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**GUIDELINES FOR THE
CALIFORNIA MID-STATE
REGIONAL SERVICE COMMITTEE**
Adopted 20 December 2008

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**ARTICLE ONE (1)
BOUNDARIES**

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SECTION 1.

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

**ARTICLE TWO (2)
PURPOSE**

SECTION 1.

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

**ARTICLE THREE (3)
MEMBERS**

SECTION 1.

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

This committee shall be comprised of:

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

43 **SECTION 2.**

44 Voting membership shall be comprised of the Regional Committee Members
45 (RCMs). Their duly elected Alternates will vote only in the absence of the RCM
46

47 **SECTION 3.**

48 A quorum shall consist of more than one-half (1/2) of the active RCMs, or
49 business requiring a vote shall not be conducted.
50

51 **SECTION 4.**

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

54 At the discretion of the Chairperson, a non-voting member may be given the
55 opportunity to address the CMSRSC.
56

57 **ARTICLE FOUR (4)**
58 **FUNCTIONS**

59 **SECTION 1.**

60 Hold regular monthly CMSRSC meetings, or more often if needed, in a
61 designated location.
62

63 **SECTION 2.**

64 Record and distribute minutes of all regular CMSRSC meetings to the CMSRSC
65 members. Any NA member may request a copy of the CMSRSC minutes. Upon
66 request, minutes shall be mailed to Area Service Committee (ASC) Chairpersons within
67 the Region. No business shall be conducted without written minutes being taken.
68

69 **SECTION 3.**

70 Maintain a PO Box.
71

72 **SECTION 4.**

73 Maintain a bank account with a prudent reserve of 15% of the six (6) month
74 budget forecasts.
75

76 **SECTION 5.**

77 Hold a Convention, every other year, within the Region.

78 The Convention Committees Guidelines that have been adopted by the
79 CMSRSC are attached hereto and incorporated herein as **Addendum "A"** to these
80 Guidelines. The Convention Committee will operate under these adopted Guidelines as
81 specified in **Addendum "A"** to these Guidelines.
82

83 **SECTION 6.**

84 Contribute to the growth of NA as a whole, by supporting open communication
85 between the World Service Conference (WSC), Narcotics Anonymous World Services
86 (NAWS), the membership within this Region and the Fellowship of NA as a whole.
87

88 **SECTION 7.**

89 Maintain the Regional Information Coordinator (RIC), Convention and ad hoc
90 committees in their endeavors to respond to the needs and directives of the membership
91 of the Region as they arise.
92

SECTION 8.

93 The Chairperson may call special meetings. A special meeting may also be
94 called upon by request of five (5) active voting members. The purpose, place and time
95 of the meeting shall be stated in the call to all members. All meetings, special or
96 otherwise, will comply with these Guidelines to the best of our ability.
97

98 **SECTION 9.**

99 Provides a copy of the most recently adopted **California Mid-State Regional**
100 **Service Committee Guidelines** to all new participants of the CMSRSC.
101

102 ARTICLE FIVE (5)
103 **ADMINISTRATIVE BODY**

104 **SECTION 1.**

105 The Administrative Body shall consist of the Chairperson, Vice-Chairperson,
106 Secretary, Treasurer, RD, AD, the RIC and the RIC-Alternate (RIC-A), the Web
107 Servant and Alternate Web Servant and the CMSRCC Chairperson.

108 The Executive Committee shall consist of the Chairperson, Vice-Chairperson,
109 Secretary and the Treasurer.

110 The members of this body shall perform the duties prescribed by these
111 Guidelines, “*A Guide to Local Service in Narcotics Anonymous*” (GLS), their
112 successors and the parliamentary procedures adopted by this Committee as set forth in
113 *Robert’s Rules of Order, Newly Revised*.

114 The members of the Administrative Body shall provide monthly written reports
115 to the CMSRSC.
116

117 **SECTION 2.**

118 CHAIRPERSON:

- 119 A. A suggested minimum of four (4) years continuous abstinence
120 from all drugs.
- 121 B. Shall be requested to sign an agreement of financial
122 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
123 **Funds, Section 8 Anti Theft Policy**).

124 DUTIES:

- 125 1. Arranges the next *CMSRSC* meeting agenda following the
126 current *CMSRSC* meeting.
- 127 2. Presides over all regular business meetings of the
128 *CMSRSC*. Must be capable of conducting business
129 meetings with a firm yet understanding hand.
- 130 3. Co-signer on the *CMSRSC* bank account and maintains
131 the *CMSRSC* archives.
- 132 4. The Chairperson may serve a maximum of two (2)
133 consecutive years if so elected by *CMSRSC*. (See **Article**
134 **9 Elections, Section 5** of these Guidelines)
- 135 5. A Holder of the *CMSRSC* PO Box key. May designate a
136 regular member of *CMSRSC* to pick-up mail.
- 137 6. Ensures all new participants of *CMSRSC* are provided a
138 copy of the current *CMSRSC* Guidelines.

140 **SECTION 3.**

141 VICE-CHAIRPERSON:
142

- 143 A. A suggested minimum of three (3) years continuous abstinence
144 from all drugs.
145 B. Willingness and ability to become Chairperson upon approval of
146 the CMSRSC. (See **Article 9 Elections, Section 5** of these
147 Guidelines.)
148 C. Shall be requested to sign an agreement of financial
149 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
150 **Funds, Section 8 Anti Theft Policy**).

151 DUTIES:

- 152 1. In the absence of the Chairperson, the Vice-chairperson
153 will perform the duties of the Chairperson, as contained in
154 these Guidelines.
155 2. Stays informed of the Regional Information Coordinator's
156 (RIC's) projects, and is available for any problems which
157 may arise.
158 3. Co-signer on the CMSRSC bank account.
159 4. Acts as parliamentarian for the CMSRSC.
160 5. Maintains the Regional Policy & Adopted Motion Log to
161 ensure accurate implementation of the will of the RCMs.
162 6. The Vice-chairperson may serve a maximum of two (2)
163 consecutive years if so elected by this CMSRSC. (See
164 **Article 9 Elections, Section 5** of these Guidelines.)
165

166 **SECTION 4.**

167 SECRETARY:

- 168 A. A suggested minimum of two (2) years continuous abstinence
169 from all drugs.
170 B. Shall be requested to sign an agreement of financial
171 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
172 **Funds, Section 8 Anti Theft Policy**).

173 DUTIES:

- 174 1. Responsible for keeping accurate minutes of each regular
175 CMSRSC meeting.
176 2. Responsible for retaining actual written motions
177 presented to the CMSRSC and keeping accurate recording
178 of any verbal motions presented.
179 3. Responsible for printing and distributing minutes of all
180 regular CMSRSC meetings.
181 4. Keeps records on hand at each CMSRSC meeting of
182 current and previous year's meetings. Passes the previous
183 year's minutes to the CMSRSC Chairperson at the end of
184 office term for a compilation into the CMSRSC archives,
185 and passes the current year's minutes onto the incoming
186 Secretary.
187 5. Maintains an up to date mailing list of CMSRSC
188 participants as well as telephone numbers and email
189 addresses, if available, and distributes them quarterly.
190 6. A holder of the CMSRSC PO Box key, and handles
191 correspondence.

- 192 7. The Secretary may serve a maximum of two (2)
193 consecutive years if so elected by this CMSRSC. (See
194 **Article 9 Elections, Section 5** of these Guidelines.)
195

196 **SECTION 5.**

197 TREASURER:

- 198 A. A suggested minimum of five (5) years continuous abstinence
199 from all drugs.
200 B. Working knowledge of procedures which includes, but is not
201 limited to, budgeting expenses, balancing books, keeping
202 accurate ledgers and worksheets, paying bills, maintaining the
203 prudent reserve and basically following treasury format
204 previously developed by the CMSRSC.
205 C. Shall be requested to sign an agreement of financial
206 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
207 **Funds, Section 8 Anti Theft Policy**).

