER & ASSISTANT TREASURER

- 379 1. Both must be confirmed by CMSRSC. (See Article IV D. & E.)
- 380

381
382 **ARTICLE SIX (6)**

383 **REGIONAL INFORMATION COORDINATOR**

384
385 **SECTION 1.**

386 The Regional Information Coordinator (RIC), a one (1) person position,
387 with an Alternate; shall be elected by the voting members of CMSRSC.
388 The information coordination should include Hospitals & Institutions,
389 Public Information, Public Relations, Literature and Activities. The RIC

390 shall have the sole responsibility of maintaining the archives of their
391 areas of interest and make regular contact with the Area Sub-committees
392 in this Region. Acts as a resource to groups and members in their efforts
393 to carry the NA message. His/Her direction is to try and become the
394 most informed person regarding the respective topics within the
395 California Mid-State Region (CMSR), while upholding the “*Twelve*
396 *Traditions of Narcotics Anonymous*” and the “*Twelve Concepts for NA*
397 *Service*”.

398
399 REGIONAL INFORMATION COORDINATOR (RIC):

- 400 A. A suggested minimum of four (4) years continuous abstinence
401 from all drugs.
- 402 B. A one (1) year term of service unless otherwise by the CMSRSC.
403 (See **Article 9 Elections, Section 5** of these Guidelines.), with
404 prior service experience at the ASC or CMSRSC level.
- 405 C. Shall be requested to sign an agreement of financial
406 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
407 **Funds, Section 8 Anti Theft Policy**).

408 DUTIES:

409 1. **Public Relations:** In Narcotics Anonymous, public relations
410 simply means taking a more conscientious approach to the
411 relationships we create with the public. This is the subject of the
412 *Public Relations Handbook*; NA’s relationship with the public.
413 These relationships are usually the result of members’
414 interactions at meetings and events, members performing specific
415 service functions and members representing NA (sometimes
416 unknowingly) during the daily routine of their lives. The scope of
417 public relations is broad, and because of that, this focus is
418 designed to help all of us in the many ways we interact with the
419 public. We can think about public relations as dynamic
420 relationships. The ways we create and maintain relationships with
421 the public will continue to change and to grow over time.
422 Because of these evolving needs, the principles and planning
423 tools presented in Chapters Two and Three of the *Public*
424 *Relations Handbook* are the foundation of our efforts. When our
425 relationships with the public change, the principles and planning
426 techniques stay consistent. In addition, much of the handbook’s
427 support material will be updated regularly to meet the changing
428 needs of our public relations service efforts. Part of the
429 responsibility of the RIC is to act as a resource and keep up to
430 date on the changes implemented in the Public Relations
431 handbook, which is simply a place to begin; it is a tool members
432 can use to become more aware and informed. You are the ones
433 who will use this material to create a variety of inspired PR
434 approaches in your local communities. (Adapted from the *Public*
435 *Relations Handbook Preface*)

436 2. **Hospitals & Institutions:** Acts as a resource to groups and
437 members in their efforts to carry the NA message into hospitals
438 and institutions.

439 3. **Public Information:** Acts as a resource to groups and
440 members in their efforts to carry the NA message to non-addicts
441 and professional people. Shall also act as a vehicle to provide
442 information to agencies regarding the NA message, and to the
443 media within this Region, who request such services.

444 4. **Literature:** Acts as a resource to groups and members in
445 their efforts to participate in the review/approval process of
446 literature for Narcotics Anonymous.

447
448 5. **Activities:** Acts as a resource to groups and members in their efforts
449 to keep the Fellowship informed of the various events scheduled
450 throughout CMSR. Ensures the Web Site Regional Calendar is
451 kept up-to-date.

452 6. The RIC shall produce a written report of their past years
453 activities. This report will be given to the RD and his/her
454 Alternate no later than the January CMSRSC meeting of that
455 year, for inclusion in the Region's Annual Report to the World
456 Service Conference.

457
458 REGIONAL INFORMATION COORDINATOR ALTERNATE (RICA):

- 459 A. A suggested minimum of two (2) years continuous abstinence
460 from all drugs.
461 B. A one (1) year term of service unless otherwise by the CMSRSC.
462 (See **Article 9 Elections, Section 5** of these Guidelines.), with
463 prior service experience at the ASC or CMSRSC level.
464 C. Shall be requested to sign an agreement of financial
465 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
466 **Funds, Section 8 Anti Theft Policy**).

467
468 DUTIES:

- 469 1. Shall assist the RIC with all of the above listed duties, (**Article**
470 **6, Section 1, DUTIES 1 – 5**) and be ready to step into the RIC
471 position as necessary.

472
473 ARTICLE SEVEN (7)
474 **ad hoc or Special Committees**

475 **SECTION 1.**

476 ad hoc or special subcommittees may be established from time to time for a
477 clearly defined purpose. These subcommittees shall perform the duties prescribed by
478 the motion to commit. Further, these committees shall follow these Guidelines, "*The 12*
479 *Concepts for NA Service*", "*A Guide to Local Services in Narcotics Anonymous*", their
480 successors, and the parliamentary procedures adopted by the CMSRSC.

481
482 **SECTION 2.**

483 The CMSRSC Chairperson shall appoint ad hoc or special subcommittees, with
484 a specific time frame, unless otherwise specified in the motion to commit. Voting on
485 this motion may take place following the ad hoc Committee's report, or the next
486 regularly scheduled CMSRSC meeting, whichever comes later. As a matter of practice,
487 a definite time frame for the ad hoc Committee shall be established. The ad hoc

488 committee will disband upon completion of their assigned task, or when directed to do
489 so by the CMSRSC.

490
491 **ARTICLE EIGHT (8)**
492 **VOTING**

493 **SECTION 1.**

494 Voting on all CMSRSC motions and elections shall be limited to the voting
495 participants present as described in **Article Three (3), Section 2.** A simple majority
496 vote shall suffice except when voting on unbudgeted expenses, which will require a two
497 thirds (2/3) vote of the voting participants.

498
499 **SECTION 2.**

500 Any member of the CMSRSC may make a motion or participate in discussion,
501 however, motions must be seconded by an active voting participant.

502
503 **SECTION 3.**

504 New Areas to the Region upon arrival are active immediately.

505
506 **SECTION 4.**

507 A voting participant shall be deemed inactive after missing two (2) consecutive
508 CMSRSC meetings. Regular attendance at the CMSRSC is a part of any service
509 commitment. An inactive voting participant shall regain voting and seconding powers
510 upon attending their second consecutive CMSRSC meeting.

511
512 **SECTION 5.**

513 When voting upon motions, the CMSRSC shall follow Parliamentary
514 Procedures. Abstention votes will be counted as "blank", but will still be asked for to
515 establish the presence of Quorum. An abstention is a member's way of not voting, when
516 you do not vote "YES" or "NO", you have "ABSTAINED". If there is a large number
517 of abstentions then any member of CMSRSC or the CMSRSC Chairperson may poll the
518 abstention votes to determine if the abstention vote was cast due to lack of information,
519 indecision, or upon direction of the Area represented. If it is determined that the
520 majority of the abstention votes were due to a lack of information then the motion may,
521 at the discretion of the Chairperson, come back out on the floor for further discussion to
522 help clarify the issue.

523
524 **SECTION 6.**

525 As to matters affecting items on the World Service Conference Agenda, a
526 simple majority vote of the voting participants at the CMSRSC or the Regional
527 Assembly shall be necessary.

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531 **ARTICLE NINE (9)**
532 **ELECTIONS**

533 **SECTION 1.**

534 The following members are eligible for nomination to a CMSRSC service
535 position: Past or current members of an ASC or the CMSRSC.

536

537 **SECTION 2.**

538 Any member of the committee may nominate a qualified individual for a
539 CMSRSC position.

540
541 **SECTION 3.**

542 A six (6) month moratorium will be required for any service member resigning
543 or removed from their service position prior to completion of their current term. The
544 only exceptions will be when their resignation is to fill a newly elected position or the
545 waiver of this clause by the CMSRSC.

546
547 **SECTION 4.**

548 The term of service will be one (1) year, except for the RD and AD. Their term
549 is on one (1) conference cycle. The term of service begins at the opening of the next
550 regular business meeting.

551
552 **SECTION 5.**

553 No member shall be eligible to serve more than two (2) consecutive (full) terms
554 in the same position unless waiver of this clause is made by the CMSRSC.

555
556 **SECTION 6.**

557 CMSRSC elections shall take place in May of each year.

558
559 **SECTION 7.**

560 In cases of removal or resignation of a CMSRSC service member, an interim
561 service member shall be elected to serve the un-expired term. In the case of a mid-
562 month removal/resignation the CMSRSC Chairperson shall appoint an interim service
563 member to fill the vacated service position at the next regular CMSRSC meeting, with
564 elections to be held the following month. In the case of removal/resignation during a
565 CMSRSC meeting the CMSRSC shall elect an interim service member before closing.

