



California Mid-State Region
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**GUIDELINES FOR THE
CALIFORNIA MID-STATE
REGIONAL SERVICE COMMITTEE**

Adopted 20 December 2008
Exempt Organization Sections Added 14 May 2010
Amended January 18, 2020 – Revised November 2023

**ARTICLE ONE (1)
BOUNDARIES**

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 southernmost 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.

SECTION 2.

The California Mid-State Regional Service Committee is organized under California law as an unincorporated membership benefit association.

This organization is a nonprofit public benefit organization providing charitable and educational support for its members and the public and is not organized for the private gain of any person.

These guidelines shall serve as the founding documents, constitution, and by-laws of this committee.

SECTION 3.

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

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SECTION 4.

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

**ARTICLE THREE (3)
MEMBERS**

SECTION 1.

General membership of 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.

SECTION 2.

Voting membership shall be comprised of the Regional Committee Members (RCMs) *or the Areas selected representative carrying the Group conscience. They should identify as the RCM. No Admin Body may represent an Area.* Their duly elected Alternates will vote only in the absence of the RCM.

SECTION 3.

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

SECTION 4.

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

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

**ARTICLE FOUR (4)
FUNCTIONS**

SECTION 1.

Hold regular monthly CMSRSC meetings, or more often if needed, in a designated location. In the month of May RSC shall be the 2nd Saturday. To facilitate the Blues Fest in Kings-Tulare.

Meetings must be held in one location at one time, or through teleconferencing which includes video conferencing and phone conferencing. Participants must be able to interact in real time and hear each other and be heard.

There shall be prior notice of at least 72 hours for all special meetings.

SECTION 2.

Record and distribute minutes of all regular CMSRSC meetings to the CMSRSC

93 members. Minutes can be obtained from their RCM or representative that was sent to
94 RSC. No business shall be conducted without written minutes being taken.

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96 **SECTION 3.**

97 Maintain a PO Box.

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99 **SECTION 4.**

100 Maintain a bank account with a prudent reserve of 33% of the six (6) month
101 budget forecasts.

102 **SECTION 5.**

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

104 The Convention Committees Guidelines that have been adopted by the CMSRSC
105 are attached hereto and incorporated herein as **Addendum "A"** to these Guidelines. The
106 Convention Committee will operate under these adopted Guidelines as specified in
107 **Addendum "A"** to these Guidelines.

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109 **SECTION 6.**

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

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114 **SECTION 7.**

115 Maintain the Regional Information Coordinator (RIC), Convention, ad hoc
116 committees, and Behind the Walls Program in their endeavors to respond to the needs
117 and directives of the membership of the Region as they arise.

118
119 **SECTION 8.**

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

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125 **SECTION 9.**

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

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129 **ARTICLE FIVE (5)**
130 **ADMINISTRATIVE BODY**

131 **SECTION 1.**

132 The Administrative Body shall consist of the Chairperson, Vice-Chairperson, Secretary,
133 Treasurer, Assistant-Treasurer, RD, AD, the RIC and the RIC-Alternate (RIC-A), the Web
134 Servant and Alternate Web Servant, the CMSRCC Chairperson, and the Behind the Walls
135 Coordinator.

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

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

141 The members of the Administrative Body shall provide monthly written reports to the
142 CMSRSC.

143

144 **SECTION 2.**

145 CHAIRPERSON:

- 146 A. A suggested minimum of four (4) years continuous abstinence
147 from all drugs.
148 B. Shall be requested to sign an agreement of financial responsibility
149 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
150 **Section 8 Anti-Theft Policy**).

151 DUTIES:

- 152 1. Arranges the next CMSRSC meeting agenda following the
153 current CMSRSC meeting.
154 2. Presides over all regular business meetings of the
155 CMSRSC. Must be capable of conducting business
156 meetings with a firm yet understanding hand.
157 3. Co-signer on the CMSRSC bank account and maintains the
158 CMSRSC archives.
159 4. The Chairperson may serve a maximum of two (2)
160 consecutive years if so elected by CMSRSC. (See **Article**
161 **9 Elections, Section 5** of these Guidelines)
162 5. A Holder of the CMSRSC PO Box key. May designate a
163 regular member of CMSRSC to pick-up mail.
164 6. Ensures all new participants of CMSRSC are provided a
165 copy of the current CMSRSC Guidelines.

166 SUCCESSION:

167 In the absence or incapacity of the chair the vice-chair assumes the
168 duties and obligations of the chair until the chair is able to resume.
169 In the event of the death, resignation, or removal of the chair the
170 vice-chair automatically becomes chair for the remainder of the
171 term, and the vacancy to be filled arises in the office of vice-chair.
172

173 **SECTION 3.**

174 VICE-CHAIRPERSON:

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

183 DUTIES:

- 184 1. In the absence of the Chairperson, the Vice-chairperson
185 will perform the duties of the Chairperson, as contained in
186 these Guidelines.
187 2. Stays informed of the Regional Information Coordinator's
188 (RIC's) projects, and is available for any problems which
189 may arise.
190 3. Co-signer on the CMSRSC bank account.
191 4. Acts as parliamentarian for the CMSRSC.
192 5. Maintains the Regional Policy & Adopted Motion Log to

193 ensure accurate implementation of the will of the RCMs.

- 194 6. The Vice-chairperson may serve a maximum of two (2)
195 consecutive years if so elected by this CMSRSC. (See
196 **Article 9 Elections, Section 5** of these Guidelines.)
197

198 **SECTION 4.**

199 SECRETARY:

- 200 A. A suggested minimum of two (2) years continuous abstinence
201 from all drugs.
202 B. Shall be requested to sign an agreement of financial responsibility
203 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
204 **Section 8 Anti-Theft Policy**).
205 C. Shall be an emergency signer on bank account. When all other
206 signer positions are vacant or absent from the RSC meeting.