208 DUTIES:

- 209 1. Custodian and Co-signer of the CMSRSC bank account.
210 2. Responsible for maintaining an accurate financial record
211 using Quickbooks financial software.
212 3. Responsible for tracking budgets and expenditures of
213 each Admin. Body position, in spreadsheet format, to
214 maintain budget accountability.
215 4. Responsible for disbursements of CMSRSC funds, as
216 approved.
217 5. Responsible for submitting a written report to the
218 CMSRSC of it's current financial standing, including a
219 copy of the current bank reconciliation, as of each
220 business meeting. Will establish Prudent Reserve
221 monetary amount for each Budget Cycle using formula
222 set forth in these Guidelines and a fiscal year end
223 financial summary showing month-by-month expenses,
224 income and balance.
225 6. Works closely with chosen accountant to ensure all taxes
226 are paid in a timely manner. Will serve as contact person
227 as needed.
228 7. The Treasurer may serve a maximum of two (2)
229 consecutive years if so elected by this CMSRSC. (See
230 **Article 9 Elections, Section 5** of these Guidelines.)
231

232 **SECTION 6.**

233 REGIONAL DELEGATE (RD):

- 234 A. A suggested minimum of five (5) years continuous abstinence
235 from all drugs.
236 B. A one (1) year term of service unless otherwise specified by the
237 CMSRSC. (See **Article 9 Elections, Section 5** of these
238 Guidelines.)
239 C. Shall be requested to sign an agreement of financial
240 responsibility as outlined in our Anti-Theft Policy (see **Article 10**

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

242 DUTIES:

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

278
279 **SECTION 7.**

280 REGIONAL ALTERNATE DELEGATE (AD):

- 281 A. A suggested minimum of three (3) years continuous from all
282 drugs.
- 283 B. A one (1) year of service unless otherwise specified by the
284 CMSRSC. (See **Article 9 Elections, Section 5** of these
285 Guidelines.)
- 286 C. Willingness and desire to become RD after the AD's term upon
287 approval of the CMSRSC.
- 288 D. Shall be requested to sign an agreement of financial
289 responsibility as outlined in our Anti-Theft Policy (see **Article 10**

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

291
292 DUTIES:

- 293 1. In the absence of the RD, the AD shall perform the duties
294 of the RD as previously listed, (See **Article 5, Section 6**
295 **RD Duties**).
- 296 2. Shall attend the WSC with the RD.
- 297 3. Attends all the regular CMSRSC meetings, and as many
298 of the ASC meetings as possible.
- 299 4. May serve on one or more of the NAWS working groups,
300 although not as Chairperson; may not hold another
301 CMSRSC position.
- 302 5. Shall work together with the RD to write up this Region's
303 report to the WSC. This report shall be submitted for
304 approval to the CMSRSC at the February meeting in
305 years the WSC is held.
- 306 6. It is recommended that the AD serve at least two
307 consecutive years in the position to allow for information
308 and training in said position. (See **Article 9 Elections,**
309 **Section 5** of these Guidelines.)

310
311 **SECTION 8.**

312 A. CMSRCC CHAIRPERSON

- 313 1. Requirements:
- 314 a. A minimum of (5) years continuous clean time.
- 315 b. Prior service experience at the Area or Regional level.
- 316 c. A demonstrated stability in their local community.
- 317 d. Administrative and management abilities.
- 318 e. Must be confirmed by CMSRSC
- 319 e. Shall be requested to sign an agreement of financial
320 responsibility as outlined in our Anti-Theft Policy (see
321 **Article 10 Funds, Section 8 Anti-Theft Policy**).

322 B. CMSRCC TREASURER & ASSISTANT TREASURER

- 323 1. Both must be confirmed by CMSRSC.
- 324

325 **ARTICLE SIX (6)**

326 **REGIONAL INFORMATION COORDINATOR**

327
328 **SECTION 1.**

329 The Regional Information Coordinator (RIC), a one (1) person position,
330 with an Alternate; shall be elected by the voting members of CMSRSC.
331 The information coordination should include Hospitals & Institutions,
332 Public Information, Public Relations, Literature and Activities. The RIC
333 shall have the sole responsibility of maintaining the archives of their
334 areas of interest and make regular contact with the Area Sub-committees
335 in this Region. Acts as a resource to groups and members in their efforts
336 to carry the NA message. His/Her direction is to try and become the
337 most informed person regarding the respective topics within the
338 California Mid-State Region (CMSR), while upholding the “*Twelve*

339 *Traditions of Narcotics Anonymous” and the “Twelve Concepts for NA*
340 *Service”.*

341
342 REGIONAL INFORMATION COORDINATOR (RIC):

- 343 A. A suggested minimum of two (4) years continuous abstinence
344 from all drugs.
345 B. A one (1) year term of service unless otherwise by the CMSRSC.
346 (See **Article 9 Elections, Section 5** of these Guidelines.), with
347 prior service experience at the ASC or CMSRSC level.
348 C. Shall be requested to sign an agreement of financial
349 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
350 **Funds, Section 8 Anti Theft Policy**).

351 DUTIES:

352 1. **Public Relations:** In Narcotics Anonymous, public relations
353 simply means taking a more conscientious approach to the
354 relationships we create with the public. This is the subject of the
355 *Public Relations Handbook*; NA’s relationship with the public.
356 These relationships are usually the result of members’
357 interactions at meetings and events, members performing specific
358 service functions and members representing NA (sometimes
359 unknowingly) during the daily routine of their lives. The scope of
360 public relations is broad, and because of that, this focus is
361 designed to help all of us in the many ways we interact with the
362 public. We can think about public relations as dynamic
363 relationships. The ways we create and maintain relationships with
364 the public will continue to change and to grow over time.
365 Because of these evolving needs, the principles and planning
366 tools presented in Chapters Two and Three of the *Public*
367 *Relations Handbook* are the foundation of our efforts. When our
368 relationships with the public change, the principles and planning
369 techniques stay consistent. In addition, much of the handbook’s
370 support material will be updated regularly to meet the changing
371 needs of our public relations service efforts. Part of the
372 responsibility of the RIC is to act as a resource and keep up to
373 date on the changes implemented in the Public Relations
374 handbook, which is simply a place to begin; it is a tool members
375 can use to become more aware and informed. You are the ones
376 who will use this material to create a variety of inspired PR
377 approaches in your local communities. (Adapted from the *Public*
378 *Relations Handbook Preface*)

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

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

387 4. **Literature:** Acts as a resource to groups and members in

388 their efforts to participate in the review/approval process of
389 literature for Narcotics Anonymous.
390 5. **Activities:** Acts as a resource to groups and members in their
391 efforts to keep the Fellowship informed of the various events
392 scheduled throughout CMSR. Ensures the Web Site Regional
393 Calendar is kept up-to-date.
394 6. The RIC shall produce a written report of their past years
395 activities. This report will be given to the RD and his/her
396 Alternate no later than the January CMSRSC meeting of that
397 year, for inclusion in the Region's Annual Report to the World
398 Service Conference.

400 REGIONAL INFORMATION COORDINATOR ALTERNATE (RICA):

- 401 A. A suggested minimum of two (2) years continuous abstinence
402 from all drugs.
403 B. A one (1) year term of service unless otherwise by the CMSRSC.
404 (See **Article 9 Elections, Section 5** of these Guidelines.), with
405 prior service experience at the ASC or CMSRSC level.
406 C. Shall be requested to sign an agreement of financial
407 responsibility as outlined in our Anti-Theft Policy (see **Article 10**
408 **Funds, Section 8 Anti Theft Policy**).

409 DUTIES:

- 411 1. Shall assist the RIC with all of the above listed duties, (**Article**
412 **6, Section 1, DUTIES 1 – 5**) and be ready to step into the RIC
413 position as necessary.