566
567
568 **ARTICLE TEN (10)**
569 **REMOVALS**

570 **SECTION 1.**

571 A trusted servant may be removed from their position for non-compliance after
572 due written notification. A two thirds (2/3) vote is required for removal. Non-
573 compliance includes, but is not limited to:

- 574
- 575 A. Loss of abstinence.
 - 576 B. Non-fulfillment of the duties of their position.
 - 577 C. Non-attendance to a minimum of 2 consecutive CMSRSC
 - 578 meetings without prior notification of the CMSRSC Chairperson.
 - 579 D. Non-adherence to the Anti-Theft Policy.
 - 580 E. Physical or Verbal Abuse

581
582 **ARTICLE ELEVEN (11)**
583 **FUNDS**

584 **SECTION 1.**

585 All moneys accumulated from Area contributions and other NA sources shall be

586 deposited in a bank account/general fund within seventy-two (72) hours of the monthly
587 CMSRSC meeting, subject to disbursement by the Regional Treasurer for paying
588 obligations:

- 589 A. Expenses as budgeted.
- 590 B. Mileage may be reimbursed for attendance of regularly scheduled
591 CMSRSC meetings by Administrative Body members and the RIC
592 through an approved budget. The mileage reimbursement rate as
593 established by the CMSRSC is to be used for reimbursement.
594 Administrative Body members may choose to decline reimbursement.
- 595 C. Unbudgeted expenses may not be reimbursed without approval by a two-
596 thirds (2/3) vote of the CMSRSC.

597
598 **SECTION 2.**

599 Twice yearly, in July and January, any funds above and beyond the CMSRSC
600 prudent reserve shall be disbursed as a donation to the WSC. (This to be implemented
601 after prudent reserve and budgets are established.)
602

603 **SECTION 3.**

604 All expenditures made by the CMSRSC shall be paid by check except when
605 necessary to make other arrangements.
606

607 **SECTION 4.**

608 All CMSRSC checks shall be clearly designated to be "two (2) signatures
609 required" checks. Those authorized to sign CMSRSC checks will be:

- 610 A. The CMSRSC Treasurer;
 - 611 B. The CMSRSC Chairperson; and
 - 612 C. The CMSRSC Vice-Chairperson.
 - 613 D. The CMSRSC Assistant-Treasurer
- 614
615

616 **SECTION 5.**

617 In the event that a check is made payable to one of the authorized signers of the
618 CMSRSC bank account the situation will be disclosed to CMSRSC prior to check being
619 disbursed.
620

621 **SECTION 6.**

622 No regular expenditure shall be made from the CMSRSC treasury without
623 receipt, proof of payment or valid invoice.
624

625 **SECTION 7.**

626 The CMSRSC shall make funds available to assist the RD and/or the AD with
627 expenses accrued in carrying out Regional duties, this is to include travel, food and
628 lodging to the World Service Conference, Workshops and Western States Zonal Forum.
629

630
631 **SECTION 8.**

632 **ANTI-THEFT POLICY:**

633 The Eleventh Concept establishes the sole absolute priority for use of NA funds;
634 to carry the message. The "*Twelve Concepts for NA Service*" give the CMSRSC a

635 mandate from the NA Groups that calls for total financial accountability. With this in
636 mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

637 Should any CMSRSC Participant, Administrative Committee member,
638 subcommittee member or CMSR Convention Committee Member be found to have
639 allegedly misappropriated, or misused CMSRSC funds and/or other assets, the
640 Presiding Officer of the CMSRSC, immediately upon calling the CMSRSC meeting to
641 order, must fully disclose the alleged misuse of funds and/or other assets and the
642 individual(s) involved. Any member accused of misuse of funds and/or other assets may
643 exercise their *Tenth Concept* right to redress at this time.

644

645 A. CMSRSC ACTION:

646 The CMSRSC, once informed of the alleged misuse of funds and/or
647 other assets, may suspend the participation of individual(s) involved
648 “with cause” by a two-thirds (2/3) vote, pending investigation and
649 resolution. Having been found to have misappropriated or misused funds
650 and/or other assets, said individual(s)’ participation is immediately
651 terminated, with cause, by a two-thirds (2/3) vote. Additionally, any
652 member removed by the CMSRSC for misappropriation or misuse of
653 funds and/or other assets may not hold an elected seat on the CMSRSC
654 or its subcommittees for a period of two (2) years.

655 B. RESTITUTION:

656 Individuals removed for misappropriation or misuse of funds and/or
657 other assets, are expected to make full restitution of all CMSRSC funds.
658 Should a member removed for misuse of funds fail to make full
659 restitution said member may be subject to criminal and/or civil
660 prosecution by the CMSRSC.

661 C. Regional Trusted Servants shall be requested to sign agreements of
662 financial responsibility.

663

664 D. PROCEDURE FOR RESOLUTION.

- 665 1. Conduct a thorough review of all books and financial records.
- 666 2. Then schedule a meeting ensuring that individual who allegedly
667 misappropriated or misused funds or other assets, is informed of
668 the meeting and given the opportunity to present their point of
669 view. After all sides have been heard, a break in the meeting
670 format is taken to allow all present time to engage in prayer and
671 meditation to bring a Higher Power into the discussion and focus
672 on spiritual principles, determining the best course of action.
- 673 3. If the individual admits to the theft and agrees to pay back the
674 funds or restores other assets, a restitution agreement can be
675 developed. The individual will be notified that if the restitution
676 agreement is not adhered to legal action will be initiated based on
677 the signed and witnessed restitution agreement.
- 678 4. A report about the misappropriation shall be published, and
679 regular reports on the status of the restitution agreement shall be
680 published until the agreement is satisfied. Protecting the identity
681 of the person involved is secondary to being accountable to the
682 fellowship for its funds and ensuring that the person is not put in
683 a position where he or she may do further harm.

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5. 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, the World Service Board, and Narcotics Anonymous World Services, Incorporated as resources.
 6. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The CMSRSC may pursue a criminal prosecution of the individual(s) through the proper authorities.

701 **SECTION 9.**

702 The Executive Committee (Chair, Vice-Chair, Treasurer and Recording
703 Secretary), Regional Information Coordinator (RIC), Alternate Regional Information
704 Coordinator (RICA), Web-servant, and Alternate Web-servant shall submit a written six
705 (6) month budget in July and January. The Regional Delegate (RD) and Alternate
706 Delegate (AD) shall submit a one (1) year written budget in July.

707
708 **SECTION 10.**

709 All motions requiring new monetary expenditures shall require a two-thirds
710 (2/3) vote.

711
712
713 **SECTION 11.**

714 The CMSRSC may have an auditing committee, which will consist of the
715 following:

- 716 A. The CMSRSC Chairperson
717 B. The CMSRSC Vice-chairperson.
718 C. The CMSRSC Recording Secretary.
719 D. Two (2) RCMs or RCM-As.

720 Said committee shall perform the duties prescribed by "*A Guide to Local Service*
721 *in Narcotics Anonymous*" and its successors, conducting an annual audit or more at the
722 direction of the CMSRSC Executive Committee.

723
724 **SECTION 12.**

725 In the absence of the Treasurer at the CMSRSC meeting, the Chairperson or
726 Vice-Chairperson shall:

- 727 A. Obtain checkbook prior to the CMSRSC meeting;
728 B. Take custody and responsibility of all moneys collected;
729 C. Inform the CMSRSC of the above actions.
730 D. Ensure all moneys accumulated from Area contributions and
731 other NA sources are deposited in a bank account/general fund
732 within seventy-two (72) hours of the monthly CMSRSC meeting.

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SECTION 13.

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or private person.

SECTION 14.

Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC Section 501(c) (3).

ARTICLE TWELVE (12)
AMENDMENT OF GUIDELINES

SECTION 1.

In order to amend these Guidelines, including its addendums, a written motion must be submitted to the CMSRSC specifying Article Number, Section Number, and intent. After this motion has been seconded, it may be reviewed by an ad hoc committee if deemed necessary by the CMSRSC. The results of this review and the exact wording of the amendment(s) will be announced at the next regular CMSRSC meeting. Voting on this motion may take place following the ad hoc committee's report, however, a vote concerning the amendment of the CMSRSC Guidelines shall be taken no later than the next regularly scheduled CMSRSC meeting.

ARTICLE THIRTEEN (13)
SPIRITUAL GUIDANCE

SECTION 1.

The CMSRSC shall not pass any motion nor take any action which conflicts with the *“Twelve Traditions of Narcotics Anonymous”*.

SECTION 2.

The CMSRSC Chair shall ensure that the following documents are available at each CMSRSC meeting for reference. CMSRSC shall comply in all its actions with the following documents:

- A. The *“Twelve Traditions of Narcotics Anonymous”*
- B. *“The Twelve Concepts for NA Service”*
- C. The current version of these Guidelines
- D. A *“Guide to Local Service in Narcotics Anonymous”* or its successors.