207 DUTIES:

- 208 1. Responsible for keeping accurate minutes of each regular
209 CMSRSC meeting.
210 2. Responsible for retaining actual written motions presented
211 to the CMSRSC and keeping accurate recording of any
212 verbal motions presented.
213 3. Responsible for printing and distributing minutes of all
214 regular CMSRSC meetings.
215 4. Keeps records on hand at each CMSRSC meeting of
216 current and previous year's meetings. Passes the previous
217 year's minutes to the CMSRSC Chairperson at the end of
218 office term for a compilation into the CMSRSC archives,
219 and passes the current year's minutes onto the incoming
220 Secretary.
221 5. Maintains an up to date mailing list of CMSRSC
222 participants as well as telephone numbers and email
223 addresses, if available, and distributes them quarterly.
224 6. A holder of the CMSRSC PO Box key, and handles
225 correspondence.
226 7. The Secretary may serve a maximum of two (2)
227 consecutive years if so elected by this CMSRSC. (See
228 **Article 9 Elections, Section 5** of these Guidelines.)
229

230 **SECTION 5.**

231 TREASURER:

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

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DUTIES:

1. Custodian and Co-signer of the CMSRSC bank account.
2. Responsible for maintaining an accurate financial record using Computer Based financial software.
3. Responsible for tracking budgets and expenditures of each Admin. Body position, in spreadsheet format, to maintain budget accountability.
4. Responsible for disbursements of CMSRSC funds, as approved.
5. Responsible for submitting a written report to the CMSRSC of its current financial standing, including a copy of the current bank reconciliation, as of each business meeting. Will establish Prudent Reserve monetary amount for each Budget Cycle using formula set forth in these Guidelines and a fiscal yearend financial summary showing month-by-month expenses, income and balance.
6. Works closely with chosen accountant to ensure all taxes are paid in a timely manner. Will serve as contact person as needed. **To include Convention Income tax's**
7. The Treasurer may serve a maximum of two (2) consecutive years if so elected by this CMSRSC. (See **Article 9 Elections, Section 5** of these Guidelines.)

SECTION 6.

ASSISTANT-TREASURER:

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. Willingness and ability to become Treasurer upon approval of the CMSRSC.
- e. Shall sign a Memorandum of Financial Responsibility, (**MOFR**), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

2. DUTIES:

- a. Assists the Treasurer and works at the direction of the Treasurer.
- b. Acts as and assumes all responsibilities of the Treasurer in the absence of the Treasurer.
- c. Works closely with the Treasurer at all times checking all paperwork to ensure accuracy.
- d. Co-signer on the Committee's bank account.
- e. The Assistant-Treasurer may serve a maximum of two (2) consecutive years if so elected by this CMSRSC.

SECTION 7.

REGIONAL DELEGATE (RD):

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

299 DUTIES:

- 300 1. The primary responsibility of the RD is to work for the
301 good of NA, providing two-way communication between
302 the Region and the rest of NA as a whole.
303 2. Speaks for the Members, Groups and Areas within the
304 Region at the World Service Level, and will make every
305 effort to keep the Region informed of the World Service
306 Conference (WSC) agenda as soon as it becomes available,
307 prior to the WSC each cycle.
308 3. Attends all regular meetings of the CMSRSC, the WSC,
309 and as many ASCs within the Region and workshops, as
310 possible.
311 4. At the direction of the CMSRSC will contact inactive
312 Areas to determine their status.
313 5. Works closely with the RCMs, the CMSRSC and the RIC,
314 is a source of information regarding the “*Twelve Traditions*
315 *of Narcotics Anonymous*” and the “*Twelve Concepts for*
316 *NA Service*” and provides input in matters concerning
317 them.
318 6. Prior to the WSC, obtains a group conscience for items
319 contained within the Conference Agenda Report (CAR)
320 and a vote of confidence from the CMSRSC for items not
321 contained within the CAR but likely to come up for action
322 at the WSC
323 7. Shall facilitate a Regional Assembly in non-convention
324 years.
325 8. Shall work together with the AD to write up this Region's
326 report to the WSC. This report shall be submitted for
327 approval of the CMSRSC at the February CMSRSC in
328 years the WSC is held.
329 9. May serve on one or more of the NAWS working groups,
330 although not as Chairperson. May not hold another
331 CMSRSC position.
332 10. It is recommended that the RD serve at least two
333 consecutive terms in the position to allow for information
334 and training in said position. (See **Article 9 Elections,**
335 **Section 5** of these Guidelines.)
336

337 **SECTION 7.**

338 REGIONAL ALTERNATE DELEGATE (AD):

- 339 A. A suggested minimum of three (3) years continuous from all drugs.

- 340 B. A one (1) conference cycle term of service unless otherwise
341 specified by the CMSRSC. (See **Article 9 Elections, Section 5** of
342 these Guidelines.)
343 C. Willingness and desire to become RD after the AD's term upon
344 approval of the CMSRSC.
345 D. Shall be requested to sign an agreement of financial responsibility
346 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
347 **Section 8 Anti-Theft Policy**).

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349 DUTIES:

- 350 1. In the absence of the RD, the AD shall perform the duties
351 of the RD as previously listed, (See **Article 5, Section 6**
352 **RD Duties**).
- 353 2. Shall attend the WSC with the RD.
- 354 3. Attends all the regular CMSRSC meetings, and as many of
355 the ASC meetings as possible.
- 356 4. May serve on one or more of the NAWs working groups,
357 although not as Chairperson; may not hold another
358 CMSRSC position.
- 359 5. Shall work together with the RD to write up this Region's
360 report to the WSC. This report shall be submitted for
361 approval to the CMSRSC at the February meeting in years
362 the WSC is held.
- 363 6. It is recommended that the AD serve at least two
364 consecutive terms in the position to allow for information
365 and training in said position. (See **Article 9 Elections,**
366 **Section 5** of these Guidelines.)
367

368 **SECTION 8.**

369 A. CMSRCC CHAIRPERSON

- 370 1. Requirements:
- 371 a. A minimum of **(10)** years continuous clean time.
- 372 b. A minimum of **(5)** years prior service experience at the
373 Area or Regional level, (Admin. Body and / or California
374 Mid-State Regional Convention Committee Admin. or
375 Subcommittee Chair).
- 376 c. A demonstrated stability in their local community.
- 377 d. Has demonstrated administrative and management
378 abilities.
- 379 e. Shall sign a Memorandum of Financial Responsibility, (**MOFR**),
380 as outlined in our Anti-Theft Policy (See **Article 11 Funds,**
381 **Section 8 Anti-Theft Policy**).
- 382 f. Must be confirmed by CMSRSC.
- 383 g. Shall assist in Coordination of final income and expenses, along
384 with any other financial obligations. (Tax's) Before term of
385 service is over.