414
415 ARTICLE SEVEN (7)

416 **ad hoc or Special Committees**

417 **SECTION 1.**

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

423
424 **SECTION 2.**

425 The CMSRSC Chairperson shall appoint ad hoc or special subcommittees, with
426 a specific time frame, unless otherwise specified in the motion to commit. Voting on
427 this motion may take place following the ad hoc Committee's report, or the next
428 regularly scheduled CMSRSC meeting, whichever comes later. As a matter of practice,
429 a definite time frame for the ad hoc Committee shall be established. The ad hoc
430 committee will disband upon completion of their assigned task, or when directed to do
431 so by the CMSRSC.

432
433
434
435 ARTICLE EIGHT (8)

436 **VOTING**

437 **SECTION 1.**

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

442
443 **SECTION 2.**

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

446
447 **SECTION 3.**

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

452
453 **SECTION 4.**

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

464
465 **SECTION 5.**

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

469
470 **ARTICLE NINE (9)**
471 **ELECTIONS**

472 **SECTION 1.**

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

475
476 **SECTION 2.**

477 Any member of the committee may nominate a qualified individual for a
478 CMSRSC position.

479
480 **SECTION 3.**

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

485

486 **SECTION 4.**

487 The term of service will be one (1) year. The term of service begins at the
488 opening of the next regular business meeting.

489
490 **SECTION 5.**

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

493
494 **SECTION 6.**

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

496
497 **SECTION 7.**

498 In cases of removal or resignation of a CMSRSC service member, an interim
499 service member shall be elected to serve the un-expired term. In the case of a mid-
500 month removal/resignation the CMSRSC Chairperson shall appoint an interim service
501 member to fill the vacated service position at the next regular CMSRSC meeting, with
502 elections to be held the following month. In the case of removal/resignation during a
503 CMSRSC meeting the CMSRSC shall elect an interim service member before closing.

504

505

506 **ARTICLE TEN (10)**
507 **REMOVALS**

508 **SECTION 1.**

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

- 512 A. Loss of abstinence.
- 513 B. Non-fulfillment of the duties of their position.
- 514 C. Non-attendance to a minimum of 2 consecutive CMSRSC
515 meetings without prior notification of the CMSRSC Chairperson.
- 516 D. Non-adherence to the Anti-Theft Policy.
- 517 E. Physical or Verbal Abuse

518

519 **ARTICLE ELEVEN (11)**
520 **FUNDS**

521 **SECTION 1.**

522 All moneys accumulated from Area contributions and other NA sources shall be
523 deposited in a bank account/general fund within seventy-two (72) hours of the monthly
524 CMSRSC meeting, subject to disbursement by the Regional Treasurer for paying
525 obligations:

- 526 A. Expenses as budgeted.
- 527 B. Mileage may be reimbursed for attendance of regularly scheduled
528 CMSRSC meetings by Administrative Body members and the RIC
529 through an approved budget. The mileage reimbursement rate as
530 established by the CMSRSC is to be used for reimbursement.
531 Administrative Body members may choose to decline reimbursement.
- 532 C. Unbudgeted expenses may not be reimbursed without approval by a two-
533 thirds (2/3) vote of the CMSRSC.

534

535 **SECTION 2.**

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

539
540 **SECTION 3.**

541 All expenditures made by the CMSRSC shall be paid by check except when
542 necessary to make other arrangements.

543
544 **SECTION 4.**

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

- 547 A. The CMSRSC Treasurer;
- 548 B. The CMSRSC Chairperson; and
- 549 C. The CMSRSC Vice-Chairperson.

550
551 **SECTION 5.**

552 In the event that a check is made payable to one of the authorized signers of the
553 CMSRSC bank account the situation will be disclosed to CMSRSC prior to check being
554 disbursed.

555
556 **SECTION 6.**

557 No regular expenditure shall be made from the CMSRSC treasury without
558 receipt or proof of payment.

559
560 **SECTION 7.**

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

564
565 **SECTION 8.**

566 ANTI-THEFT POLICY:

567 The Eleventh Concept establishes the sole absolute priority for use of NA funds; to
568 carry the message. The "*Twelve Concepts for NA Service*" give the CMSRSC a
569 mandate from the NA Groups that calls for total financial accountability. With this in
570 mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

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

- 578
- 579
- 580
- 581
- 582 A. CMSRSC ACTION:

583 The CMSRSC, once informed of the alleged misuse of funds and/or
584 other assets, may suspend the participation of individual(s) involved
585 “with cause” by a two-thirds (2/3) vote, pending investigation and
586 resolution. Having been found to have misappropriated or misused funds
587 and/or other assets, said individual(s)’ participation is immediately
588 terminated, with cause, by a two-thirds (2/3) vote. Additionally, any
589 member removed by the CMSRSC for misappropriation or misuse of
590 funds and/or other assets may not hold an elected seat on the CMSRSC
591 or its subcommittees for a period of two (2) years.

592 B. RESTITUTION:

593 Individuals removed for misappropriation or misuse of funds and/or
594 other assets, are expected to make full restitution of all CMSRSC funds.
595 Should a member removed for misuse of funds fail to make full
596 restitution said member may be subject to criminal and/or civil
597 prosecution by the CMSRSC.

598 C. Regional Trusted Servants shall be requested to sign agreements of
599 financial responsibility.

600 D. PROCEDURE FOR RESOLUTION.

- 601 1. Conduct a thorough review of all books and financial records.
- 602 2. Then schedule a meeting ensuring that individual who allegedly
603 misappropriated or misused funds or other assets, is informed of
604 the meeting and given the opportunity to present their point of
605 view. After all sides have been heard, a break in the meeting
606 format is taken to allow all present time to engage in prayer and
607 meditation to bring a Higher Power into the discussion and focus
608 on spiritual principles, determining the best course of action.
- 609 3. If the individual admits to the theft and agrees to pay back the
610 funds or restores other assets, a restitution agreement can be
611 developed. The individual will be notified that if the restitution
612 agreement is not adhered to legal action will be initiated based on
613 the signed and witnessed restitution agreement.
- 614 4. A report about the misappropriation shall be published, and
615 regular reports on the status of the restitution agreement shall be
616 published until the agreement is satisfied. Protecting the identity
617 of the person involved is secondary to being accountable to the
618 fellowship for its funds and ensuring that the person is not put in
619 a position where he or she may do further harm.
- 620 5. If the individual refuses to repay the money, or agrees to a plan
621 but does not follow through with the agreement, or if the person
622 has disappeared, it may be appropriate to take legal action. The
623 decision to take legal action is an option that does not
624 compromise traditions or spiritual principles, but it should be our
625 last resort, opted for only when everything else has been tried.
626 We strongly suggest that the decision to prosecute be thoroughly
627 explored before going ahead, using Area and Regional Service
628 Committees, the World Service Board, and Narcotics
629 Anonymous World Services, Incorporated as resources.
- 630 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.

SECTION 9.

The Executive Committee (Chair, Vice-Chair, Treasurer and Recording Secretary), and Regional Information Coordinator (RIC) shall submit a written budget in July and January. The Regional Delegate (RD) and Alternate Delegate (AD) shall submit a written budget in July.

SECTION 10.

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

SECTION 11.

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

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

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

SECTION 12.

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

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

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.

680 ARTICLE THIRTEEN (13)
681 SPIRITUAL GUIDANCE

682 SECTION 1.

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

685
686 SECTION 2.

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

- 690
691 A. The "*Twelve Traditions of Narcotics Anonymous*"
692 B. "*The Twelve Concepts for NA Service*"
693 C. The current version of these Guidelines
694 D. A "*Guide to Local Service in Narcotics Anonymous*" or its
695 successors.
696

697 ADDENDUM "A"

698
699 **GUIDELINES FOR THE**
700 **CALIFORNIA MID-STATE REGIONAL**
701 **CONVENTION COMMITTEE**

702 Adopted 16 December 2006 (Replaces 21 July 2001 version)

703
704 **I**
705 **DEFINITION**

706
707 This body shall be known as the California Mid-State Regional Convention Committee
708 of Narcotics Anonymous hereinafter referred to as CMSRCC.