784 ADDENDUM "A"
785 **GUIDELINES FOR THE**
786 **CALIFORNIA MID-STATE REGIONAL**
787 **CONVENTION COMMITTEE**
788 Adopted 19 July 2014 Revised October 19, 2019
789

790 **I**
791 **DEFINITION**
792

793 This body shall be known as the California Mid-State Regional Convention Committee
794 of Narcotics Anonymous hereinafter referred to as the Convention Committee.
795

796 **II**
797 **PURPOSE**
798

799 The purpose of a regional convention is to carry the message, encourage unity and
800 celebrate recovery within a particular region of NA. Keeping this intent in mind, the
801 Committee body is to provide for and produce in accordance with the *Twelve Traditions*
802 *of Narcotics Anonymous* and *the Twelve Concepts for NA Service*, the California Mid-
803 State Regional Convention of Narcotics Anonymous hereinafter referred to as the
804 Convention.
805

806 **III**
807 **FUNCTIONS**
808

- 809 A. To hold regular Committee meetings.
810 B. To record and distribute minutes of all Committee meetings, copies of
811 the current bank statement and an overview report from the Convention
812 Chairperson about the previous Committee meeting to the Committee's
813 trusted servants and the California Mid-State Regional Service
814 Committee; hereinafter referred to as Region.
815 C. To acquire and maintain a mailing address for the duration of the
816 Committee's responsibility to the Convention and sixty (60) days
817 following the date of the Convention.
818 D. To encourage and support all subcommittees of the Committee.
819

820 **IV**
821 **PARTICIPANTS**
822

- 823 **A. Members of the Executive Committee**
824 1. Chairperson
825 2. Vice-chairperson
826 3. Secretary
827 4. Treasurer
828 5. Assistant Treasurer
829
830 **B. Subcommittees**
831 1. Hotels & Hospitality (*H&H*)
832 2. Fundraising & Entertainment (*F&E*)

- 833 3. Arts & Graphics (*A&G*)
- 834 4. Registration & Information (*R&I*)
- 835 5. Program
- 836 6. Merchandising
- 837 7. Member Services

838
839 C. Multi-Cultural Coordinator

840
841 D. Any interested members of NA are welcome at any meeting of the Committee or
842 its subcommittees as observers, and may speak at the discretion of the
843 Chairperson.

844
845 **V**
846 **VOTING PARTICIPANTS**

847
848 From the initial formation of the Committee, until ALL positions are filled,, everyone
849 present at the meetings will have a vote. After that, the voting participants of the
850 Committee will consist of the Executive Committee (the Chairperson voting only in the
851 case of a tie), all subcommittee chairpersons or their appointed representative, and the
852 multi-cultural liaison.

853
854 **VI**
855 **EXECUTIVE COMMITTEE**

856
857 The Executive Committee is the administrative body of the convention consisting of a
858 the Chairperson, Vice-chairperson, Secretary, Treasurer and Assistant Treasurer. This
859 Committee executes the group conscious of the Committee. It is this Committee's
860 responsibility to meet regularly to discuss the progress and performance of the
861 Committee Subcommittees, the Convention budget and all other matters directly
862 affecting or pertinent to the Convention. The qualifications and responsibilities for the
863 Executive Committee are as follows:

864
865 **A. CHAIRPERSON:**

866 **1. REQUIREMENTS:**

- 867 a. A minimum of **(10)** years continuous clean time.
- 868 b. A minimum of **(5)** years prior service experience at the
869 Area or Regional level, (Admin. Body and / or California
870 Mid-State Regional Convention Committee Admin. or
871 Subcommittee Chair).
- 872 c. A demonstrated stability in their local community.
- 873 d. Has demonstrated administrative and management
874 abilities.
- 875 e. Shall sign a Memorandum of Financial Responsibility,
876 **(MOFR)**, as outlined in our Anti-Theft Policy (See **Article**
877 **11 Funds, Section 8 Anti-Theft Policy**).

878 **2. DUTIES:**

- 879 a. Monthly attendance at Regional and Committee meetings.
880 **(See IX Operational Guidelines Section 3 A. 4.)**
- 881 b. Arranges agenda for regular Committee meetings.

- 882 c. Facilitates regular Committee meetings.
883 d. Delegates tasks to specific subcommittees; stays informed
884 of the business and activities of each subcommittee and
885 provides help when and where needed.
886 e. Helps resolve any personality conflicts that may arise
887 within the committee.
888 f. Keeps activities within the *Twelve Traditions of Narcotics*
889 *Anonymous*, the *12 Concepts for NA Service* and focused
890 according to the purpose of the Committee as stated in
891 **Section II**.
892 g. Monitors the financial status of the overall convention
893 costs and helps organize the Committee budget.
894 h. Prevents premature passage of motions to ensure a greater
895 understanding and a clear group conscious of the issues
896 for all those concerned and the welfare of the Committee.
897 i. Allows subcommittees to perform their functions while
898 offering guidance, support and encouragement to utilize
899 good judgment.
900 j. Attends or ensures representation to provide a monthly
901 written report as to the status of the convention to the
902 hosting Area's ASC.
903 k. Co-signer on the Committee bank account.
904 l. Bank Debit Card to be used **ONLY** after review and
905 approval of intended use by Committee Admin Body.
906 **Accurate documentation to be maintained for all**
907 **transactions.**
908 m. Acts as a liaison to Region and provides a monthly
909 written report of the previous Committee meeting, the
910 most recently approved minutes, a copy of the current
911 bank statement, and a copy of the current master ledger
912 sheet to all of the Region's participants and for the
913 Regional Archives.
914 n. May not sit on any of the subcommittees as a member or
915 as the chairperson.

916 Succession:

917 In the absence or incapacity of the chair the vice-chair assumes
918 the duties and obligations of the chair until the chair is able to
919 resume. In the event of the death, resignation, or removal of the
920 chair the vice-chair automatically becomes chair for the
921 remainder of the term, and the vacancy to be filled arises in the
922 office of vice-chair.
923

924 **B. VICE-CHAIRPERSON:**
925

926 **1. REQUIREMENTS:**

- 927 a. A minimum of ten (10) years continuous clean
928 time.
929 b. A minimum of five (5) years prior service experience at
930 the Area or Regional level.
931 c. The willingness and ability to become the

Chairperson if the need arises.

- d. A demonstrated stability in their local community.
- e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

2. DUTIES:

- a. Attends the monthly Committee meetings, providing a monthly written report. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson as contained in these guidelines.
- b. Attends the monthly Region meetings, providing a monthly written report.
- c. Attends as many subcommittee meetings as reasonably possible to respond effectively to the subcommittees' needs and act as the liaison between the subcommittees and the Committee. Acts as a resource in the organization and the delegation of the subcommittee's responsibilities.
- d. Opens, maintains and is custodian of the Committee's P.O. Box. (Note: Convention Chair may delegate a different Committee member for this task.)
- e. Co-signer of the Committee bank account.
- f. Acts as a knowledgeable resource regarding questions about parliamentary procedure and the Committee's Guidelines and Policies in accordance with the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA Service*.
- g. May not sit on any other subcommittee as a member or officer.
- h. The Vice-chair will be elected by the Convention Committee and confirmed by the Regional Service Committee before taking office.

C. SECRETARY:

1. REQUIREMENTS:

- a. A minimum of two (2) years continuous clean time.
- b. Prior service experience at the Area or Regional level.
- c. Ability to keep accurate records.
- d. A demonstrated stability in their local community.
- e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

2. DUTIES:

- a. Responsible for keeping concise and complete minutes of all Committee meetings.
- b. Distributes printed copies of the minutes at all regular Committee meetings for consideration.
- c. Maintains a complete and up-to-date set of records after each and every Committee meeting, ensures placement in

- 983 the Committee Archives and will be able to provide such
984 upon request.
- 985 d. Makes sure that the Chairperson has the current
986 Committee minutes to report to the regular Regional
987 meetings.
 - 988 e. Maintains an up-to-date contact list of all Committee
989 members telephone numbers and email addresses.
 - 990 f. Maintains a list of any business contacts and all
991 public/private entities related to the Convention.
 - 992 g. Assists subcommittees in mailing and correspondence if
993 and when necessary.
 - 994 h. Ensures that the archives from the Committee are passed
995 on to the Region at the completion of the Convention.
 - 996 i. May sit on a subcommittee as a member but not as an
997 officer of that subcommittee.
- 998

999 **D. TREASURER:**
1000

1001 **1. REQUIREMENTS:**

- 1002 a. A minimum of eight (8) years continuous clean time.
- 1003 b. Prior service experience at the Area or Regional level.
- 1004 c. A demonstrated stability in their local community.
- 1005 d. Bookkeeping and management skills.
- 1006 e. Shall sign a Memorandum of Financial Responsibility,
1007 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
1008 **Funds, Section 8 Anti-Theft Policy**).

