

**GUIDELINES OF THE MID-AMERICA REGIONAL
SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

ARTICLE I

Passed 11-15-92

The name of this assembly shall be the Mid-America Regional Service Committee of Narcotics Anonymous, hereafter referred to as MARSCNA.

ARTICLE II

Passed 11-15-92

The primary purpose of the MARSCNA is to carry the message of recovery to the addict who still suffers; to further the unity of the fellowship within our region and other regions by maintaining communication between the areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

ARTICLE III

MEMBERSHIP

Passed 11-15-92

- A. Any member of N.A. may attend and participate in discussion at the discretion of the Chair.**
- B. Motions can be made and seconded by RSC officers, Subcommittee Chairs and voting participants.**
- C. Voting participants are the ASRs of the areas with MARSCNA or their alternates.**

ARTICLE IV

SUBCOMMITTEES

Passed 11-15-92

- A. The RSC may establish subcommittees from time to time to carry on the work of the Committee.**

These subcommittees shall perform the duties prescribed by these guidelines, the Temporary Working Guide to the Service Structure and its successors, the parliamentary authority adopted by the Committee and the appropriate subcommittee handbooks.

B. Standing subcommittees shall be formed upon approval by the voting participants. The standing subcommittees shall include, but not be limited to, Hospitals & Institutions, Public Information, Literature, Activities, Policy, Convention, Campout & Steering Committee.

C. Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting participants.

D. Special subcommittees shall be appointed by the RSC Chairperson unless otherwise specified in the motion to form that subcommittee.

ARTICLE V

MEETINGS

Passed 11-15-92

A. MARSCNA shall meet quarterly on the Third Sunday of February, May, August and November unless otherwise designated by the RSC. RSC Subcommittees will meet the previous Saturday.

B. ASR and/or Alt. ASR meet prior to the general assembly for a closed discussion of agenda and/or pertinent RSC business. This meeting will be chaired by the RSC chair and/or Alt. RSC Chair.

C. Subcommittee Chairs will meet prior to the general assembly for a closed discussion of agenda and/or pertinent RSC business. This meeting will be chaired by the RSC Chair and/or Alt. RSC Chair.

D. The location of the meetings shall be in McPherson, Ks unless otherwise decided by the RSC.

E. The quorum shall be two thirds of the areas in MARSCNA.

ARTICLE VI
Passed 11-15-92
OFFICERS

A. Purpose and Duties- The purpose and duties of the administrative officers of MARSCNA, the Chair, Vice-Chair, Secretary, Treasurer, Regional Service Representative and Alt. Regional Service Representative shall be as stated in the Temporary Working Guide to the Service Structure or its successors.

B. All Subcommittee Chairs are elected in the Subcommittee and approved by the RSC.

C. Requirements for the officer positions shall be as stated in MARSCNA Election procedure in Article IX and the Temporary Working Guide to the Service Structure or its successors.

ARTICLE VII

SPIRITUAL GUIDANCE
Passed 11-15-92

A. MARSCNA shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

B. MARSCNA shall be guided in all its actions with the following documents in succession:

- 1. The Twelve Traditions of Narcotics Anonymous.**
- 2. The current edition of these guidelines.**
- 3. Any special rules of order MARSCNA may adopt.**
- 4. The Temporary Working Guide to the Service Structure or its successors;**
- 5. The current publication of all conference approved Narcotics Anonymous handbooks;**
- 6. Past MARSCNA motions**
- 7. The current edition of Robert's Rules of Order Newly Revised;**

Revised
7 ARTICLE VIII

SUBCOMMITTEE GUIDELINES

4-0-3

4-0-1

Dated 5-18-94

(NOTE EACH COMMITTEE WAS ASKED TO SUBMIT THESE GUIDELINES AND THESE WERE NOT DRAFTED BY THE WORKSHOP WHICH PREPARED THESE GUIDELINES.)