709
710 **II**
711 **PURPOSE**

712
713 The purpose of a regional convention is designed to encourage unity and celebration
714 within a particular region of N.A. Keeping this intent in mind, the CMSRCC body is to
715 provide for and produce in accordance with the *Twelve Traditions of Narcotics*
716 *Anonymous*, the California Mid-State Regional Convention of Narcotics Anonymous
717 hereinafter referred to as CMSRCNA.

718
719 **III**
720 **FUNCTIONS**

- 721
722 A. To hold regular CMSRCC meetings.
723 B. To record and distribute minutes of all CMSRCC meetings, copies of the
724 current bank statement and an overview report from the Convention
725 Chairperson about the previous CMSRCC meeting to the CMSRCC's
726 trusted servants and the California Mid-State Regional Service
727 Committee; hereinafter referred to as CMSRSC.
728 C. To acquire and maintain a mailing address for the duration of the
729 CMSRCC's responsibility to the CMSRCNA and sixty days following
730 the date of the CMSRCNA.
731 D. To maintain a bank account requiring a minimum of two signatures for
732 the CMSRCNA.
733 E. To encourage and support all subcommittees of the CMSRCC.
734 F. To encourage and support unity in the California Mid-State Region.

735
736 **IV**
737 **PARTICIPANTS**

- 738
739 A. Members of the Executive Committee
740 1. Chairperson
741 2. Vice-chairperson
742 3. Secretary
743 4. Treasurer
744 5. Assistant Treasurer

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- B. Subcommittees
 - 1. Hotels & Hospitality
 - 2. Fundraising & Entertainment
 - 3. Arts & Graphics
 - 4. Registration & Information
 - 5. Program
 - 6. Merchandising
 - 7. Member Services

C. Any interested members of NA are welcome at any public meeting of the CMSRCC or its subcommittees as observers, and may speak at the discretion of the Chairperson.

V VOTING PARTICIPANTS

The voting participants of the CMSRCC will consist of the CMSRCC Executive Committee (the Chairperson voting only in the case of a tie) and all subcommittee chairpersons or their appointed representative.

VI EXECUTIVE COMMITTEE

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

A. CHAIRPERSON:

- 1. Requirements:
 - a. A minimum of 5 years continuous clean time.
 - b. Prior service experience at the Area or Regional level.
 - c. A demonstrated stability in their local community.
 - d. Administrative and management abilities.
 - e. Shall be requested to sign an agreement of financial responsibility as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8 Anti-Theft Policy**).
- 2. Duties:
 - a. Arranges agenda for regular CMSRCC meetings.
 - b. Presides over regular CMSRCC meetings.
 - c. Delegates major tasks to specific subcommittees; stays informed of the business and activities of each subcommittee and provides help when and where needed.

- 794 d. Helps resolve personality conflicts within the committee.
795 e. Keeps activities within the *Twelve Traditions of Narcotics*
796 *Anonymous* and focused according to the purpose of the
797 CMSRCC as stated in **Section II**.
798 f. Monitors the financial status of the overall convention
799 costs and helps organize the CMSRCC budget.
800 g. Prevents premature passage of motions to ensure a greater
801 understanding and a clear group conscious of the issues
802 for all those concerned and the welfare of the CMSRCC.
803 h. Allows subcommittees to perform their functions while
804 offering guidance, support and encouragement to utilize
805 good judgment.
806 i. Chairs the Convention.
807 j. Co-signer on the CMSRCC bank account.
808 k. Provides for the making of a monthly report as to the
809 status of the convention to the hosting Area.
810 l. Acts as a liaison to the CMSRSC and provides a monthly
811 report to all CMSRSC meetings as to the status of the
812 convention by providing copies of a written summary of
813 the previous CMRCC meeting, the most recently
814 approved minutes and copy of the current bank statement
815 to the CMSRSC participants.
816 m. May not sit on any of the subcommittees as a member or
817 as the chairperson. This is to protect us from ourselves in
818 keeping with the Chairperson's need to be completely
819 unbiased in matters affecting the CMSRCNA.

820
821 **B. VICE-CHAIRPERSON:**
822

- 823 1. Requirements:
824 a. A minimum of four (4) years continuous clean time.
825 b. Prior service experience at the Area or Regional level.
826 c. The willingness and ability to become the Chairperson if
827 the need arises.
828 d. A demonstrated stability in their local community.
829 e. Shall be requested to sign an agreement of financial
830 responsibility as outlined in our Anti-Theft Policy (see
831 **Article 10 Funds, Section 8 Anti-Theft Policy**).
832
833 2. Duties:
834 a. In the absence of the Chairperson, the Vice-Chairperson
835 shall perform the duties of the Chairperson as contained
836 in these guidelines.
837 b. Actively attends as many subcommittee meetings as
838 reasonably possible to respond effectively to the
839 subcommittees needs and act as the liaison between the
840 subcommittees and the CMSRCC. In addition, helps with
841 the organization and the delegation of the subcommittee's
842 responsibilities.

- 843 c. Opens, maintains and is responsible for (custodian of) the
844 CMSRCC P.O. Box.
845 d. Co-signer of the CMSRCC bank account
846 e. Acts as a knowledgeable resource regarding questions
847 about parliamentary procedure and the CMSRCC
848 Guidelines and Policies in accordance with the *Twelve*
849 *Traditions of Narcotics Anonymous*.
850 f. May not sit on any other subcommittee as a member or
851 officer.

852
853 C. SECRETARY:
854

855 1. Requirements:

- 856 a. A minimum of two (2) years continuous clean time.
857 b. Prior service experience at the Area or Regional level.
858 c. Ability to keep accurate records.
859 d. A demonstrated stability in their local community.
860 e. Shall be requested to sign an agreement of financial
861 responsibility as outlined in our Anti-Theft Policy (see
862 **Article 10 Funds, Section 8 Anti-Theft Policy**).
863

864 2. Duties:

- 865 a. Responsible for keeping concise and complete minutes of
866 all CMSRCC meetings.
867 b. Distributes copies of the minutes at all regular CMSRCC
868 meetings for consideration.
869 c. Maintains a complete and up-to-date set of records after
870 each and every CMSRCC meeting and be able to provide
871 such upon request.
872 d. Makes sure that the Chairperson has the current
873 CMSRCC minutes to report to the regular CMSRSC
874 meetings.
875 e. Maintains an up-to-date mailing list of all CMSRCC
876 members as well as telephone numbers of such
877 participants and any other pertinent contact information.
878 f. Maintains a list of any business contacts and all
879 public/private entities related to the Convention.
880 g. Assists subcommittees in mailing and correspondence if
881 and when necessary.
882 h. Ensures that the archives from the CMSRCC get passed
883 on to the CMSRSC at the completion of the CMSRCNA.
884 i. May sit on a subcommittee as a member but not as an
885 officer of that subcommittee.
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892 D. TREASURER:

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1. Requirements:
 - a. A minimum of five (5) years continuous clean time.
 - b. Prior service experience at the Area or Regional level.
 - c. A demonstrated stability in their local community.
 - d. Bookkeeping and management skills.
 - e. Shall be requested to sign an agreement of financial responsibility as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8 Anti-Theft Policy**).

2. DUTIES:
 - a. Opens, maintains and is responsible for (Custodian of) the CMSRCC bank account.
 - b. Co-signer on the CMSRCC bank account.
 - c. Maintains and makes available upon request all bank statements and an accurate financial ledger of the current CMSRCNA.
 - d. Responsible for submitting a written report at all CMSRCC meetings as to the current financial standing of the CMSRCNA.
 - e. Works with the Chairperson and Vice-chairperson to establish and maintain a budget for the CMSRCNA and all subcommittees.
 - f. Writes all checks and is responsible for collecting receipts for all moneys paid out.
 - g. Responsible for all moneys received, including but not limited to, revenues from registration and banquet tickets, excess revenues from pre-CMSRCNA merchandising projects, excess revenues from fund-raising activities, and all other related income.
 - h. Pays all bills and advises the Chairperson on the cash position, income, and expenditures.
 - i. Reviews subcommittee reports for compliance with their budgets.
 - j. May sit on a subcommittee as a member but not as an officer of that subcommittee.
 - k. Provides the closing report (income vs. expenses) to the CMSRSC, closes the checking account and P.O. Box, and transfers the remaining funds to the CMSRSC.