1009 **2. DUTIES:**

- 1010 a. Opens, maintains and is responsible for (Custodian of) the
1011 Committee's bank account.
- 1012 b. Co-signer on the Committee's bank account.
- 1013 c. Bank Debit Card to be used ONLY after review and
1014 approval of intended use by Committee Admin Body.
1015 **Accurate documentation to be maintained for all**
1016 **transactions.**
- 1017 d. Maintains and makes available upon request all bank
1018 statements and an accurate financial ledger of the current
1019 Convention.
- 1020 e. Responsible for submitting a printed spreadsheet report at
1021 all Committee meetings as to the current financial
1022 standing of the Convention, utilizing Quickbooks
1023 accounting program.
- 1024 f. Works with the Chairperson and Vice-chairperson and all
1025 subcommittees to establish and maintain a budget for the
1026 Convention.
- 1027 g. Writes all checks and is responsible for collecting receipts
1028 for all moneys paid out.
- 1029 h. Bank Debit Card to be used ONLY after review and
1030 approval of intended use by Committee Admin Body.
1031 **Accurate documentation to be maintained for all**
1032

- 1033 transactions.
- 1034 i. Responsible for all moneys received, including but not
- 1035 limited to, revenues from registration and banquet tickets,
- 1036 excess revenues from pre-Convention merchandising
- 1037 projects, excess revenues from fund-raising activities, and
- 1038 all other related income.
- 1039 j. Pays all bills and advises the Chairperson on the cash
- 1040 availability, income, and expenditures.
- 1041 k. Reviews subcommittee reports for compliance with their
- 1042 budgets.
- 1043 l. May sit on a subcommittee as a member but not as an
- 1044 officer of that subcommittee.
- 1045 m. Provides an annual and the closing report (income vs.
- 1046 expenses) to the Region.
- 1047 3. The Treasurer will be elected by the Committee and confirmed
- 1048 by the Region before taking office.
- 1049

1050 **E. ASSISTANT-TREASURER:**

1051

1052 **1. REQUIREMENTS:**

- 1053 a. A minimum of six (6) years continuous clean time.
- 1054 b. Prior service experience at the Area or Regional level.
- 1055 c. A demonstrated stability in their local community.
- 1056 d. Shall sign a Memorandum of Financial Responsibility,
- 1057 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
- 1058 **Funds, Section 8 Anti-Theft Policy**).
- 1059

1060 **2. DUTIES:**

- 1061 a. Acts as and assumes all responsibilities of the Treasurer
- 1062 in the absence of the Treasurer.
- 1063 b. Works closely with the Treasurer at all times checking all
- 1064 paperwork to ensure accuracy.
- 1065 c. Co-signer on the Committee's bank account.
- 1066 d. May sit on a subcommittee as a member but not as an
- 1067 officer of that subcommittee.
- 1068 3. The Assistant Treasurer will be elected by the Committee and
- 1069 confirmed by Region prior to taking office.
- 1070

1071 **VII**

1072 **SUBCOMMITTEES**

1073

1074 All subcommittees must and will maintain accurate records of all activities of the

1075 subcommittee. This includes, but is not limited to, financial reports, expenditures,

1076 duplicate receipts, current avenues of endeavor, subcommittee goals and needs. The

1077 subcommittee shall work in close contact with the Executive Committee in accordance

1078 with the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA*

1079 *Service*. The subcommittees are to carry out the tasks described in these Guidelines as

1080 directed by the Committee and any other tasks the Committee may deem necessary. The

1081 subcommittees are to carry out their assigned duties, and develop proposals and

1082 recommendations for the Committee's review. **Final decision making authority rests**

1083 with the Committee.

1084 **SUBCOMMITTEE CHAIRPERSONS**

1085

1086

1. REQUIREMENTS:

1087

a. A minimum of three (3) years continuous clean time.

1088

b. Prior service experience at the Area or Regional level and should possess the necessary abilities that will complement the respective subcommittee.

1089

1090

c. Ability to be firm yet understanding.

1091

d. A demonstrated stability in their local community.

1092

e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

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1097

2. DUTIES:

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a. Are the Single Point of Accountability (SPOA) for their subcommittee and should be aware of the responsibilities of each member and the tasks they have assumed, ensuring that any task assigned to them is properly carried out

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1101

b. As with any service commitment, regular attendance at the Convention Committee meeting is required. If unable to attend, notice must be given to Committee Chair and a written report shall be provided. (Subcommittee Vice-chair shall represent Subcommittee in the absence of the Subcommittee Chair.)

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c. Shall provide a monthly written report to the Convention Committee on the status of subcommittee projects and / or activities.

1107

1108

1109

d. May not sit on any other subcommittee as a member or officer.

1110

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1112

1113

SUBCOMMITTEE VICE-CHAIRPERSONS

1114

1. REQUIREMENTS:

1115

a. A minimum of three (3) years continuous clean time.

1116

b. Prior service experience at the Area or Regional level and the willingness to learn the necessary abilities that will complement the respective subcommittee.

1117

1118

c. The willingness and ability to become the chairperson if the need arises.

1119

1120

d. A demonstrated stability in their local community.

1121

e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

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2. DUTIES

1127

a. In the absence of the Chairperson, the Vice-chairperson shall perform the duties of the Chairperson as contained in these Guidelines.

1128

1129

b. Attends subcommittee meetings and helps with the organization and delegation of the subcommittee's responsibilities.

1130

1131

c. Acts as the parliamentarian of the subcommittee meetings in accordance with these Guidelines, the *Twelve Traditions of*

1132

1133

- 1134 *Narcotics Anonymous and the 12 Concepts for NA Service.*
1135 d. May not sit on any other subcommittee as an officer or member.
1136 f. As with any service commitment, regular attendance at the
1137 Convention Committee meeting is required.
1138 g. Shall represent Subcommittee at the Convention Committee in
1139 the absence of the Chair.
1140
1141
1142
1143

1144 **1. HOTELS AND HOSPITALITY (H&H)**
1145

1146 **A. DUTIES:**

- 1147 1. Will act as the liaison between the Committee and the
1148 convention facility.
1149 2. Direct communications with the hotel personnel regarding
1150 any questions or concerns that may arise either during or
1151 prior to the convention.
1152 3. Arranges shuttle transportation between plane / train
1153 facilities and the convention site.
1154 4. Works with the Program Subcommittee to arrange
1155 accommodations for the guest speakers, as needed.
1156 5. Prepares cost estimates for banquets, brunches,
1157 breakfasts, coffee, specialty meeting rooms, and the sale
1158 of on site snacks.
1159

1160 **B. RESPONSIBILITIES:**

- 1161 1. Will be responsible, along with the Convention Chair, for
1162 any negotiations with the hotel (if a negotiator is not
1163 utilized).
1164 2. Shall work closely with the R&I Subcommittee to help
1165 prepare projected attendance figures and also with the
1166 Program Subcommittee to help coordinate and
1167 accommodate the proper meeting room facilities.
1168 3. Is responsible for preparing a map of local points of
1169 interest, restaurants, alternative lodging facilities,
1170 transportation and sightseeing information.
1171 4. Ensures Hospitality Room has Host Areas / Groups to
1172 keep area clean and food & beverages available.
1173 (Provided by either Convention Committee or hosting
1174 Area or Group.)
1175

1176 **2. FUNDRAISING AND ENTERTAINMENT (F&E)**
1177

1178 **A. DUTIES:**

- 1179 1. Coordinates and oversees all events and pre-events for the
1180 Convention.
1181 2. This Subcommittee is one of the primary ways to help
1182 promote excitement and support with regard to the
1183 upcoming convention, remembering for the pre-event
1184 fund-raisers that the functions need not and should not be

1185 isolated to the host area to prevent unnecessary financial
1186 drain on that area and also to promote unity throughout
1187 the Region.
1188

1189 **B. RESPONSIBILITIES:**

- 1190 1. Is responsible for the selection of all entertainment for the
1191 convention (i.e. bands, disc jockeys, comedians,
1192 performing artists, etc.).
- 1193 2. Works closely with the Merchandising Subcommittee to
1194 help raise the pre-event funds so necessary when putting
1195 on a convention.
1196

1197 **3. REGISTRATION AND INFORMATION (R&I)**
1198

1199 **A. DUTIES:**

- 1200 1. R&I will act as the public relations for the Convention
1201 serving NA members, the general public and any questions posed
1202 prior to or during the convention from the media. (Works closely
1203 with the RIC and local Area PR / PI Subcommittee.)
- 1204 2. Ensures the H&H Subcommittee is provided the pre-registration
1205 numbers to coordinate a projected attendance for the Convention.
1206

1207 **B. RESPONSIBILITIES:**

- 1208 1. This Subcommittee is responsible for both the pre-registration
1209 and on-site registration, which includes pre-registration
1210 confirmations and special registrations, for the Convention.
- 1211 2. Shall maintain spreadsheets of all pre-registrations, banquet
1212 tickets and / or other special event tickets received, reporting
1213 totals to the Committee.
- 1214 3. Responsible for the preparation of the Pre-registration flyers for
1215 the Convention and upon approval of the Committee, shall
1216 distribute those flyers at least six (6) months prior to the
1217 Convention to the Fellowship of NA.
1218 (Other avenues of distribution may be obtained from the
1219 Regional Delegate for mailing to other areas, regions, etc., and
1220 also by distributing to all of the RCMs at the Region.)
- 1221 4. Responsible for the preparation of the registration packets at the
1222 Convention.
- 1223 5. Ensures Convention information is provided to NAWS for
1224 publication in the *NA Way* by the submission date,
1225 (January 15th for events occurring 10 April – 31 July).
1226