386 B. CMSRCC TREASURER & ASSISTANT TREASURER

- 387 1. Both must be confirmed by CMSRSC. (See Article IV D. & E.)
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ARTICLE SIX (6)
REGIONAL INFORMATION COORDINATOR

SECTION 1.

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

REGIONAL INFORMATION COORDINATOR (RIC):

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

DUTIES:

1. **Public Relations:** In Narcotics Anonymous, public relations simply means taking a more conscientious approach to the relationships we create with the public. This is the subject of the *Public Relations Handbook*; NA’s relationship with the public. These relationships are usually the result of members’ interactions at meetings and events, members performing specific service functions and members representing NA (sometimes unknowingly) during the daily routine of their lives. The scope of public relations is broad, and because of that, this focus is designed to help all of us in the many ways we interact with the public. We can think about public relations as dynamic relationships. The ways we create and maintain relationships with the public will continue to change and to grow over time. Because of these evolving needs, the principles and planning tools presented in Chapters Two and Three of the *Public Relations Handbook* are the foundation of our efforts. When our relationships with the public change, the principles and planning techniques stay consistent. In addition, much of the handbook’s support material will be updated regularly to meet the changing needs of our public relations service efforts. Part of the responsibility of the RIC is to act as a resource and keep up to date on the changes implemented in the Public

- 438 Relations handbook, which is simply a place to begin; it is a tool
439 members can use to become more aware and informed. You are
440 the ones who will use this material to create a variety of inspired
441 PR approaches in your local communities. (Adapted from the
442 *Public Relations Handbook Preface*)
- 443 2. **Hospitals & Institutions:** Acts as a resource to groups and
444 members in their efforts to carry the NA message into hospitals
445 and institutions.
- 446 3. **Public Information:** Acts as a resource to groups and members
447 in their efforts to carry the NA message to non-addicts and
448 professional people. Shall also act as a vehicle to provide
449 information to agencies regarding the NA message, and to the
450 media within this Region, who request such services.
- 451 4. **Literature:** Acts as a resource to groups and members in their
452 efforts to participate in the review/approval process of literature
453 for Narcotics Anonymous.
- 454
- 455 5. **Activities:** Acts as a resource to groups and members in their efforts to
456 keep the Fellowship informed of the various events scheduled
457 throughout CMSR. Ensures the Web Site Regional Calendar is
458 kept up-to-date.
- 459 6. The RIC shall produce a written report of their past years
460 activities. This report will be given to the RD and his/her Alternate
461 no later than the January CMSRSC meeting of that year, for
462 inclusion in the Region's Annual Report to the World Service
463 Conference.
- 464

465 REGIONAL INFORMATION COORDINATOR ALTERNATE (RICA):

- 466 A. A suggested minimum of two (2) years continuous abstinence
467 from all drugs.
- 468 B. A one (1) year term of service unless otherwise by the CMSRSC.
469 (See **Article 9 Elections, Section 5** of these Guidelines.), with
470 prior service experience at the ASC or CMSRSC level.
- 471 C. Shall be requested to sign an agreement of financial responsibility
472 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
473 **Section 8 Anti-Theft Policy**).
- 474

475 DUTIES:

- 476 1. Shall assist the RIC with all of the above listed duties, (**Article**
477 **6, Section 1, DUTIES 1 – 5**) and be ready to step into the RIC
478 position as necessary.
- 479

480 ARTICLE SEVEN (7)

481 **ad hoc or Special Committees**

482 **SECTION 1.**

483 **Ad** hoc or special subcommittees may be established from time to time for a
484 clearly defined purpose. These subcommittees shall perform the duties prescribed by the
485 motion to commit. Further, these committees shall follow these Guidelines, “*The 12*
486 *Concepts for NA Service*”, “*A Guide to Local Services in Narcotics Anonymous*”, their

487 successors, and the parliamentary procedures adopted by the CMSRSC.

488

489 **SECTION 2.**

490 The CMSRSC Chairperson shall appoint ad hoc or special subcommittees, with a
491 specific time frame, unless otherwise specified in the motion to commit. Voting on this
492 motion may take place following the ad hoc Committee’s report, or the next regularly
493 scheduled CMSRSC meeting, whichever comes later. As a matter of practice, a definite
494 time frame for the ad hoc Committee shall be established. The ad hoc committee will
495 disband upon completion of their assigned task, or when directed to do so by the
496 CMSRSC.

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ARTICLE EIGHT (8)
VOTING

500 **SECTION 1.**

501 Voting on all CMSRSC motions and elections shall be limited to the voting
502 participants present as described in **Article Three (3), Section 2.** A simple majority vote
503 shall suffice except when voting on unbudgeted expenses, which will require a two thirds
504 (2/3) vote of the voting participants.

505 Decisions made by teleconferencing, which includes video conferencing and
506 phone conferencing, shall be done through roll call vote.

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508 **SECTION 2.**

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

511

512 **SECTION 3.**

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

514

515 **SECTION 4.**

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

520

521 **SECTION 5.**

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

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532 **SECTION 6.**

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

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ARTICLE NINE (9)
ELECTIONS

SECTION 1.

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

SECTION 2.

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

SECTION 3.

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

SECTION 4.

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

SECTION 5.

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

SECTION 6.

CMSRSC elections shall take place in May of each year. If elections do not occur, positions will continue until next meeting/election day.

SECTION 7.

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

ARTICLE TEN (10)
REMOVALS

SECTION 1.

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

- A. Loss of abstinence.