POLICY

- A. Purpose—to provide input to the RSC on issues as requested. To provide information on past experience and recommendations for new procedures.
- B. Duties— to meet at RSC's quarterly to work on issues given it by the RSC. The Chairperson of Policy arranges the agenda and presides over its meetings.
- C. Requirements for Chairperson:
 - 1. Three years clean time.
 - 2. Working Knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.
 - 3. Experience in service to MARSCNA.
 - 4. Willingness to give the time and resources necessary for the job.
- D. Vice-Chairperson, same qualifications except two years clean time.

ACTIVITIES

- A. Duties— To inform the Region of activities in the areas.
- B. Requirements for Chairperson:
 - 1. Two years clean time;
 - 2. Active knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.
 - 3. Experience with activities.
- C. Vice-Chairperson, same qualifications except one year clean time.

CAMPOUT SUBCOMMITTEE

A. Purpose- To formulate a campout to provide fun and fellowship for our region during recovery and to help unity in our region.

B. Requirements for Chairperson:

- 1. Two years clean time.**
- 2. Working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.**
- 3. To have been involved with other group, area or regional campouts and/or activities.**

C. Alt. Chairperson- Same qualifications except one year clean time;

D. Treasurer- Same qualifications except three years clean time;

H&I COMMITTEE

A. Purpose of the MARSCNA H&I Committee is to serve the needs of all the areas within the Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the Fellowship. The subcommittee also serves as a connecting link between the areas and the WSC.

B. Is a resource for areas in their H&I efforts by providing supplies literature, information and other materials necessary to better carry the message when all other resources are exhausted.

C. H&I subcommittee offices. Clean time requirement:

- 1. Chairperson- Three years**
- 2. Alternate- Two years**
- 3. Secretary- One year**

D. Description of duties and responsibilities of the subcommittee and its officers- refer to H&I Handbook.

PUBLIC INFORMATION COMMITTEE

A. Purpose: To coordinate area P.I. efforts and provide information about N.A. to the public. Must provide all information and material

developed at a world level to their areas.

B. Duties- Maintain contact with PI subcommittee Chair in each area/ region who handles PI contingency plan, if asked. Coordinate inter-area/ regional PI workshops, distribute new meeting list every six months to area. Lead PI subcommittee meeting (Co-chair) to lead RSC subcommittee in absence of Chairperson.

C. Requirments for Chairperson:

1. Two years clean time.
2. A working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.
3. Suggested experience of one year in PI work
4. A willingness to serve;

D. Vice-Chair- One year continuous clean time with six months involvement in PI. Assist chair to carry out duties. A willingness to serve.

See: N.A. Guide to Public Information for additional information.

* All clean time is suggested, may be waived.

LITERATURE COMMITTEE

A. The primary purpose of the MARSCNA Literature Committee is to carry the message of recovery in the written form to still-suffering addicts.

B. This committee does not write literature, rather it seeks input from members, groups and areas and compiles, edits, and reviews the material. This committee is also responsible for coordinating review of "review form" literature, and for distributing "approval form" literature. This committee is initially responsible for a regional newsletter. This committee consists of Chairperson, Vice Chairperson, Secretary and any interested members. The duties are as stated in the current guidelines for Literature Committees.

C. Requirements for Chairperson:

- 1. Two years clean time.**
- 2. A working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous**
- 3. Suggested experience of one year in Literature work**
- 4. A willingness to serve;**

D. Vice-Chair- One year continuous clean time with six months involvement in Literature. Assist chair to carry out duties. A willingness to serve.

E. Newsletter Editor

- 1. Three year suggested clean time**
- 2. Working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous**
- 3. Have the ability, means and dedication to fulfill the responsibilities of newsletter editor**
- 4. Must meet sub-committee chairs attendance policy**
- 5. Will be a two year term**

F. Co-Editor

- 1. Two years of suggested clean time**
- 2. Working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous**
- 3. Have the ability, means and dedication to fulfill the responsibilities of Co-editor**
- 4. Must meet sub-committee chairs attendance policy**

CONVENTION

A. The primary purpose of MARSCNA is to bring our membership together in the celebration of recovery. Meetings, work shops and other activities are scheduled to encourage unity and fellowship among our members. Also they should always conform to the N.A. principles and reflect our primary purpose.