1227 **4. ARTS & GRAPHICS (A&G)**
1228

1229 **A. DUTIES:**

- 1230 1. Works closely with the Merchandise Subcommittee to help
1231 coordinate the production of the merchandise and the timeliness
1232 necessary for the completion of such.
1233

1234 **B. RESPONSIBILITIES:**

- 1235 1. This Subcommittee is responsible for the design and printing of
1236 the Convention logo and theme, and any banners, programs,

1237 tickets, signs for the meeting rooms etc., flyers, decided upon by
1238 the Committee.
1239 2. In order to maintain the integrity of the artwork and trademarked
1240 images, A&G is the first option for all Subcommittees or
1241 Committee flyers.
1242

1243 5. PROGRAM 1244

1245 A. DUTIES:

- 1246 1. The Program Subcommittee shall work closely with the H&H
1247 Subcommittee in order to coordinate the proper
1248 meeting facilities for each meeting and also assist in coordinating
1249 the travel and lodging of the speakers selected that will be funded
1250 by the Committee.
- 1251 2. Ensures the budget identifies the speakers recommended to be
1252 funded by the Committee.
1253

1254 B. RESPONSIBILITIES:

- 1255 1. This subcommittee is responsible for planning the program for
1256 the entire convention. This includes, but is not limited to,
1257 recommendations for the selection of all speakers, secretaries
1258 and readers for the meetings, marathon meeting chairpersons, the
1259 Convention schedule, and any workshops / panels.
- 1260 2. Shall make timely confirmations of everyone participating in the
1261 program.
- 1262 3. Will be responsible for ensuring the recording of Convention
1263 speakers and offering the recordings for sale at the
1264 convention, or provided as a part of the registration package.
- 1265 4. Responsible for the selection of speakers who carry a **clear NA**
1266 **message.** (The language used to carry the message of NA at the
1267 Convention is vitally important.)
1268

1269 6. MERCHANDISING 1270

1271 A. DUTIES:

- 1272 1. Shall bring proposals to the Executive Committee of the
1273 Committee for the merchandise projects the Subcommittee has
1274 recommended, the quantity to be ordered, and the cost of such,
1275 for final approval prior to purchase of said merchandise.
 - 1276 a. These proposals will include the quantity,
1277 purchase cost of items, the retail cost items and the
1278 projected return on investment, along with a
1279 projected timeframe for sale.
 - 1280 b. Due diligence requires at least two bids to ensure
1281 competitive prices are received.
- 1282 2. Shall work closely with the A&G Subcommittee for artwork, and
1283 the F&E Subcommittee for potential sales events, with regard to
1284 the acquisition and sale of such merchandise.
- 1285 3. Shall work with the Program and H&H
1286 Subcommittees for coordination of location and times for sale of
1287 the merchandise.

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B. RESPONSIBILITIES:

1. Will ensure **MOFRs** are on file for any members that handles or takes merchandise to offer for sale.
2. Will make every effort to ensure each Area has access to merchandise items. If RCM / RCMA is unwilling or unable to take merchandise, a responsible member in the Area is acceptable.
3. Will man the Merchandise Room during the Convention.
4. Provides and maintains a running inventory of pre-event merchandise.
5. Will provide a end of day inventory of all remaining merchandise to the Convention Chair and Treasurer during the Convention.
6. Will provide a final inventory of all remaining merchandise for transfer to the Region after the final Committee meeting.

7. MEMBER SERVICES

This Subcommittee is tasked with a challenging job description; it is imperative that all involved understand the limitations they need to operate within to ensure a lawful, spiritually healthy, service experience. Hotel Security, 911 and the local Police Department are the avenues to be utilized for Convention attendee's safety and well-being.

A. DUTIES:

1. This committee shall work closely with the H&H Subcommittee to help ensure the amicable relationship with the hotel and the general membership in attendance. (i.e. in keeping with our public relations presented on page 155 of *It Works How & Why*, encouraging appropriate behavior by general members.)
2. Shall utilize a training program, adapting as needed, to ensure Member Services members respond appropriately in potentially high stress situations.

B. RESPONSIBILITIES:

1. Responsible for aiding the Committee and the hotel staff in keeping the convention secure.
2. Responsible for such things as patrolling the parking lot, assisting members in attendance to locate a specific meeting room, helping to ensure the safety of the members in attendance or any other related duties, which may arise during the convention.

8. MULTI-CULTURAL COORDINATOR

Intent: To designate a member representative to provide support in native languages other than English, as the need arises. Please note; only one (1) representative for each community will be accepted.

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- A. REQUIREMENTS:**
1. A minimum of three (3) years continuous clean time.
 2. Prior service experience at the Area or Regional level.
 3. The willingness and ability to seek out and retain assistance from representatives of other language communities.
 4. A demonstrated stability in their local community.
 5. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8 Anti-Theft Policy**).

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- B. DUTIES:**
1. Shall coordinate translation duties as necessary to keep all members of the California Mid-State Region informed.
 2. Actively attends as many Committee meetings as possible, in order to respond effectively to the translation needs and acts as the liaison between the Subcommittees, the Committee, the represented communities, and their language representatives.
 3. Provides coordination of the support services to ensure the voice of the represented community is carried to and from the Committee.
 4. Provides assistance and or coordination with other representatives to provide translation services as necessary to the Subcommittees in the production of printed material, (i.e. registration forms, Convention program & signage)
 5. Acts as a knowledgeable resource regarding questions about the makeup and needs of the represented communities.
 6. May sit on any subcommittee as a member, but not as an officer.

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VIII
OPERATIONAL GUIDELINES

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1. **VOTING PROCEDURES:**
- a. All interested members may vote at the first Committee meeting. All interested members in attendance may vote until all Committee positions are filled. Thereafter only voting participants as outlined in **Section V** may vote.
 - b. A simple majority vote will be accepted in all matters pertaining to regular Committee business.
 - c. A two-thirds (2/3) vote is required in policy / financial matters concerning the Committee.
 - d. Because the Committee is directly responsible to the Region, any changes to these Guidelines will require a two-thirds (2/3) vote by the Committee and are then subject to Regional review and approval.
 - e. In the case of a tie, the Chairperson shall cast the deciding vote.
2. **MOTIONS:**
- a. Motions in matters affecting Committee as a whole may be presented by

1390 any member and shall be submitted in writing with a second by a voting
1391 participant of the Committee and heard in the new business session.

- 1392 b. Motions may only be postponed for one regular Committee meeting and
1393 then will be heard under the unfinished business session of the next
1394 meeting.

1395
1396 3. **REMOVAL OF COMMITTEE OFFICERS/MEMBERS:**
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- 1398 A. A trusted servant may be removed from their position for non-
1399 compliance after due written notification. A two thirds (2/3) Committee
1400 vote is required for removal. Non-compliance includes, but is not
1401 limited to:
- 1402 1. Maintain their abstinence from drugs.
 - 1403 2. Carry out their duties in a timely and responsible manner.
 - 1404
 - 1405 3. Adhere to the principles of the *Twelve Traditions of Narcotics*
1406 *Anonymous* and the *Twelve Concepts for NA Service*.
 - 1407 4. Attend two consecutive regular Committee meetings without
1408 providing prior notification to the Chairperson or *being*
1409 represented in attendance by an appointed alternate
1410 representative.
 - 1411 5. Missing three (3) Committee meetings in the course of a one year
1412 term of service will be subject to Committee review and
1413 discussion of removal or resignation.
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1417 4. **FISCAL PROCEDURES:**
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1419 A. **ANTI-THEFT POLICY:**
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1421 The Eleventh Concept establishes the sole absolute priority for use of
1422 NA funds; to carry the message. The *Twelve Concepts for NA Service*
1423 gives the Region a mandate from the NA Groups that calls for total
1424 financial accountability. With this in mind, any misuse of funds by
1425 Regional Trusted Servants cannot be tolerated. Regional Trusted
1426 Servants shall be required to sign a Memorandum of Financial
1427 Responsibility, (MOFR).
1428

1429 Should any Regional Participant, Administrative Committee member,
1430 subcommittee member or Convention Committee Member be found to
1431 have allegedly misappropriated, or misused NA funds or other assets, the
1432 facilitating Officer of the Region, immediately upon calling the Regional
1433 meeting to order, must fully disclose the alleged misuse of funds or other
1434 assets and the individual(s) involved. Any member accused of misuse of
1435 funds or other assets may exercise their Tenth Concept right to redress at
1436 this time.
1437

1438 1. **CMSRSC Action:**

1439 The Region, once informed of the alleged misuse of funds or other
1440 assets, may suspend the participation of individual(s) involved by two-
1441 thirds (2/3) vote pending investigation and resolution. Having been

1442 found to have misappropriated or misused funds or other assets, said
1443 individual(s)' participation is immediately terminated, with cause, by a
1444 two-thirds (2/3) vote. Additionally, any member removed by the Region
1445 for misappropriation or misuse of funds or other assets may not hold an
1446 elected seat on the Region or its subcommittees for a period of two (2)
1447 years.