- 585 B. Non-fulfillment of the duties of their position.
- 586 C. Non-attendance to a minimum of 2 consecutive CMSRSC
- 587 meetings without prior notification of the CMSRSC Chairperson.
- 588 D. Non-adherence to the Anti-Theft Policy.
- 589 E. Physical or Verbal Abuse

590
591 ARTICLE ELEVEN (11)

592 FUNDS

593 SECTION 1.

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

- 598 A. Expenses as budgeted.
- 599 B. Mileage may be reimbursed for attendance of regularly scheduled
- 600 CMSRSC meetings by Administrative Body members and the RIC
- 601 through an approved budget. The mileage reimbursement rate as
- 602 established by the CMSRSC is to be used for reimbursement.
- 603 Administrative Body members may choose to decline reimbursement.
- 604 C. Unbudgeted expenses may not be reimbursed without approval by a two-
- 605 thirds (2/3) vote of the CMSRSC.

606
607 SECTION 2.

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

611
612 SECTION 3.

613 All expenditures made by the CMSRSC shall be paid by check, Digital and/or
614 Electronic. When Electronic or Digital a paper trail must be included, showing name,
615 amount and purpose.

616
617 SECTION 4.

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

- 620 A. The CMSRSC Treasurer;
- 621 B. The CMSRSC Chairperson; and
- 622 C. The CMSRSC Vice-Chairperson.
- 623 D. The CMSRSC Assistant-Treasurer

624
625
626
627
628
629 SECTION 5.

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

634 **SECTION 6.**

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

637
638 **SECTION 7.**

639 The CMSRSC shall make funds available to assist the RD and/or the AD with
640 expenses accrued in carrying out regional duties, this is to include travel, food and lodging
641 to the World Service Conference, Workshops and Western States Zonal Forum. Must
642 provide Receipts/Proof of payment at the next RSC, following the event.

643
644
645 **SECTION 8.**

646 ANTI-THEFT POLICY:

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

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

658
659 A. CMSRSC ACTION:

660 The CMSRSC, once informed of the alleged misuse of funds and/or other
661 assets, may suspend the participation of individual(s) involved “with
662 cause” by a two-thirds (2/3) vote, pending investigation and resolution.
663 Having been found to have misappropriated or misused funds and/or other
664 assets, said individual(s)’ participation is immediately terminated, with
665 cause, by a two-thirds (2/3) vote. Additionally, any member removed by
666 the CMSRSC for misappropriation or misuse of funds and/or other assets
667 may not hold an elected seat on the CMSRSC or its subcommittees for a
668 period of two (2) years.

669 B. RESTITUTION:

670 Individuals removed for misappropriation or misuse of funds and/or other
671 assets, are expected to make full restitution of all CMSRSC funds. Should
672 a member removed for misuse of funds fail to make full restitution said
673 member may be subject to criminal and/or civil prosecution by the
674 CMSRSC.

675 C. Regional Trusted Servants shall be requested to sign agreements of
676 financial responsibility.

677
678 D. PROCEDURE FOR RESOLUTION.

- 679 1. Conduct a thorough review of all books and financial records.
- 680 2. Then schedule a meeting ensuring that individual who allegedly
681 misappropriated or misused funds or other assets, is informed of
682 the meeting and given the opportunity to present their point of

683 view. After all sides have been heard, a break in the meeting format
684 is taken to allow all present time to engage in prayer and
685 meditation to bring a Higher Power into the discussion and focus
686 on spiritual principles, determining the best course of action.

- 687 3. If the individual admits to the theft and agrees to pay back the
688 funds or restores other assets, a restitution agreement can be
689 developed. The individual will be notified that if the restitution
690 agreement is not adhered to legal action will be initiated based on
691 the signed and witnessed restitution agreement.
- 692 4. A report about the misappropriation shall be published, and regular
693 reports on the status of the restitution agreement shall be published
694 until the agreement is satisfied. Protecting the identity of the
695 person involved is secondary to being accountable to the
696 fellowship for its funds and ensuring that the person is not put in a
697 position where he or she may do further harm.
- 698 5. If the individual refuses to repay the money, or agrees to a plan but
699 does not follow through with the agreement, or if the person has
700 disappeared, it may be appropriate to take legal action. The
701 decision to take legal action is an option that does not compromise
702 traditions or spiritual principles, but it should be our last resort,
703 opted for only when everything else has been tried. We strongly
704 suggest that the decision to prosecute be thoroughly explored
705 before going ahead, using Area and Regional Service Committees,
706 the World Service Board, and Narcotics Anonymous World
707 Services, Incorporated as resources.
- 708 6. If legal action is pursued one or all of the following may occur:
 - 709 a. A civil action may be filed against the individual(s)
710 and a judgment for full restitution may be obtained.
 - 711 b. The CMSRSC may pursue a criminal prosecution
712 of the individual(s) through the proper authorities.
713

714 **SECTION 9.**

715 The Executive Committee (Chair, Vice-Chair, Treasurer and Recording
716 Secretary), Regional Information Coordinator (RIC), Alternate Regional Information
717 Coordinator (RICA), Web-servant, and Alternate Web-servant shall submit a written six
718 (6) month budget in July and January. The Regional Delegate (RD) and Alternate
719 Delegate (AD) shall submit a one (1) year written budget in July.
720

721 **SECTION 10.**

722 All motions requiring new monetary expenditures shall require a two-thirds (2/3)
723 vote.
724

725 **SECTION 11.**

726 The CMSRSC may have an auditing committee, which will consist of the
727 following:
728

- 729 A. The CMSRSC Chairperson
- 730 B. The CMSRSC Vice-chairperson.
- 731 C. The CMSRSC Recording Secretary.

732 D. Two (2) RCMs or RCM-As.
733 Said committee shall perform the duties prescribed by “A *Guide to Local Service*
734 *in Narcotics Anonymous*” and its successors, conducting an annual audit or more at the
735 direction of the CMSRSC Executive Committee.
736

737 **SECTION 12.**

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

- 740 A. Obtain checkbook prior to the CMSRSC meeting.
- 741 B. Take custody and responsibility of all money collected.
- 742 C. Inform the CMSRSC of the above actions.
- 743 D. Ensure all money accumulated from Area contributions and other
744 NA sources are deposited in a bank account/general fund within
745 seventy-two (72) hours of the monthly CMSRSC meeting.
746

747 **SECTION 13.**

748 The property of this organization is irrevocably dedicated to charitable purposes
749 and no part of the net income or assets of this organization shall ever inure to the benefit
750 of any director, officer, or private person.
751