B. Duties- Plan and execute the convention

C. Requirements for the Chairperson:

1. 5 years clean time.

2. A working knowledge of the Twelve Steps and Traditions of Narcotics

Anonymous.

3. Three years of convention committee work

4. A willingness to serve;

D. Vice-chair:

1. 4 years clean time.

2. A working knowledge of the Twelve Steps and Traditions.

3. Two years fo convention committee

4. A willingness to serve

E. Secretary:

1. Two years clean time.

2. A working knowledge of the Twelve Steps and Traditions.

3. One gear of convention committee.

4. A willingness to serve.

F. Treasurer:

1. Five years clean time.

2. A working knowledge of the Twelve Steps and Traditions.

3. Three years of convention committee.

4. A willingness to serve.

G. Subcommittee:

1. Two years clean time.

2. A working knowledge of the Twelve Steps and Traditions.

3. Willingness to serve.

Steering Committee Guidelines

A. Purpose

1. Secure bids for upcoming conventions. Make site recommendations at the November RSC. Bids will be secured by November of 1993 convention bid for April of 1995; November of 1994 convention bid for April of 1996, ect.

INTENT: To have better time and awareness fo facility to be used for upcoming event to allow for better negotiations between MARCNA and convention site.

2. To work on projects that MARSCNA and MARCNA forward to this committee ie; taxes, insurance, incorporation and other material that would require lots of time and research

B. Duties

1. To meet at RSC's quarterly and one time between the RSC's to develope and organize projects for MARSCNA and MARCNA. The committee is completely resonsible to the MARSCNA ans MARCNA and only suggest or propose actions to be taken by these bodies. MARSCNA has the right to discontinue any projects it feels is not of importance or the right to determine what projects are of importance to this body. All business of this committee must be documented and submitted at each RSC quarterly.

Refer to Guidelines to "Steering Committee" for more information on purpose and intent of this committee. (Attached)

C. Requirements for Officers of the Steering Committee

1. Chairperson:

- A. Five years clean time
- B. Working knowledge of the Twelve Steps and Traditions
- C. Willingness to give time and resources necessary
- D. Ability to exercise patience and tolerance
- E. Active participant in Narcotics Annymous within the Mid-America Region
- F. Three years participation in cnvention preparation and execution
- G. At least two years committment with no more than four years in succession
- H. Ability t guide and direct committee on tasks to be performed

2. Vice Chairperson, Secretary and Four General Members:

Same requirements as A. thru G. for Chairperson

These requirements are very strongly suggested and that very little wavering be made for these positions. This committee will take projects of major importance to MARSCNA.

D. Rotation of officers in Committee each year in May, the MARSCNA shall vote on the trusted servants to this committee, to remain or be replaced. At least three members of the committee should remain for the next year to allow knowledge and procedure of committee to continue with slight interruption. The MARSCNA has the right to request that members of this committee be replaced or removed from office if this body feels this member is not fulfilling the duties of the committee.

E. Voting

Any member fo Narcotics Anonymous may attend the meetings of the Regional Steering Committee , but only committee members will have voting privileges within the committee meetings.

F. Closed Session

Regional Steering Committee may go into closed session for discussion of matters that require protection of anonymity.

P.O. Box Chair

A. Purpose: To check on mail and to mail out as needed for RSC Guidelines to keep the fellowship informed.

B. Duties: Willingness to check the P.O. Box twice a month and more if needed. To mail out flyers and other N.A. mail as needed. Also to take remaining flyers to the RSC. Make copys of flyers if needed. Put packages together for ASR Sec. and RSC Chairs as needed. Mail out flyers if the event will be over before the next RSC conference agenda report goes to the RSC Chair. Ways and means to get to P.O. Box.