1448
1449 2. **Restitution:**

1450 Individuals removed for misappropriation or misuse of funds or other
1451 assets, are expected to make full restitution of all Regional funds or
1452 assets. Should a member removed for misuse of funds or assets fail to
1453 make full restitution said member may be subject to criminal or civil
1454 prosecution by the Region.

1455 3. **Procedure for Resolution:**

- 1456 a. A thorough review of all books and financial records, by an ad
1457 hoc Committee appointed and led by the Regional Chair.
- 1458 b. A meeting shall be scheduled, ensuring that any individual who
1459 allegedly misappropriated or misused funds or other assets is
1460 informed of the meeting and given the opportunity to present
1461 their point of view. After all sides have been heard, a break in the
1462 meeting format is encouraged to allow all present time to get in
1463 touch with their own Higher Power and focus on spiritual
1464 principles, before coming back to decide the best course of
1465 action.
- 1466 c. If the individual admits to the theft and agrees to pay back the
1467 funds or other assets, a restitution agreement can be developed.
1468 Let the individual know that if the restitution agreement is not
1469 adhered to, the intent is to take legal action based on the signed
1470 and witnessed restitution agreement.
- 1471 d. A report about the situation shall be published, and regular
1472 reports on the status of the restitution agreement shall be
1473 published until the agreement is satisfied. Protecting the identity
1474 of the persons involved is secondary to being accountable to the
1475 fellowship for its funds and ensuring that the person is not put in
1476 a position where they may do further harm.
- 1477 e. If the individual refuses to repay the money, or agrees to a plan
1478 but does not follow through with the agreement, or if the person
1479 has disappeared, it may be appropriate to take legal action. The
1480 decision to take legal action is an option that does not
1481 compromise traditions or spiritual principles, but it should be our
1482 last resort, opted for only when everything else has been tried.
1483 We strongly suggest that the decision to prosecute be thoroughly
1484 explored before going ahead, using Area and Regional Service
1485 Committees, the World Service Board, and Narcotics
1486 Anonymous World Services, Incorporated as resources.
- 1487 f. If legal action is pursued one or all of the following may occur:
1488 1. A civil action may be filed against the individual(s) and a
1489 judgment for full restitution may be obtained.

- 1490 2. The Region may pursue a criminal prosecution of the
1491 individual(s) through the proper authorities.
- 1492 B. If at all possible, an Employee Identification Number, (EIN), will be
1493 used to secure the Committee's bank account, **NOT** a member's personal
1494 Social Security number.
- 1495 C. The Executive Committee and each subcommittee will submit a budget
1496 of projected expenses, a forecast of projected income, and a timeline of
1497 operations to the Region by the January Regional meeting. After review
1498 by the Region, budget may be revised as necessary.
- 1499 D. Funds will be appropriated during unfinished or new business by a two-
1500 thirds (**2/3**) vote and disbursed based upon the treasury's ability to
1501 provide such funds.
- 1502 E. Separate records will be maintained for the financial activities of all
1503 subcommittees. Separate records must be maintained for any income
1504 with regard to registration and pre-registration and any income from
1505 merchandise sales and fundraising events.
- 1506 F. Upon completion of the Convention, a complete financial report shall be
1507 given to the Region **no later than 60 days** following the Convention.
1508 All funds, outstanding bills, financial ledgers, merchandise or any other
1509 NA asset, minutes and any other documentation **must** be returned to the
1510 Region, at that time so that they may either be passed onto the next
1511 Committee or stored in the Region achieves.
- 1512 G. Contractual commitments of \$500.00 or more shall be reviewed and
1513 approved by Region prior to being signed by Committee Chairperson
1514 and Regional Chairperson.
- 1515 H. All expenditures over \$10.00 made by Committee shall be paid by check
1516 except when necessary to make other arrangements.
- 1517 I. No expenditure shall be paid from the Committee bank account without
1518 receipt or proof of payment.
- 1519 J. An operational fund of monies in the amount of \$10,000 dollars will be
1520 available to produce the Convention. The Committee Chair may request
1521 to draw up to \$2,000 dollars of start-up money when the first
1522 organizational meeting has been held and all the positions have been
1523 filled. A request for the balance of the money can be submitted following
1524 the Region's acceptance and approval of the Committee's budgets,
1525 forecasts, and timelines, requiring a two-thirds (**2/3**) majority vote,. This
1526 operational money is to be returned to the Region to be available to all
1527 future Conventions. The availability of an operational fund is not meant
1528 to be a substitute or replacement for fundraising activities.
- 1529 K. A maximum of one (1) checking account and one (1) savings account
1530 shall be utilized by the Committee. The Regional Treasurer shall be an
1531 authorized signer on any accounts opened.
- 1532 L. In most cases the Committee Treasurer or Assistant Treasurer will make
1533 the deposits. In some instances, a member of the Executive Committee
1534 or a Subcommittee Chair may make a deposit. In order to maintain good
1535 recordkeeping, the following information will be provided:
- 1536 1. When the deposit was made;
- 1537 2. The Deposit Amount;
- 1538 3. The Deposit Detail, (i.e. a breakdown of where the money came

from, item(s) sold, event(s) income, Area contribution, etc.)

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4. SELECTION OF NEXT CMSRCNA SITE:

The following time table shall be followed in order to ensure adequate time is allowed for the bid process to function properly:

Month Presented	Action	By Who?
@ December – RSC Meeting	Bid Solicitation Flyer to Areas	CMSRSC
@ February – RSC Meeting	Written Bids Received	From Interested Areas
March & April	Bids Reviewed	Areas / RCMs of CMSR
@ May – RSC Meeting	Bid Awarded	Areas / RCMs of CMSR
June	Announced @ Sat. Night Meeting	Current Convention Chair

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Note: a minimum of one copy per Area, plus two, of the bid proposal are recommended to ensure each Area, plus the Regional Chair, have a copy for review. Optimal number is fifteen (15).

5. CHAIR RECOMMENDATION PROCESS:

Usually an ad hoc Committee, formed in the Area seeking to submit a bid to host the convention, has been meeting for several months. In order to ensure all members that may have an interest in being a part of the upcoming convention have an opportunity, once the hosting Area has been selected, a flyer shall be published throughout California Mid-State Region announcing the time/date/location of the meeting to elect a recommendation for the Convention Chairperson.

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The Chair recommendation is sent to the Region for actual election by the RCMs. It is recommended that the Chair-elect provide a written service resume, ensuring all of the RCMs and Admin Body have a copy for their review.

6. CONVENTION COMMITTEE FORMATION:

Once elected, the Chairperson is required to select a location for the formational meeting. Suggested month for first meeting is August, following the current convention. Consideration should be given that this is a **REGIONAL** convention, therefore a flyer announcing all of the meeting details should be provided at the July RSC meeting. After this formational meeting, the Convention Committee now becomes a part of the Regional Body and will be required to have representation at each Regional meeting.

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SPIRITUAL PRINCIPLES

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The Committee, its officers and trusted servants will implement the *Twelve Concepts for NA Service* to be used as the guiding principles of service operations and functions. As our “*Twelfth Concept*” states, “In keeping with

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spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.” We need always remember that our primary purpose is to carry the message to the addict who still suffers. Our convention should strive to maintain an atmosphere of unity, love and support for any addict seeking recovery.

1585 ADDENDUM "B"

1586
1587 CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS
1588 MEMORANDUM OF FINANCIAL RESPONSIBILITY
1589

1590 DATE: _____
1591

1592 I, _____, a trusted servant of the fellowship of the California Mid-State Region of
1593 Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by
1594 the Fellowship of NA.
1595

1596 I agree to avoid mixing Fellowship money with my own money or the money of anyone else.
1597

1598 I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.
1599

1600 I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal
1601 negligence or dishonesty that I will accept full responsibility for their replacement.
1602

1603 I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I
1604 complete my term of service or if I am removed from service I agree to promptly turn over any
1605 Fellowship money, assets, records or any other Fellowship property.
1606

1607 I have agreed to follow and adhere to the CMSRSC Anti-Theft Policy.
1608

1609 Signed,
1610

1611 _____
1612 Trusted Servant OFFICER, CMSRSC
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1614
1615 _____ by: _____
1616 Date Title
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1618 Print Name: _____ by: _____
1619 Title
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1621 This document was created to implement the CMSRSC Anti-Theft Policy.
1622

1623 The California Mid-State Regional Service Committee has adopted guidelines and operational policies,
1624 which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents
1625 are available on request.
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1627 This agreement shall be held in the CMS Regional Archives.
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ADDENDUM "C"
CALIFORNIA MID-STATE REGIONAL SPONSORED
SERVICE LEARNING DAYS GUIDELINES

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These Guidelines refer to the Area - level, Regional learning days sponsored by the California Mid-State Regional Service Committee. The total budget for these learning days must be approved each cycle by the CMSRSC in its unified budget. Remember, these are learning days, not miniature unity days.