752 **SECTION 14.**

753 Upon the dissolution or winding up of the organization, its assets remaining after
754 payment, or provision for payment, of all debts and liabilities of this organization shall
755 be distributed to a nonprofit fund, foundation, or corporation, which is organized and
756 operated exclusively for charitable purposes, and which has established its tax-exempt
757 status under IRC Section 501(c) (3).
758

759 **ARTICLE TWELVE (12)**
760 **AMENDMENT OF GUIDELINES**

761 **SECTION 1.**

762 In order to amend these Guidelines, including its addendums, a written motion
763 must be submitted to the CMSRSC specifying Article Number, Section Number, and
764 intent. After this motion has been seconded, it may be reviewed by an ad hoc committee
765 if deemed necessary by the CMSRSC. The results of this review and the exact wording
766 of the amendment(s) will be announced at the next regular CMSRSC meeting. Voting on
767 this motion may take place following the ad hoc committee's report, however, a vote
768 concerning the amendment of the CMSRSC Guidelines shall be taken no later than the
769 next regularly scheduled CMSRSC meeting.
770

771 **ARTICLE THIRTEEN (13)**
772 **SPIRITUAL GUIDANCE**

773 **SECTION 1.**

774 The CMSRSC shall not pass any motion nor take any action which conflicts with
775 the “*Twelve Traditions of Narcotics Anonymous*”.
776

777 **SECTION 2.**

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

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

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ADDENDUM "A"
GUIDELINES FOR THE
CALIFORNIA MID-STATE REGIONAL
CONVENTION COMMITTEE

Adopted 19 July 2014 Revised October 19, 2019- Revised November 2023

Amended December 16,2023

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I
DEFINITION

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

II
PURPOSE

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

III
FUNCTIONS

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

IV
PARTICIPANTS

- A. Members of the Executive Committee**
 - 1. Chairperson
 - 2. Vice-chairperson
 - 3. Secretary
 - 4. Treasurer
 - 5. Assistant Treasurer

- B. Subcommittees**
 - 1. Hotels & Hospitality (*H&H*)
 - 2. Fundraising & Entertainment (*F&E*)
 - 3. Arts & Graphics (*A&G*)
 - 4. Registration & Information (*R&I*)
 - 5. Program
 - 6. Merchandising
 - 7. Member Services

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C. Multi-Cultural Coordinator

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

V
VOTING PARTICIPANTS

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

VI
EXECUTIVE COMMITTEE

The Executive Committee is the administrative body of the convention consisting of the Chairperson, Vice-chairperson, Secretary, Treasurer and Assistant Treasurer. This Committee executes the group conscious of the Committee. It is this Committee's responsibility to meet regularly to discuss the progress and performance of the Committee 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 **(10)** years continuous clean time.
- b. A minimum of **(5)** years prior service experience at the Area or Regional level, (Admin. Body and / or California Mid-State Regional Convention Committee Admin. or Subcommittee Chair).
- c. A demonstrated stability in their local community.
- d. Has demonstrated administrative and management abilities.
- e. Shall sign a Memorandum of Financial Responsibility, **(MOFR)**, as outlined in our Anti-Theft Policy (See **Article 11 Funds, Section 8 Anti-Theft Policy**).

2. DUTIES:

- a. Will act as the liaison between the Committee and the convention facility.
- b. Direct communications with the hotel personnel regarding any questions or concerns that may arise either during or prior to the convention.
- c. Monthly attendance at Regional and Committee meetings. (See **IX Operational Guidelines Section 3 A. 4.**)

- 932 d. Arranges agenda for regular Committee meetings.
- 933 e. Facilitates regular Committee meetings.
- 934 f. Delegates tasks to specific subcommittees; stays informed
- 935 of the business and activities of each subcommittee and
- 936 provides help when and where needed.
- 937 g. Helps resolve any personality conflicts that may arise
- 938 within the committee.
- 939 h. Keeps activities within the *Twelve Traditions of Narcotics*
- 940 *Anonymous*, the *12 Concepts for NA Service* and focused
- 941 according to the purpose of the Committee as stated in
- 942 **Section II.**
- 943 i. Monitors the financial status of the overall convention
- 944 costs and helps organize the Committee budget. Shall
- 945 assist in coordination of final income and expenses, along
- 946 with any other financial obligations. Before term of
- 947 service is over.
- 948 j. Prevents premature passage of motions to ensure a greater
- 949 understanding and a clear group conscious of the issues
- 950 for all those concerned and the welfare of the Committee.
- 951 k. Allows subcommittees to perform their functions while
- 952 offering guidance, support and encouragement to utilize
- 953 good judgment.
- 954 l. Attends or ensures representation to provide a monthly
- 955 written report as to the status of the convention to the
- 956 hosting Area's ASC.
- 957 m. Co-signer on the Committee bank account.
- 958 n. Bank Debit Card to be used **ONLY** after review and
- 959 approval of intended use by Committee Admin Body.
- 960 **Accurate documentation to be maintained for all**
- 961 **transactions.**
- 962 o Acts as a liaison to Region and provides a monthly
- 963 written report of the previous Committee meeting, the
- 964 most recently approved minutes, a copy of the current
- 965 bank statement, and a copy of the current master ledger
- 966 sheet to all of the Region's participants and for the
- 967 Regional Archives.
- 968 p May not sit on any of the subcommittees as a member or
- 969 as the chairperson.