3. The Treasurer will be elected by the CMSRCC and confirmed by the CMSRSC before taking office.

E. ASSISTANT-TREASURER:

1. REQUIREMENTS:
 - a. A minimum of 3 years continuous clean time.
 - b. Prior service experience at the Area or Regional level.

- 941 c. A demonstrated stability in their local community.
942 d. Shall be requested to sign an agreement of financial
943 responsibility as outlined in our Anti-Theft Policy (see
944 **Article 10 Funds, Section 8 Anti-Theft Policy**).

945
946 2. DUTIES:

- 947 a. Acts as and assumes all responsibilities of the Treasurer
948 in the absence of the Treasurer.
949 b. Works closely with the Treasurer at all times checking all
950 paperwork to ensure accuracy.
951 c. Co-signer on the CMSRCC bank account.
952 d. May sit on a subcommittee as a member but not as an
953 officer of that subcommittee.
954

955
956 **VII**
957 **SUBCOMMITTEES**
958

959 All subcommittees must and will maintain accurate records of all activities of the
960 subcommittee. This includes, but is not limited to, financial reports, expenditures,
961 duplicate receipts, current avenues of endeavor, subcommittee goals and needs. The
962 subcommittee shall work in close contact with the Executive Committee in accordance
963 with the *Twelve Traditions of Narcotics Anonymous*. The subcommittees are to carry
964 out the tasks described in these Guidelines as directed by the CMSRCC and any other
965 tasks the CMSRCC may deem necessary. The subcommittees are to carry out their
966 assigned duties, and develop proposals and recommendations for the CMSRCC's
967 decision. Final decision making authority rests with the CMSRCC.
968

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970 **SUBCOMMITTEE CHAIRPERSONS**
971

972 Requirements:

- 973
974 A. The subcommittee chairpersons shall have a minimum of two (2) years continuous
975 clean time.
976 B. A demonstrated stability in their local community.
977 C. Each subcommittee chairperson should possess the necessary abilities that will
978 compliment the needs and requirements of that subcommittee.
979 D. These chairpersons shall be aware of the responsibilities of each member and the
980 tasks they have assumed making sure that any task assigned them is properly carried out
981 as they bear the primary responsibility of their subcommittee.
982 E. The subcommittee chairperson may not sit on any of the other subcommittees as a
983 member or officer.
984 F. All subcommittee chairpersons shall be requested to sign an agreement of financial
985 responsibility as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8**
986 **Anti-Theft Policy**).
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990 **SUBCOMMITTEE VICE-CHAIRPERSONS**

991

992 Suggested duties for the Vice-chair of a subcommittee:

993

994

1. Requirements:

995

996

A. A minimum of two (2) years continuous clean time.

997

B. Prior service experience at the Area or Regional level.

998

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

999

D. A demonstrated stability in their local community.

1000

E. Shall be requested to sign an agreement of financial responsibility as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8 Anti-Theft Policy**).

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2. Duties

1006

A. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson as contained in these Guidelines.

1007

B. Attends as many subcommittee meetings as possible, and helps with the organization and delegation of the subcommittee's responsibilities.

1008

C. Acts as the parliamentarian of the subcommittee meetings in accordance with these Guidelines and the *Twelve Traditions of Narcotics Anonymous*.

1009

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D. May not sit on any other subcommittee as an officer.

1013

F. Must attend 75% of the regular CMSRCC meetings.

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

1018

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This Subcommittee will act as the liaison between the CMSRCC and the convention facility. It will be responsible for any negotiations with the hotel (if a negotiator is not utilized), and also direct communications with the hotel personnel regarding any questions or concerns that may arise either during or prior to the convention, arrangement of shuttle transportation between plane/train facilities and the convention site, hospitality rooms, and accommodations for the guest speakers. It will prepare costs estimates and discern whether they are prudent and acceptable based upon feasibility for banquets, brunches, breakfasts, coffee, specialty meeting rooms, and the sale of on site snacks. This Subcommittee will be responsible for preparing a map of local points of interest, restaurants, alternative lodging facilities, transportation and sightseeing information. It shall work closely with the Registration and Information Subcommittee to help prepare projected attendance figures and also with the Program Subcommittee to help coordinate and accommodate the proper meeting room facilities.

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1039 2. **FUNDRAISING AND ENTERTAINMENT** (F&E)

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1041 This Subcommittee is responsible for, coordinates and oversees all events and pre-
1042 events for the CMSRCNA remembering for the pre-event fund-raisers that the functions
1043 need not and should not be isolated to the host area to prevent unnecessary financial
1044 drain on that area and also to promote unity throughout the Region. This Subcommittee
1045 is one of the primary ways to help promote excitement and support with regard to the
1046 upcoming convention. This Subcommittee is responsible for the selection of all
1047 entertainment for the convention (i.e. bands, disc jockeys, comedians, performing
1048 artists, etc.). This Subcommittee should work closely with the Merchandising
1049 Subcommittee to help raise the pre-event funds so necessary when putting on a
1050 convention.

1051

1052

1053 3. **REGISTRATION AND INFORMATION** (R&I)

1054

1055 This Subcommittee is responsible for both the pre-registration and on-site registration,
1056 which includes pre-registration confirmations and special registrations, for the
1057 CMSRCNA. It shall keep an accurate count of all pre-registrations received and pass
1058 the information regarding banquet tickets or other special events offered onto the
1059 CMSRCC for proper correlation. This Subcommittee shall be responsible for the
1060 preparation of the Pre-registration flyers for the CMSRCNA and upon approval of the
1061 CMSRCC, shall distribute those flyers at least 6 months prior to the CMSRCNA to the
1062 Fellowship of NA. The avenues of distribution may be obtained from the RD of the
1063 CMSRSC for mailing to other areas, regions, etc., and also by distributing to all of the
1064 RCMs at the CMSRSC. This Subcommittee is also responsible for the preparation of
1065 the registration packets at the CMSRCNA. R&I will act as the public relations for the
1066 CMSRCNA serving N.A. members, the general public and any questions posed prior to
1067 or during the convention from the media. Works closely with the Hotels & Hospitality
1068 Subcommittee to coordinate a projected attendance for the CMSRCNA.

1069

1070

1071 4. **ARTS & GRAPHICS** (A&G)

1072

1073 This Subcommittee is responsible for the design and printing of the CMSRCNA logo
1074 and theme, and any banners, programs, tickets, signs for the meeting rooms etc., flyers,
1075 decided upon by the CMSRCC. A&G is to be used by any and all other subcommittees
1076 as the need arises. A&G works closely with the Merchandise Subcommittee to help
1077 coordinate the printing of the merchandise and the timeliness necessary for the
1078 completion of such.

1079

1080 5. **PROGRAM**

1081

1082 This subcommittee is responsible for planning the program for the entire convention.
1083 This includes, but is not limited to, recommendations for the selection of all speakers,
1084 secretaries and readers for the meetings, marathon meeting chairpersons, the
1085 CMSRCNA schedule, and any workshops/panels. The Program subcommittee shall
1086 make timely confirmations of everyone participating in the program. The Program
1087 Subcommittee will be responsible for contracting a company for the recording and sale

1088 of the CMSRCNA speakers and ensuring the recordings are available for sale at the
1089 convention. The Program Subcommittee shall be responsible for the selection of
1090 speakers who carry a **clear NA message**. The language used to carry the message of
1091 NA at the CMSRCNA is vitally important. The Program Subcommittee shall work
1092 closely with the Hotels & Hospitality Subcommittee in order to coordinate the proper
1093 meeting facilities for each meeting and also assist in coordinating the lodging of the
1094 speakers selected.