C. Requirements for Chairperson

- 1. Three years clean time**
- 2. Working knowledge of Twelve Steps and Traditions of NA**
- 3. Two year involment with the RSC.**
- 4. Willingness to give the time and resources necessary for the job**
- 5. One year term**

D. Vice-Chairperson

- 1. Two years clean time**
- 2. Working knowledge of Twelve Steps and Traditions of NA**
- 3. One year involment with the RSC**
- 4. Willingness to give the time and resources necessary for the job**
- 5. One year term possible two year commetment**

ELECTION OF OFFICERS IX

6-0-1 PASSED 5-15-94

A. RSR

- 1. Min. of four years clean time**
- 2. A working knowledge of the Twelve Steps and Traditions**
- 3. Min. of two years of Regional participation**
- 4. Willingness to serve**
- 5. Willingness to give time and resources to do the job**
- 6. One year term with option by RSC for one added term**

B. Alt. RSR

- 1. Min three years clean time**
- 2. A working knowledge of Twelve Steps and Traditions**
- 3. Min of two years of Regional participation**
- 4. Willingness to serve**
- 5. Willingness to give time and resources to do the job**
- 6. One year term with option by RCS for one added term**

C. RSC Chair

- 1. Min. of four years clean time**
- 2. Working knowledge of the Twelve Step and Traditions**
- 3. Min. of two years of Regional participation**
- 4. Willingness to serve**
- 5. Willingness to give time and resources needed to do the job**
- 6. 1 yr term**

D. Co Chair

- 1. Min of three years clean time**
- 2. Working knowledge of the Twelve Steps and Traditions**
- 3. Min of two years of Regional participation**
- 4. Willingness to serve**
- 5. Willingness to give time and resources needed to do the job**
- 6. 1 yr term with a possible 2 yr commitment**

E. Secretary

1. Two year clean time
2. Working knowledge of the Twelve Steps and Traditions
3. Participation in two Regional meetings
4. Willingness to serve and Secretary skills
5. Willingness to give time and resources for the job
6. 1 yr term

F. Treasurer

1. Min of three years clean time
2. Working knowledge of the Twelve Steps and Traditions
3. Min of one year involvement at Regional level
4. Willingness to serve
5. Willingness to give the time and resources for the job
6. Past experince with accounting, bookkeeping and or treasuries
7. 1 yr. term

ARTICLE X

REMOVAL OF OFFICERS

6-0-1 PASSED 5-14-94

- A. VOLUNTARY.** Given in writing to the RSC Chairperson prior to the next RSC meeting.
- B. INVOLUNTARY.**
1. Two consecutive meetings missed.
 2. Relapse during term of office.
 3. RSC retains the option to remove officer of the RSC in the case of gross negligence or fraud by 2/3 vote of the RSC.

**ARTICLE XI
FUNDS**

Passed 5-15-94

- A. All funds collected from Area contributions or any other source are given to the Regional Treasurer who shall deposit them in a checking account maintained for that purpose. The checking account shall have co-signers on it and require more than one signature.**
- B. All expenses shall be paid by check.**
- C. All expenditures must be approved in advance by the RSC.**
- D. All expenditures must be approved by simple majority vote at RSC business meetings.**
- E. Quarterly, all funds above prudent reserve not budgeted are forwarded to WSC.**
- F. MARSCNA shall make available funds to assist the Regional Service Representative and the Alternate Service Representative with designated expenses accrued due to attendance at the World Service Conference each year.**
- G. (Budgeting) All subcommittees shall submit to Policy their proposed optimal budget at Feb. RSC for the next years budget. All subcommittees shall submit to the RSC a written expenditure report at each RSC.**
- H. Prudent Reserve- shall be set by the RSC as deemed necessary at the May RSC for the following year.**