970 Succession:

971 In the absence or incapacity of the chair the vice-chair assumes the
 972 duties and obligations of the chair until the chair is able to resume.
 973 In the event of the death, resignation, or removal of the chair the
 974 vice-chair automatically becomes chair for the remainder of the
 975 term, and the vacancy to be filled arises in the office of vice-chair.
 976

977 **B. VICE-CHAIRPERSON:**

978 **1. REQUIREMENTS:**

- 979 a. A minimum of ten (10) years continuous clean
- 980 time.
- 981

- 982 b. A minimum of five (5) years prior service experience at
- 983 the Area or Regional level.
- 984 c. The willingness and ability to become the
- 985 Chairperson if the need arises.
- 986 d. A demonstrated stability in their local community.
- 987 e. Shall sign a Memorandum of Financial Responsibility,
- 988 (MOFR), as outlined in our Anti-Theft Policy (see
- 989 **Article 11 Funds, Section 8 Anti-Theft Policy**).
- 990

991 **2. DUTIES:**

- 992 a. Attends the monthly Committee meetings, providing a
- 993 monthly written report. In the absence of the Chairperson,
- 994 the Vice-Chairperson shall perform the duties of the
- 995 Chairperson as contained in these guidelines.
- 996 b. Attends the monthly Region meetings, providing a
- 997 monthly written report.
- 998 c. Attends as many subcommittee meetings as reasonably
- 999 possible to respond effectively to the subcommittees'
- 1000 needs and act as the liaison between the subcommittees
- 1001 and the Committee. Acts as a resource in the organization
- 1002 and the delegation of the subcommittee's responsibilities.
- 1003 d. Opens, maintains and is custodian of the Committee's
- 1004 P.O. Box. (Note: Convention Chair may delegate a
- 1005 different Committee member for this task.)
- 1006 e. Co-signer of the Committee bank account.
- 1007 f. Acts as a knowledgeable resource regarding questions
- 1008 about parliamentary procedure and the Committee's
- 1009 Guidelines and Policies in accordance with the *Twelve*
- 1010 *Traditions of Narcotics Anonymous* and the *12 Concepts*
- 1011 *for NA Service*.
- 1012 g. May not sit on any other subcommittee as a member or
- 1013 officer.
- 1014 h. The Vice-chair will be elected by the Convention
- 1015 Committee and confirmed by the Regional Service
- 1016 Committee before taking office.
- 1017

1018 **C. SECRETARY:**

1019 **1. REQUIREMENTS:**

- 1020 a. A minimum of two (2) years continuous clean time.
- 1021 b. Prior service experience at the Area or Regional level.
- 1022 c. Ability to keep accurate records.
- 1023 d. A demonstrated stability in their local community.
- 1024 e. Shall sign a Memorandum of Financial Responsibility,
- 1025 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
- 1026 **Funds, Section 8 Anti-Theft Policy**).
- 1027
- 1028

1029 **2. DUTIES:**

- 1030 a. Responsible for keeping concise and complete minutes of
- 1031 all Committee meetings.
- 1032 b. Distributes printed copies of the minutes at all regular

- 1033 Committee meetings for consideration.
1034 c. Maintains a complete and up-to-date set of records after
1035 each and every Committee meeting, ensures placement in
1036 the Committee Archives and will be able to provide such
1037 upon request.
1038 d. Makes sure that the Chairperson has the current
1039 Committee minutes to report to the regular Regional
1040 meetings.
1041 e. Maintains an up-to-date contact list of all Committee
1042 members telephone numbers and email addresses.
1043 f. Maintains a list of any business contacts and all
1044 public/private entities related to the Convention.
1045 g. Assists subcommittees in mailing and correspondence if
1046 and when necessary.
1047 h. Ensures that the archives from the Committee are passed
1048 on to the Region at the completion of the Convention.
1049 i. May sit on a subcommittee as a member but not as an
1050 officer of that subcommittee.
1051

1052 **D. TREASURER:**
1053

1054 **1. REQUIREMENTS:**

- 1055 a. A minimum of eight (8) years' continuous clean time.
1056 b. Prior service experience at the Area or Regional level.
1057 c. A demonstrated stability in their local community.
1058 d. Bookkeeping and management skills.
1059 e. Shall sign a Memorandum of Financial Responsibility,
1060 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
1061 **Funds, Section 8 Anti-Theft Policy**).
1062

1063 **2. DUTIES:**

- 1064 a. Opens, maintains and is responsible for (Custodian of) the
1065 Committee's bank account.
1066 b. Co-signer on the Committee's bank account.
1067 c. Bank Debit Card to be used ONLY after review and
1068 approval of intended use by Committee Admin Body.
1069 **Accurate documentation to be maintained for all**
1070 **transactions.**
1071 d. Maintains and makes available upon request all bank
1072 statements and an accurate financial ledger of the current
1073 Convention.
1074 e. Responsible for submitting a printed spreadsheet report at
1075 all Committee meetings as to the current financial
1076 standing of the Convention, utilizing Computer Based
1077 accounting program.
1078 f. Works with the Chairperson and Vice-chairperson and all
1079 subcommittees to establish and maintain a budget for the
1080 Convention.
1081 g. Writes all checks and is responsible for collecting receipts
1082 for all money paid out.

- 1083 h. Shall assist in coordination of final income and expenses,
 1084 along with any other financial obligations. (tax's) Before
 1085 the term of service is finished.
 1086 i. Responsible for all money received, including but not
 1087 limited to, revenues from registration and banquet tickets,
 1088 excess revenues from pre-Convention merchandising
 1089 projects, excess revenues from fund-raising activities, and
 1090 all other related income.
 1091 j. Pays all bills and advises the Chairperson on the cash
 1092 availability, income, and expenditures.
 1093 k. Reviews subcommittee reports for compliance with their
 1094 budgets.
 1095 l. May sit on a subcommittee as a member but not as an
 1096 officer of that subcommittee.
 1097 m. Provides an annual and the closing report (income vs.
 1098 expenses) to the Region.
 1099 3. The Treasurer will be elected by the Committee and confirmed
 1100 by the Region before taking office.
 1101

1102 **E. ASSISTANT-TREASURER:**
 1103

1104 **1. REQUIREMENTS:**

- 1105 a. A minimum of six (6) years' continuous clean time.
 1106 b. Prior service experience at the Area or Regional level.
 1107 c. A demonstrated stability in their local community.
 1108 d. Shall sign a Memorandum of Financial Responsibility,
 1109 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
 1110 **Funds, Section 8 Anti-Theft Policy**).
 1111

1112 **2. DUTIES:**

- 1113 a. Acts as and assumes all responsibilities of the Treasurer
 1114 in the absence of the Treasurer.
 1115 b. Works closely with the Treasurer at all times checking all
 1116 paperwork to ensure accuracy.
 1117 c. Co-signer on the Committee's bank account.
 1118 d. May sit on a subcommittee as a member but not as an
 1119 officer of that subcommittee.