1095

1096 6. **MERCHANDISING**

1097

1098 This Subcommittee is responsible for the acquisition and sale of pre-convention and
1099 commemorative items to be sold during the convention. The Merchandise
1100 Subcommittee shall bring proposals to the Executive Committee of the CMSRCC for
1101 the merchandise the Subcommittee has recommended, the quantity to be ordered, and
1102 the cost of such, for final approval prior to purchase of said merchandise. This
1103 committee shall work closely with the A&G Subcommittee and the F&E Subcommittee
1104 with regard to the acquisition and sale of such merchandise. They will also need to
1105 work with the Program and Hotels and Hospitality Subcommittees for coordination of
1106 location and times for sale of the merchandise. Merchandising will provide an
1107 inventory and all remaining merchandise for transfer to the CMSRSC after the final
1108 CMSRCC meeting.

1109

1110 7. **MEMBER SERVICES**

1111

1112 This subcommittee is responsible for aiding the CMSRCC and the hotel in keeping the
1113 convention secure. They can be responsible for such things as patrolling the parking
1114 lot, assisting members in attendance to locate a specific meeting room, helping to
1115 ensure the safety of the members in attendance or any other related duties, which may
1116 arise during the convention. This committee shall work closely with the Hotels and
1117 Hospitality subcommittee to help ensure the amicable relationship with the hotel and
1118 the general membership in attendance.

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VIII

OPERATIONAL GUIDELINES

1. **VOTING PROCEDURES:**

- a. All interested members may vote at the first CMRSCC meeting. All interested members in attendance may vote until all CMSRCC 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 CMSRCC business.
- c. A two-thirds (2/3) vote is required in policy/financial matters concerning the CMSRCC.
- d. Any changes to these guidelines will require a two-thirds (2/3) vote and then subject to the CMSRSC approval.
- e. In the case of a tie, the Chairperson shall cast the deciding vote.

- 1137 2. **MOTIONS:**
1138
1139 a. Motions in matters affecting CMSRCC as a whole shall be submitted in
1140 writing with a second by a voting participant of the CMSRCC and heard
1141 in the new business session.
1142 b. Motions may only be postponed for one regular CMSRCC meeting and
1143 then heard under the unfinished business session of that meeting.
1144

1145 3. **REMOVAL OF CMSRCC OFFICERS/MEMBERS:**

- 1146 A. Any CMSRCC officer/member may be removed from their service position
1147 by two-thirds (2/3) vote in the event they fail to:
1148
1149 1. Carry out their duties in a timely and responsible manner.
1150 2. Adhere to the principles of the *Twelve Traditions of Narcotics*
1151 *Anonymous* and *Twelve Concepts for NA Service*.
1152 3. Attend two consecutive regular CMSRCC meetings without
1153 providing prior notification to the Chairperson or represented in
1154 attendance by an appointed alternate representative.
1155 4. Maintain their abstinence from drugs.
1156
1157 B. In the event that the CMSRCC Chairperson is removed from office the Vice-
1158 chairperson will assume the duties of the chairperson and then the CMSRCC
1159 must come to the CMSRSC with a recommendation for chairperson. In the
1160 event there is no recommendation for chairperson, they must then advise the
1161 CMSRSC of such so that the proper steps can be taken to fill the vacant
1162 position. **The position of chairperson MUST be elected at the CMSRSC**
1163 **level.**
1164

1165 4. **FISCAL PROCEDURES:**

1166 A. ANTI-THEFT POLICY:
1167
1168

1169 The Eleventh Concept establishes the sole absolute priority for use of NA funds;
1170 to carry the message. The *Twelve Concepts for NA Service* give the CMSRSC a
1171 mandate from the NA Groups that calls for total financial accountability. With
1172 this in mind, any misuse of funds by Regional Trusted Servants cannot be
1173 tolerated. Should any CMSRSC Participant, Administrative Committee member,
1174 subcommittee member or CMSR Convention Committee Member be found to
1175 have allegedly misappropriated, or misused CMSRSC funds or other assets, the
1176 Presiding Officer of the CMSRSC, immediately upon calling the CMSRSC
1177 meeting to order, must fully disclose the alleged misuse of funds or other assets
1178 and the individual(s) involved. Any member accused of misuse of funds or other
1179 assets may exercise their Tenth Concept right to redress at this time.
1180

1181 1. **CMSRSC ACTION:**

1182 The CMSRSC, once informed of the alleged misuse of funds or other
1183 assets, may suspend the participation of individual(s) involved “with
1184 cause” by two-thirds (2/3) vote pending investigation and resolution.
1185 Having been found to have misappropriated or misused funds or other

1186 assets, said individual(s)' participation is immediately terminated, with
1187 cause, by a two-thirds (2/3) vote. Additionally, any member removed by
1188 the CMSRSC for misappropriation or misuse of funds or other assets
1189 may not hold an elected seat on the CMSRSC or its subcommittees for a
1190 period of two (2) years.

1191
1192 2. RESTITUTION:

1193 Individuals removed for misappropriation or misuse of funds or other
1194 assets, are expected to make full restitution of all CMSRSC funds.
1195 Should a member removed for misuse of funds fail to make full
1196 restitution said member may be subject to criminal or civil prosecution
1197 by the CMSRSC.

1198
1199 3. Regional Trusted Servants shall be requested to sign agreements of
1200 financial responsibility.

1201
1202 4. Procedure for Resolution.

1203 a. A thorough review of all books and financial records.

1204
1205 b. Then schedule a meeting, making ensuring that any individual
1206 who allegedly misappropriated or misused funds or other assets is
1207 informed of the meeting and given the opportunity to present
1208 their point of view. After all sides have been heard, a break in the
1209 meeting format is encouraged to allow all present time to get in
1210 touch with their own Higher Power and focus on spiritual
1211 principles, before coming back to decide the best course of
1212 action.

1213
1214 c. If the individual admits to the theft and agrees to pay back the
1215 funds or other assets, a restitution agreement can be developed.
1216 Let the individual know that if the restitution agreement is not
1217 adhered to, the intent is to take legal action based on the signed
1218 and witnessed restitution agreement.

1219
1220 d. A report about the situation shall be published, and regular
1221 reports on the status of the restitution agreement shall be
1222 published until the agreement is satisfied. Protecting the identity
1223 of the persons involved is secondary to being accountable to the
1224 fellowship for its funds and ensuring that the person is not put in
1225 a position where they may do further harm.

1226
1227 e. If the individual refuses to repay the money, or agrees to a plan
1228 but does not follow through with the agreement, or if the person
1229 has disappeared, it may be appropriate to take legal action. The
1230 decision to take legal action is an option that does not
1231 compromise traditions or spiritual principles, but it should be our
1232 last resort, opted for only when everything else has been tried.
1233 We strongly suggest that the decision to prosecute be thoroughly
1234 explored before going ahead, using Area and Regional Service