I. Scheduling

- A. Dates will be reserved six (6) months in advance by coming to the CMSRC meeting and requesting approval for a learning day in the area.
- B. Care should be taken to avoid scheduling a learning day when any nearby area in the region or a neighboring region has a unity day or convention scheduled.
- C. Learning Days will not be scheduled during the CMSRCNA, World Convention or CMSRSC meeting.
- D. Only one learning day will be scheduled in any month.
- E. For planning purposes we will split the region into two (2) districts: northern and southern:
 - i. Northern: CS CSS, SVG, CVN, and Gold Country
 - ii. Southern: CCNA, KT & Foothill
- F. Only one learning day per year will be planned for each district

II. Planning and Implementation

- A. There will not be any registration fee for any regional-sponsored learning day. Areas are encouraged, but not required, to hold supporting events to help pay for the learning day and generate income to return the seed fund to the CMSRSC. Some of the supporting events that have been held are dinners, soda, raffles or auctions of NA-related items, recovery meeting with 7th Tradition collected to help pay for the learning day and other associated events. If an area wants to sell merchandise specific to this learning day, it will have to be approved by their *Area*.
- B. All leaning days shall be a cooperative effort between PI and H&I committee (and Phone lines if the area has a separate Phoneline committee) at the Area level with a balance of workshops divided between the committees.
- C. These learning days are intended to be single-day events.
- D. Only one workshop should be scheduled at a time, preferably alternating between PI and H&I and Phoneline topics.
- E. All aspects of planning and implementing the event are the responsibility of the area hosting the learning day. Regional PI and H&I leadership will be available to advise and assist the area planning.
- F. Selection of topics and speakers are the decision of the area hosting the event. Care should be taken to select speakers with current or previous experience with PI, Phone lines, or H&I in Narcotics Anonymous and knowledgeable about the topic or their workshop. It is suggested that these members be active in the area of service about which they are speaking.

- 1676 G. Areas may want to get assistance from the area's activities committee for help in planning
1677 any associated events, but it should be made clear this is a regional-sponsored event
1678 associated with the learning day and not an area activity.
1679 H. Although areas are completely responsible for planning and implementing their learning
1680 day, they should remember there is a wealth of experience at the regional level and in
1681 surrounding areas.
1682 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
1683 additional ideas about planning the learning day.
1684

1685 III. **Flyers**

- 1686
1687 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
1688 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
1689 and surrounding area or by distribution through the RCM's at the CMSRSC.
1690 B. Flyers should include:
1691 i. NA Logo with registered trademark, phone line number with area code and contact
1692 person.
1693 ii. Directions and/or map so members from outside the area can locate the facility.
1694 iii. Address including city or town where the learning day will be held.
1695 iv. Recognition that this is a regional-sponsored area-level service learning day.
1696 v. Clear indication that there is not a fee for the learning day.
1697 vi. The date and time of the event.
1698

1699 IV. **Finances**

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1701 A. A proposed budget shall be brought to the CMSRSC for approval.
1702 B. Upon approval, each area will be given up to \$500.00 seed money.
1703 C. If an area also receives seed money from its own area for this event, then the costs and
1704 income will be shared between the area and their region based on a percentage equal to the
1705 percentage each part contributed. For example: If the region provides \$500.00 seed funds
1706 and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to the area
1707 and 2/3 to the region.
1708 D. Each area will be given up to \$500.00 in seed funds to plan and implement the learning day.
1709 The money should be returned to the region to fund additional learning days. The check for
1710 the returned funds should be made out the CMSRSC and noted that it is returning seed
1711 funds and applied to the CMSRSC budget.
1712 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
1713 organizing the event will turn the funds over to their ASC.
1714 F. Each Area will provide a detailed financial report indicating all expenses and all income
1715 amounts and sources. A detailed report of the planning process including problems and
1716 successes in producing the event will be provided. A copy of the flyer and program should
1717 be included as well.
1718 G. If an Area sells area merchandise or conducts an area fund-raising event at this event, those
1719 proceeds should not be considered part of the income from the learning day or associated
1720 events. The income belongs completely to the Area.
1721 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I
1722 RIC. Travel for their participation should not be included in the learning day budget, but
1723 should be paid from the RIC's line-item for administrative travel.

- 1724 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these events
1725 to make money, but want to recover seed funds so we can plan additional events.
1726
- 1727 J. Approved expenses are:
1728
- 1729 i. Rent for the facility
 - 1730 ii. Insurance for the event (The event up to 500 people will be covered as a meeting
1731 by regional insurance)
 - 1732 iii. Copies for flyers, registration material, programs and handouts for material
1733 covered at the workshop.
 - 1734 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.
 - 1735 v. Food and Beverages.
- 1736
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1738 Adopted: 21 July 2001
1739 Updated: 15 October 2016
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1742 ADDENDUM "D"
1743 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1744 OF
1745 NARCOTICS ANONYMOUS
1746

1747 **WEB SITE GUIDELINES AND POLICIES**
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1749

1750 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site is to further the
1751 Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by providing easily
1752 accessible information about NA within the RSC boundaries. All activities directed to that end shall be carried out in
1753 accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly
1754 support the Fifth Tradition.
1755

1756
1757 **Functions/Responsibilities**
1758

1759 The basic functions of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site are:

- 1760 1. To provide communication
 - 1761 a. Between this Region of Narcotics Anonymous and the public
 - 1762 b. Between the Areas of the Region and the California Mid-State Regional Service Committee.
- 1763 2. To post current meeting schedules for the Areas.
- 1764 3. To post information benefiting the Areas served by the RSC.
1765

1766
1767 **Requirements and Duties of the Web servant and Alternate Web servant**
1768

- 1769 1. Personal time and abilities to perform their duties.
- 1770 2. Willingness to serve in the position.
- 1771 3. Two (2) years clean time.
- 1772 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of
1773 Narcotics Anonymous and the Twelve Concepts for NA Service.
- 1774 5. Maintenance of clean time throughout term of office or participation.
- 1775 6. Regular attendance at Narcotics Anonymous recovery meetings.
- 1776 7. Resources necessary to perform the duties as assigned
- 1777 8. The Alternate Web servant will be willing and able to assume the duties assigned the Web servant if necessary.
1778

1779
1780 **Finances and Ownership**
1781

- 1782 1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State
1783 Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the
1784 responsibilities of the Web servant.
- 1785 2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-
1786 State Regional Service Committee.
- 1787 3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership
1788 of the domain name for the CMSRSC.
- 1789 4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final
1790 decision rests with the California Mid-State Regional Service Committee.
- 1791 5. The Web Servant is responsible for the development and maintenance of the web site. The development and/or
1792 maintenance can be accomplished by:
 - 1793 A. the Web Servant performing the work as an unpaid volunteer.
 - 1794 B. the Web Servant utilizing the unpaid volunteer services of other members while the Web Servant
1795 remains as the single point of accountability.
 - 1796 C. the Web Servant supervising contract services for-hire by a vendor under an agreement approved by
1797 the CMSRSC.

1798 In all cases, the participants will sign work-for-hire agreements and all material will be owned and
1799 copyrighted solely by the CMSRSC.

1800 6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact information, and
1801 all ownership will be held in the name of the CMSRSC and/or the Regional Chair if necessary.
1802

1803 1804 Web Servant Reporting and Communications

1805
1806 The Web servant will submit a written report to the California Mid-State Regional Service Committee at each regular
1807 meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the
1808 web site. The report will also include any relevant correspondence received, sent and forwarded. The Web servant is
1809 required to attend all regular California Mid-State Regional Service Committee.
1810

1811 1812 General Guidelines

- 1813 1. The web servant shall create and maintain email accounts as instructed by the RSC.
- 1814 2. Personal e-mail addresses are not to be posted on this web site.
- 1815 3. External hyperlinks will be approved by the CMSRSC.
- 1816 4. Meeting directory pages should be checked for updates at least every 30 days.
- 1817 5. Any NA group or committee may request to post information concerning upcoming events or service functions.
1818 Requests will be approved based on current CMSRSC policy.
- 1819 6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the
1820 web site.
- 1821 7. Images of any identifiable person, whether a NA member or not, are never used.
- 1822 8. Merchandise sales will be allowed on the website following the procedures and policies of the CMSRCC and/or
1823 the RSC.
- 1824 9. If an Area Service Committee or Group within the Region has its own web site, the site may be linked to the
1825 CMSRSC web site with approval from the CMSRSC.
- 1826 10. Copyrighted material will not be used on the web site without specific permission from the owner.
- 1827 11. The Webs servant is responsible for updating the information posted on the WSO web site whenever the
1828 changes in the CMSRSC are made.
- 1829 12. The CMSRSC will establish policies necessary for the operation of the Web Site.
1830

1831 1832 1833 Privacy Policy

1834
1835 The CMSRSC will establish and maintain a privacy policy for its web site.
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1841 Date of revision: 06 June 2013

1842 Date Approved: 15 June 2013
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1854 ADDENDUM "E"
1855 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1856 OF
1857 NARCOTICS ANONYMOUS
1858