- 1120 3. The Assistant Treasurer will be elected by the Committee and
 1121 confirmed by region prior to taking office.
 1122

1123 **VII**
 1124 **SUBCOMMITTEES**
 1125

1126 All subcommittees must and will maintain accurate records of all activities of
 1127 the subcommittee. This includes, but is not limited to, financial reports, expenditures,
 1128 duplicate receipts, current avenues of endeavor, subcommittee goals and needs. The
 1129 subcommittee shall work in close contact with the Executive Committee in accordance
 1130 with the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA*
 1131 *Service*. The subcommittees are to carry out the tasks described in these Guidelines as
 1132 directed by the Committee and any other tasks the Committee may deem necessary. The

1133 subcommittees are to carry out their assigned duties, and develop proposals and
1134 recommendations for the Committee’s review. **Final decision making authority rests**
1135 **with the Committee.**

1136

1137 **SUBCOMMITTEE CHAIRPERSONS**

1138

1139

1. REQUIREMENTS:

1140

- a. A minimum of three (3) years continuous clean time.
- 1141 b. Prior service experience at the Area or Regional level and should
1142 possess the necessary abilities that will complement the
1143 respective subcommittee.
- 1144 c. Ability to be firm yet understanding.
- 1145 d. A demonstrated stability in their local community.
- 1146 e. Shall sign a Memorandum of Financial Responsibility, (MOFR),
1147 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
1148 **Section 8 Anti-Theft Policy**).

1149

1150

2. DUTIES:

1151

- a. Are the Single Point of Accountability (SPOA) for their
1152 subcommittee and should be aware of the responsibilities of each
1153 member and the tasks they have assumed, ensuring that any task
1154 assigned to them is properly carried out
- 1155 b. As with any service commitment, regular attendance at the
1156 Convention Committee meeting is required. If unable to attend,
1157 notice must be given to Committee Chair and a written report
1158 shall be provided. (Subcommittee Vice-chair shall represent
1159 Subcommittee in the absence of the Subcommittee Chair.)
- 1160 c. Shall provide a monthly written report to the Convention
1161 Committee on the status of subcommittee projects and / or
1162 activities.
- 1163 d. May not sit on any other subcommittee as a member or officer.
- 1164 e. Shall assist in coordination of any financial obligations.

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SUBCOMMITTEE VICE-CHAIRPERSONS

1. REQUIREMENTS:

- a. A minimum of three (3) years continuous clean time.
- b. Prior service experience at the Area or Regional level and the
willingness to learn the necessary abilities that will complement
the respective subcommittee.
- c. The willingness and ability to become the chairperson if the need
arises.
- d. A demonstrated stability in their local community.
- e. Shall sign a Memorandum of Financial Responsibility, (MOFR),
as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
Section 8 Anti-Theft Policy).

2. DUTIES

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

- 1184 b. Attends subcommittee meetings and helps with the organization
1185 and delegation of the subcommittee’s responsibilities.
1186 c. Acts as the parliamentarian of the subcommittee meetings in
1187 accordance with these Guidelines, the *Twelve Traditions of*
1188 *Narcotics Anonymous* and the *12 Concepts for NA Service*.
1189 d. May not sit on any other subcommittee as an officer or member.
1190 f. As with any service commitment, regular attendance at the
1191 Convention Committee meeting is required.
1192 1. Shall represent Subcommittee at the Convention Committee in
1193 the absence of the Chair.
1194
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1198 **1. HOTELS AND HOSPITALITY (H&H)**
1199

1200 **A. DUTIES:**

- 1201 5.1. Prepares cost estimates for banquets, brunches,
1202 breakfasts, coffee, specialty meeting rooms, and the sale
1203 of onsite snacks.
1204

1205 **B. RESPONSIBILITIES:**

- 1206 1. Will be responsible, along with the Convention Chair, for
1207 any Communication with Hotel during the convention.

1208 The Convention Chair still has final authority for any additions or substitutions during
1209 the Convention.

- 1210 2. Shall work closely with the R&I Subcommittee to help
1211 prepare projected attendance figures and also with the
1212 Program Subcommittee to help coordinate and
1213 accommodate the proper meeting room facilities.
1214 3. Is responsible for preparing a map of local points of
1215 interest, restaurants, alternative lodging facilities,
1216 transportation and sightseeing information.
1217 4. Ensures Hospitality Room has Host Areas / Groups to
1218 keep area clean and food & beverages available.
1219 (Provided by either Convention Committee or hosting
1220 Area or Group.)
1221

1222 **2. FUNDRAISING AND ENTERTAINMENT (F&E)**
1223

1224 **A. DUTIES:**

- 1225 1. Coordinates and oversees all events and pre-events for the
1226 Convention.
1227 2. This Subcommittee is one of the primary ways to help
1228 promote excitement and support regarding the
1229 upcoming convention, remembering for the pre-event
1230 fund-raisers that the functions need not and should not be
1231 isolated to the host area to prevent unnecessary financial
1232 drain on that area and also to promote unity throughout
1233 the Region.
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- B. RESPONSIBILITIES:**
1. Is responsible for the selection of all entertainment for the convention (i.e. bands, disc jockeys, comedians, performing artists, etc.).
 2. Works closely with the Merchandising Subcommittee to help raise the pre-event funds so necessary when putting on a convention.

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3. REGISTRATION AND INFORMATION (R&I)

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

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

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4. ARTS & GRAPHICS (A&G)

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- A. DUTIES:**
1. Works closely with the Merchandise Subcommittee to help coordinate the production of the merchandise and the timeliness necessary for the completion of such.