1235 Committees, the World Service Board, and Narcotics
1236 Anonymous World Services, Incorporated as resources.

- 1237
- 1238 f. If legal action is pursued one or all of the following may occur:
- 1239
- 1240 1. A civil action may be filed against the individual(s) and a
1241 judgment for full restitution may be obtained.
- 1242
- 1243 2. The CMSRSC may pursue a criminal prosecution of the
1244 individual(s) through the proper authorities.
- 1245
- 1246 B. If at all possible, an Employee Identification Number, (EIN), will be
1247 used to secure the CMSRCC bank account, **NOT** a member's personal
1248 Social Security number.
- 1249
- 1250 C. The Executive Committee and each subcommittee will submit a budget
1251 of projected expenses, a forecast of projected income, and a timeline of
1252 operations to the CMSRSC in a timely manner as decided by the
1253 CMSRSC, being revised as necessary.
- 1254
- 1255 D. Funds will be appropriated during unfinished or new business by a two-
1256 thirds (2/3) vote and disbursed based upon the treasury's ability to
1257 provide such funds.
- 1258
- 1259 E. Separate records will be maintained for the financial activities of all
1260 subcommittees. Separate records must be maintained for any income
1261 with regard to registration and pre-registration and any income from
1262 merchandise sales and fundraising events.
- 1263
- 1264 F. Upon completion of the CMSRCNA, a complete financial report shall be
1265 given to the CMSRSC no later than 60 days following the CMSRCNA.
1266 All funds, outstanding bills, financial ledgers, merchandise or any other
1267 NA asset, minutes and any other documentation **must** be returned to the
1268 CMSRSC at that time so that they may either be passed onto the next
1269 CMSRCC or stored in the CMSRSC achieves.
- 1270
- 1271 G. Major contractual commitments (hotel or convention facilities) shall be
1272 reviewed and approved by CMSRSC prior to being signed by CMSRCC
1273 Chairperson and CMSRSC Chairperson.
- 1274
- 1275 H. All expenditures over \$10.00 made by CMSRCC shall be paid by check
1276 except when necessary to make other arrangements.
- 1277
- 1278 I. No regular expenditure shall be paid from the CMSRCC bank account
1279 without receipt or proof of payment.
- 1280
- 1281 J. An operational fund of monies in the amount of \$10,000 dollars will be
1282 available to produce the Convention. The CMSRCC Chair may request
1283 to draw up to \$2000 dollars of start-up money when the first

1284 organizational meeting has been held and all the positions have been
1285 filled. A request for the balance of the money can be submitted following
1286 the CMSRSC's acceptance and approval of the Committee's budgets,
1287 forecasts, and timelines. This operational money is to be returned to the
1288 CMSRSC to be available to all future Conventions. The availability of
1289 an operational fund is not meant to be a substitute or replacement for
1290 fundraising activities

1291
1292 5. SELECTION OF NEXT CMSRCNA SITE:
1293

1294 The selection process for the next site of the CMSRCNA will take place at the
1295 CMSRSC meeting prior to the current convention. The CMSRSC shall
1296 distribute a flyer to all Areas within the Region soliciting bids for the next
1297 CMSRCNA four (4) months prior to the convention. Bids will be submitted in
1298 writing from any interested Area three (3) months prior to the current
1299 convention giving the CMSRSC two (2) months to review any such bids.

1300 Upon approval/selection of the CMSRCNA site, the ad hoc committee will
1301 send a recommendation for Chairperson of the CMSRCC to the CMSRSC for
1302 election at the CMSRSC level. Once the Chairperson is elected the CMSRCC
1303 may start meeting as a formal (as opposed to ad hoc) committee of the CMSRSC
1304 and then elect officers/subcommittee chairs into their respective positions. The
1305 CMSRSC will, if financially possible, provide the next CMSRCC the necessary
1306 seed money upon request, provided that the closing financial report has been
1307 received.
1308

1309 **SPIRITUAL PRINCIPLES**
1310

1311 The CMSRCC, its officers and trusted servants will implement the *Twelve Concepts for*
1312 *NA Service* to be used as the guiding principles of service operations and functions. As
1313 our "*Twelfth Concept*" states, "In keeping with the spiritual nature of Narcotics
1314 Anonymous, our structure should always be one of service, never of government." In
1315 keeping with our Traditions we need always remember that our primary purpose is to
1316 carry the message to the addict who still suffers. Our convention should strive to
1317 maintain an atmosphere of unity, love and support for any addict seeking recovery.
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1336 **CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS**
1337 **MEMORANDUM OF FINANCIAL RESPONSIBILITY**
1338

1339 DATE: _____
1340

1341 I, _____, a trusted servant of the fellowship of the California Mid-State Region of
1342 Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by
1343 the Fellowship of NA.
1344

1345 I agree to avoid mixing Fellowship money with my own money or the money of anyone else.
1346

1347 I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.
1348

1349 I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal
1350 negligence or dishonesty that I will accept full responsibility for their replacement.
1351

1352 I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I
1353 complete my term of service or if I am removed from service I agree to promptly turn over any
1354 Fellowship money, assets, records or any other Fellowship property.
1355

1356 I have agreed to follow and adhere to the CMSRSC Anti-Theft Policy.
1357

1358 Signed,
1359 Trusted Servant OFFICER, CMSRSC
1360

1361
1362 _____ by: _____
1363 Date Title
1364

1365 Print Name: _____ by: _____
1366 Title
1367

1368 This document was created to implement the CMSRSC Anti-Theft Policy.
1369

1370 The California Mid-State Regional Service Committee has adopted guidelines and operational policies,
1371 which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents
1372 are available on request.
1373

1374 This agreement shall be held in the CMS Regional Archives.

1375 ADDENDUM "C"
1376 CALIFORNIA MID-STATE REGIONAL SPONSORED
1377 SERVICE LEARNING DAYS GUIDELINES
1378

1379 These Guidelines refer to the Area - level, Regional learning days sponsored by the California Mid-
1380 State Regional Service Committee. The total budget for these learning days must be approved each
1381 cycle by the CMSRSC in its unified budget. Remember, these are learning days, not miniature unity
1382 days.

1383
1384 I. **Scheduling**
1385

- 1386 A. Dates will be reserved six (6) months in advance by coming to the CMSRC meeting and
1387 requesting approval for a learning day in the area.
- 1388 B. Care should be taken to avoid scheduling a learning day when any nearby area in the
1389 region or a neighboring region has a unity day or convention scheduled.
- 1390 C. Learning Days will not be scheduled during the CMSRCNA, World Convention or
1391 CMSRSC meeting.
- 1392 D. Only one learning day will be scheduled in any month.
- 1393 E. For planning purposes we will split the region into two (2) districts: northern and
1394 southern:
 - 1395 i. Northern: CS CSS, SVG & CVN
 - 1396 ii. Southern: CCNA, KT & Foothill
- 1397 F. Only one learning day per year will be planned for each district
1398

1399 II. **Planning and Implementation**
1400

- 1401 A. There will not be any registration fee for any regional-sponsored learning day. Areas are
1402 encouraged, but not required, to hold supporting events to help pay for the learning day and
1403 generate income to return the seed fund to the CMSRSC. Some of the supporting events
1404 that have been held are dinners, soda, raffles or auctions of NA-related items, recovery
1405 meeting with 7th Tradition collected to help pay for the learning day and other associated
1406 events. If an area wants to sell merchandise specific to this learning day, it will have to be
1407 approved by their *Area*.
- 1408 B. All leaning days shall be a cooperative effort between PI and H&I committee (and Phone
1409 lines if the area has a separate Phoneline committee) at the Area level with a balance of
1410 workshops divided between the committees.
- 1411 C. These learning days are intended to be single-day events.
- 1412 D. Only one workshop should be scheduled at a time, preferably alternating between PI and
1413 H&I and Phoneline topics.
- 1414 E. All aspects of planning and implementing the event are the responsibility of the area
1415 hosting the learning day. Regional PI and H&I leadership will be available to advise and
1416 assist the area planning.
- 1417 F. Selection of topics and speakers are the decision of the area hosting the event. Care should
1418 be taken to select speakers with current or previous experience with PI, Phone lines, or H&I
1419 in Narcotics Anonymous and knowledgeable about the topic or their workshop. It is
1420 suggested that these members be active in the area of service about which they are
1421 speaking.