1859 **Behind the Walls Sponsorship Program**
1860

1861
1862 **Purpose of the Behind the Walls Sponsorship Program**

1863 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Behind
1864 the Walls Sponsorship Program is to ensure that any addict seeking recovery through a working
1865 knowledge of the *Twelve Steps of Narcotics Anonymous* has the opportunity to work the steps even in
1866 an institution. The Behind the Walls Sponsorship Program provides a sponsor to guide a sponsee by
1867 mail through the *Twelve Steps of Narcotics Anonymous* while the sponsee is incarcerated in an
1868 institution and is unable to meet potential sponsors at local NA recovery meetings.
1869

1870 **Requirements and Duties of the Behind the Walls Sponsorship Program Coordinator**

- 1871 1. Is the sole administrator of the Behind the Walls Program.
- 1872 2. Has the personal time and abilities to perform their duties.
- 1873 3. Willingness to serve in the position.
- 1874 4. Two (2) years clean time.
- 1875 5. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve
1876 Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- 1877 6. Maintenance of clean time throughout term of office or participation.
- 1878 7. Regular attendance at Narcotics Anonymous recovery meetings.
- 1879 8. Resources necessary to perform the duties as assigned.
- 1880 9. Provides a monthly written report to the CMSRSC, and attends "Region on the Road" meetings of
1881 the CMSRSC in conjunction with offering local Behind the Walls orientation meetings.
1882

1883 **Coordinator appointment**

- 1884 1. Coordinator will be appointed by the CMSRSC Chairman subject to initial confirmation and annual
1885 confirmation by a simple majority of the RCMs.
- 1886 2. The Coordinator may be removed by the CMSRSC Chairman with approval of a two-thirds majority
1887 of the RCMs.
1888

1889 **Behind the Walls Sponsorship Program Orientation**

- 1890 1. The Coordinator shall facilitate orientations at "Region on the Road" meetings.
- 1891 2. The Coordinator shall maintain a Behind the Walls Sponsorship Program Resource & Information
1892 Packet and utilize it for orientations.
1893

1894 **Specific Details – How the Process Works**

- 1895 1. All letters will be sent via the Behind the Walls Sponsorship Program P. O. Box, with no personal
1896 last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to
1897 the sponsee. Sponsors will use first names only, as decided by the sponsor. "Correspondence Only"
1898 agreements (on reverse) with these signatures will be filed with Behind the Walls Sponsorship
1899 Program.
- 1900 2. Sponsors from the Behind the Walls Sponsorship Program will have an individual addict assigned in
1901 the order that the sponsors have qualified and that addicts of the same sex become available. The new
1902 sponsors will be notified once they have been approved for the sponsorship program. The sponsor must

Amended January 18, 2020

- 1903 have had no prior knowledge of their assigned sponsee. They should never have met the person they
1904 will be assigned for sponsorship at any time during their lives.
- 1905 3. The Coordinator will log all incoming and outgoing letters by date, with name and facility of the
1906 inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and
1907 sponsee.
- 1908 4. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 1909 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books,
1910 drawings, tapes, contacting family members or friends will be made between the sponsor and sponsee.
- 1911 6. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- 1912 7. All rules and regulations of the facility will be strictly upheld.
- 1913 8. Only women will write women, and only men will write men.
- 1914 9. Any sponsee may write the Behind the Walls Sponsorship Program directly with any recovery
1915 related questions or concerns at any time.
- 1916 10. In order to maintain Active Status, All volunteer sponsors are required to attend an annual
1917 orientation, offered quarterly at the Region on the Road CMSRSC meetings. Specific Details – Only
1918 Approved Mailing Address CMSR BTW Program PO Box 931 Manteca, CA 95336
1919

Requirements for a Volunteer Sponsor

The Volunteer Sponsor shall:

- 1922 1. Communicate with sponsees in writing only, responding to their letters within two (2) weeks.
- 1923 2. Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
- 1924 3. Respect the confidentiality of the sponsee.
- 1925 4. Refrain from using abusive or profane language in all correspondence.
- 1926 5. Maintain focus on recovery through working the 12 Steps of Narcotics Anonymous.
- 1927 6. Refrain from providing sponsee with personal details; phone number, address, email address.
- 1928 7. Refrain from face to face meetings, visiting sponsee or arranging any meetings upon release.
- 1929 8. Refrain from supplying sponsee materials; such as envelopes, stamps, pre-stamped envelopes,
1930 writing paper, writing implements, books, tapes or any other items.
- 1931 9. Refrain from contacting anyone or relaying messages to anyone the sponsee might request.
- 1932 10. Refrain from compromising the 12 Traditions of Narcotics Anonymous or any facility guidelines.
- 1933 11. Refrain from commenting on any matter that might jeopardize the safety and security of the
1934 facility, staff, facility residents, outside members or anyone else. We have NO Opinion on outside
1935 issues.
- 1936 12. Affirm that the sponsor has not been a victim of, or an accomplice of, a crime with any potential
1937 sponsee. The sponsor understands that failure to adhere to any of the above agreements will result in
1938 disqualification as a sponsor from the CMSR Behind the Walls Sponsorship Program and may
1939 jeopardize our continued service at any facility. The sponsor understands that every letter sent into a
1940 facility will be opened, checked for contraband and read by institution staff. The only purpose is to
1941 help a fellow addict find recovery through working the 12 Steps of Narcotics Anonymous.
1942

Specific Details – Outside NA Sponsor:

- 1944 1. The sponsor must have at least two (2) years continuous clean time. Our program is one of complete
1945 abstinence.
- 1946 2. All interactions will only be via mail, never in person.
- 1947 3. Personal anonymity will be maintained at all times. Last names and personal details will never be
1948 provided to incarcerated addict/sponsee.
- 1949 4. Sponsorship through the mail, (i.e., working the 12 Steps of Narcotics Anonymous), is provided
1950 until sponsee release. NO Personal Contact is allowed after release. Face to face meetings will not be
1951 allowed, either inside or outside the institution.

- 1952 5. Personal information, letters, packages or messages will never be relayed from sponsee to any
1953 outside person.
1954 6. Sponsor is allowed to forward a recovery meeting schedule from the parole location to sponsee prior
1955 to release. No Personal Contact will be scheduled after release.
1956 7. The Twelve Steps of Narcotics Anonymous and the Twelve Concepts for NA Service will be
1957 followed at all times.
1958 8. All correspondence shall adhere to the facility guidelines and requirements, while keeping within the
1959 boundaries of these Guidelines, The Twelve Steps of Narcotics Anonymous and the Twelve Concepts
1960 for NA Service.
1961

1962 **Specific Details – Removal from Program as a Sponsor**

- 1963 1. Loss of abstinence.
1964 2. Non-fulfillment of duties (i.e., not returning sponsee letters within the two (2) week timeframe).
1965 3. Providing personal information or relaying messages, packages or letters to anyone.
1966 4. Arranging any meetings with Sponsee upon their release from custody.
1967 5. Missing the annual orientation.
1968

1969 **Specific Details – Incarcerated Sponsee:**

- 1970 1. Potential sponsees currently incarcerated for one (1) year or more in a correctional facility seeking
1971 recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous
1972 are qualified for this Behind the Walls Sponsorship Program.
1973 2. Sponsee has a willingness to work the 12 Steps of Narcotics Anonymous to effect a change in their
1974 life upon release.
1975 3. Sponsee understands no personal contact is allowed after release.
1976 4. Sponsee understands that the only correspondence will be through the PO Box, with no last names,
1977 personal addresses, phone numbers, or any other personal details provided.
1978

1979 **Specific Details – Removal from Program as a Sponsee**

- 1980 1. Requesting Sponsor to provide personal information or relay messages, packages or letters to
1981 anyone.
1982 2. Requesting sponsor to arrange any meetings with sponsee upon their release from custody.
1983 3. Upon sponsee's release from custody.
1984

1985 Adopted: October 15, 2016
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ADDENDUM "F"

LIST OF ABBREVIATIONS

2001		
2002		
2003		
2004	ASC	Area Service Committee
2005	CAR	Conference Agenda Report
2006	CAT	Conference Approval Track
2007	CMSR	California Mid-State Region
2008	CMSRCC	California Mid-State Regional Convention Committee
2009	CMSRCNA	California Mid-State Regional Convention of Narcotics Anonymous
2010	CMSRSC	California Mid-State Regional Service Committee
2011	CMSRSCNA	California Mid-State Regional Service Committee of Narcotics Anonymous
2012	GLS	Guide to Local Services
2013	GWS	Guide to World Services
2014	H & I	Hospitals and Institutions
2015	NA	Narcotics Anonymous
2016	NAWS	Narcotics Anonymous World Services
2017	PI	Public Information
2018	PR	Public Relations
2019	PRHB	Public Relations Hand Book
2020	RCM	Regional Committee Member
2021	RCMA	Regional Committee Member Alternate
2022	RD	Regional Delegate
2023	AD	Alternate Delegate
2024	RIC	Regional Information Coordinator
2025	WSC	World Service Conference
2026	WSLD	Western Service Learning Days
2027	WSZF	Western States Zonal Forum
2028		