- 1422 G. Areas may want to get assistance from the area's activities committee for help in planning
1423 any associated events, but it should be made clear this is a regional-sponsored event
1424 associated with the learning day and not an area activity.
- 1425 H. Although areas are completely responsible for planning and implementing their learning
1426 day, they should remember there is a wealth of experience at the regional level and in
1427 surrounding areas.
- 1428 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
1429 additional ideas about planning the learning day.
- 1430

1431 **III. Flyers**

1432

- 1433 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
1434 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
1435 and surrounding area or by distribution through the RCM's at the CMSRSC.
- 1436 B. Flyers should include:
- 1437 i. NA Logo with registered trademark, phone line number with area code and contact
1438 person.
- 1439 ii. Directions and/or map so members from outside the area can locate the facility.
- 1440 iii. Address including city or town where the learning day will be held.
- 1441 iv. Recognition that this is a regional-sponsored area-level service learning day.
- 1442 v. Clear indication that there is not a fee for the learning day.
- 1443 vi. The date and time of the event.
- 1444

1445 **IV. Finances**

1446

- 1447 A. A proposed budget shall be brought to the CMSRSC for approval.
- 1448 B. Upon approval, each area will be given up to \$500.00 seed money.
- 1449 C. If an area also receives seed money from its own area for this event, then the costs and
1450 income will be shared between the area and their region based on a percentage equal to the
1451 percentage each part contributed. For example: If the region provides \$500.00 seed funds
1452 and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to the area
1453 and 2/3 to the region.
- 1454 D. Each area will be given up to \$500.00 in seed funds to plan and implement the learning day.
1455 The money should be returned to the region to fund additional learning days. The check for
1456 the returned funds should be made out the CMSRSC and noted that it is returning seed
1457 funds and applied to the CMSRSC budget.
- 1458 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
1459 organizing the event will turn the funds over to their ASC.
- 1460 F. Each Area will provide a detailed financial report indicating all expenses and all income
1461 amounts and sources. A detailed report of the planning process including problems and
1462 successes in producing the event will be provided. A copy of the flyer and program should
1463 be included as well.
- 1464 G. If an Area sells area merchandise or conducts an area fund-raising event at this event, those
1465 proceeds should not be considered part of the income from the learning day or associated
1466 events. The income belongs completely to the Area.
- 1467 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I
1468 RIC. Travel for their participation should not be included in the learning day budget, but
1469 should be paid from the RIC's line-item for administrative travel.

- 1470 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these events
1471 to make money, but want to recover seed funds so we can plan additional events.
1472 J. Approved expenses are:
1473
1474 i. Rent for the facility
1475 ii. Insurance for the event (The event up to 500 people will be covered as a meeting
1476 by regional insurance)
1477 iii. Copies for flyers, registration material, programs and handouts for material
1478 covered at the workshop.
1479 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.
1480 v. Food and Beverages.
1481
1482

1483 Adopted: 21 July 2001
1484
1485

1486 ADDENDUM "D"
1487 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1488 OF
1489 NARCOTICS ANONYMOUS

1490
1491 **WEB SITE GUIDELINES AND POLICIES**
1492
1493

1494 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site is to further the
1495 Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by providing easily
1496 accessible information about NA within the RSC boundaries. All activities directed to that end shall be carried out in
1497 accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly
1498 support the Fifth Tradition.
1499

1500
1501 **Functions/Responsibilities**
1502

1503 The basic functions of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site are:

- 1504 1. To provide communication
 - 1505 a. Between this Region of Narcotics Anonymous and the public
 - 1506 b. Between the Areas of the Region and the California Mid-State Regional Service Committee.
- 1507 2. To post current meeting schedules for the Areas.
- 1508 3. To post information benefiting the Areas served by the RSC.
1509

1510
1511 **Requirements and Duties of the Web servant and Alternate Web servant**
1512

- 1513 1. Personal time and abilities to perform their duties.
- 1514 2. Willingness to serve in the position.
- 1515 3. Two (2) years clean time.
- 1516 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of
1517 Narcotics Anonymous and the Twelve Concepts for NA Service.
- 1518 5. Maintenance of clean time throughout term of office or participation.
- 1519 6. Regular attendance at Narcotics Anonymous recovery meetings.
- 1520 7. Resources necessary to perform the duties as assigned
- 1521 8. The Alternate Web servant will be willing and able to assume the duties assigned the Web servant if necessary.
1522

1523
1524 **Finances and Ownership**
1525

- 1526 1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State
1527 Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the
1528 responsibilities of the Web servant.
- 1529 2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-
1530 State Regional Service Committee.
- 1531 3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership
1532 of the domain name for the CMSRSC.
- 1533 4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final
1534 decision rests with the California Mid-State Regional Service Committee.
- 1535 5. The Web Servant is responsible for the development and maintenance of the web site. The development and/or
1536 maintenance can be accomplished by:
 - 1537 A. the Web Servant performing the work as an unpaid volunteer.
 - 1538 B. the Web Servant utilizing the unpaid volunteer services of other members while the Web Servant
1539 remains as the single point of accountability.
 - 1540 C. the Web Servant supervising contract services for-hire by a vendor under an agreement approved by
1541 the CMSRSC.

1542 In all cases, the participants will sign work-for-hire agreements and all material will be owned and
1543 copyrighted solely by the CMSRSC.

1544 6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact information, and
1545 all ownership will be held in the name of the CMSRSC and/or the Regional Chair if necessary.
1546

1547 Web Servant Reporting and Communications

1548 The Web servant will submit a written report to the California Mid-State Regional Service Committee at each regular
1549 meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the
1550 web site. The report will also include any relevant correspondence received, sent and forwarded. The Web servant is
1551 required to attend all regular California Mid-State Regional Service Committee.
1552
1553

1554 General Guidelines

- 1555 1. There will be only one email account serviced by the web servant in accordance with current CMSRSC
1556 policies.
- 1557 2. Personal e-mail addresses are not to be posted on this web site.
- 1558 3. External hyperlinks will be approved by the CMSRSC.
- 1559 4. Meeting directory pages should be checked for updates at least every 30 days.
- 1560 5. Any NA group or committee may request to post information concerning upcoming events or service functions.
1561 Requests will be approved based on current CMSRSC policy.
- 1562 6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the
1563 web site.
- 1564 7. Images of any identifiable person, whether a NA member or not, are never used.
- 1565 8. Sales of merchandise will not be made on the web site.
- 1566 9. If an Area Service Committee or Group within the Region has its own web site, the site may be linked to the
1567 CMSRSC web site with approval from the CMSRSC.
- 1568 10. Copyrighted material will not be used on the web site without specific permission from the owner.
- 1569 11. The Webs servant is responsible for updating the information posted on the WSO web site whenever the
1570 changes in the CMSRSC are made.
- 1571 12. The CMSRSC will establish policies necessary for the operation of the Web Site.
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1577 Privacy Policy

1578 The CMSRSC will establish and maintain a privacy policy for its web site.
1579
1580

1581 Date of revision:

1582 Date Approved: 18 December 2006
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ADDENDUM "E"

LIST OF ABBREVIATIONS

1597		
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1599		
1600	ASC	Area Service Committee
1601	CAR	Conference Agenda Report
1602	CMSR	California Mid-State Region
1603	CMSRCC	California Mid-State Regional Convention Committee
1604	CMSRCNA	California Mid-State Regional Convention of Narcotics Anonymous
1605	CMSRSC	California Mid-State Regional Service Committee
1606	CMSRSCNA	California Mid-State Regional Service Committee of Narcotics Anonymous
1607	GLS	Guide to Local Services
1608	GWS	Guide to World Services
1609	H & I	Hospitals and Institutions
1610	NA	Narcotics Anonymous
1611	NAWS	Narcotics Anonymous World Services
1612	PI	Public Information
1613	PR	Public Relations
1614	PRHB	Public Relations Hand Book
1615	RCM	Regional Committee Member
1616	RCMA	Regional Committee Member Alternate
1617	RD	Regional Delegate
1618	AD	Alternate Delegate
1619	RIC	Regional Information Coordinator
1620	WSC	World Service Conference
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CMSRSC Guidelines

December 2008

**“We help others when we participate in service work
and try to carry the message of recovery to the addict who still suffers.”**

Basic Text 6th Edition, pg. 58