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- B. RESPONSIBILITIES:**
1. This Subcommittee is responsible for the design and printing of the Convention logo and theme, and any banners, programs, tickets, signs for the meeting rooms etc., flyers, decided upon by the Committee.
 2. In order to maintain the integrity of the artwork and trademarked

1286 images, A&G is the first option for all Subcommittees or
1287 Committee flyers.
1288

1289 **5. PROGRAM** 1290

1291 **A. DUTIES:**

- 1292 1. The Program Subcommittee shall work closely with the H&H
1293 Subcommittee in order to coordinate the proper
1294 Meeting facilities for each meeting.
- 1295 2. Ensures the budget identifies the speakers recommended to be
1296 funded by the Committee.
- 1297 3. Arranges shuttle transportation between plane / train
1298 facilities and the convention site.
- 1299 4. Works to arrange accommodations for the guest speakers as
1300 needed with the Chair.
1301

1302 **B. RESPONSIBILITIES:**

- 1303 1. This subcommittee is responsible for planning the program for
1304 the entire convention. This includes, but is not limited to,
1305 recommendations for the selection of all speakers, secretaries
1306 and readers for the meetings, marathon meeting chairpersons, the
1307 Convention schedule, and any workshops / panels.
- 1308 2. Shall make timely confirmations of everyone participating in the
1309 program.
- 1310 3. Will be responsible for ensuring the recording of Convention
1311 speakers and offering the recordings for sale at the
1312 convention, or provided as a part of the registration package.
- 1313 4. Responsible for the selection of speakers who carry a **clear NA**
1314 **message.** (The language used to carry the message of NA at the
1315 Convention is vitally important.)
1316

1317 **6. MERCHANDISING** 1318

1319 **A. DUTIES:**

- 1320 1. Shall bring proposals to the Executive Committee of the
1321 Committee for the merchandise projects the Subcommittee has
1322 recommended, the quantity to be ordered, and the cost of such,
1323 for final approval prior to purchase of said merchandise.
 - 1324 a. These proposals will include the quantity,
1325 purchase cost of items, the retail cost items and the
1326 projected return on investment, along with a
1327 projected timeframe for sale.
 - 1328 b. Due diligence requires at least two bids to ensure
1329 competitive prices are received.
- 1330 2. Shall work closely with the A&G Subcommittee for artwork, and
1331 the F&E Subcommittee for potential sales events, with regard to
1332 the acquisition and sale of such merchandise.
- 1333 3. Shall work with the Program and H&H
1334 Subcommittees for coordination of location and times for sale of
1335 the merchandise.
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B. RESPONSIBILITIES:

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

7. MEMBER SERVICES

This Subcommittee is tasked with a challenging job description; it is imperative that all involved understand the limitations they need to operate within to ensure

a lawful, spiritually healthy, service experience. Hotel Security, 911 and the local Police Department are the avenues to be utilized for Convention attendee's safety and well-being.

A. DUTIES:

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

B. RESPONSIBILITIES:

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

8. MULTI-CULTURAL COORDINATOR

Intent: To designate a member representative to provide support in native languages other than English, as the need arises. Please

1389 note; only one (1) representative for each community will be
1390 accepted.
1391

1392 **A. REQUIREMENTS:**

- 1393 1. A minimum of three (3) years continuous clean time.
- 1394 2. Prior service experience at the Area or Regional level.
- 1395 3. The willingness and ability to seek out and retain assistance from
1396 representatives of other language communities.
- 1397 4. A demonstrated stability in their local community.
- 1398 5. Shall sign a Memorandum of Financial Responsibility,
1399 (MOFR), as outlined in our Anti-Theft Policy (see
1400 **Article 10 Funds, Section 8 Anti-Theft Policy**).

1401
1402 **B. DUTIES:**

- 1403 1. Shall coordinate translation duties as necessary to keep all
1404 members of the California Mid-State Region informed.
- 1405 2. Actively attends as many Committee meetings as possible, in
1406 order to respond effectively to the translation needs and acts as
1407 the liaison between the Subcommittees, the Committee, the
1408 represented communities, and their language representatives.
- 1409 3. Provides coordination of the support services to ensure the voice
1410 of the represented community is carried to and from the
1411 Committee.
- 1412 4. Provides assistance and or coordination with other
1413 representatives to provide translation services as necessary to the
1414 Subcommittees in the production of printed material, (i.e.
1415 registration forms, Convention program & signage)
- 1416 5. Acts as a knowledgeable resource regarding questions about the
1417 makeup and needs of the represented communities.
- 1418 6. May sit on any subcommittee as a member, but not as an
1419 officer.

1420 **VIII**
1421 **OPERATIONAL GUIDELINES**

1422
1423 **1. VOTING PROCEDURES:**

- 1424 a. All interested members may vote at the first Committee meeting. All
1425 interested members in attendance may vote until all Committee positions
1426 are filled. Thereafter only voting participants as outlined in **Section V**
1427 may vote.
- 1428 b. A simple majority vote will be accepted in all matters pertaining to
1429 regular Committee business.
- 1430 c. A two-thirds (2/3) vote is required in policy / financial matters
1431 concerning the Committee.
- 1432 d. Because the Committee is directly responsible to the Region, any
1433 changes to these Guidelines will require a two-thirds (2/3) vote by the
1434 Committee and are then subject to Regional review and approval.
- 1435 e. In the case of a tie, the Chairperson shall cast the deciding vote.

1436
1437 **2. MOTIONS:**

- 1438 a. Motions in matters affecting Committee as a whole may be presented by

Amended December 16,2023

1439 any member and shall be submitted in writing with a second by a voting
1440 participant of the Committee and heard in the new business session.

- 1441 b. Motions may only be postponed for one regular Committee meeting and
1442 then will be heard under the unfinished business session of the next
1443 meeting.

1444
1445 3. **REMOVAL OF COMMITTEE OFFICERS/MEMBERS:**
1446

- 1447 A. A trusted servant may be removed from their position for non-
1448 compliance after due written notification. A two thirds (**2/3**) Committee
1449 vote is required for removal. Non-compliance includes, but is not
1450 limited to:

- 1451 1. Maintain their abstinence from drugs.
- 1452 2. Carry out their duties in a timely and responsible manner.
- 1453
- 1454 3. Adhere to the principles of the *Twelve Traditions of Narcotics*
1455 *Anonymous* and the *Twelve Concepts for NA Service*.
- 1456 4. Attend two consecutive regular Committee meetings without
1457 providing prior notification to the Chairperson or *being*
1458 represented in attendance by an appointed alternate
1459 representative.
- 1460 5. Missing three (**3**) Committee meetings in the course of a one-year
1461 term of service will be subject to Committee review and
1462 discussion of removal or resignation.

- 1463 B. In the event that the Committee Chairperson needs to be removed,
1464 the following procedures shall be followed.

- 1465 1. The Committee Vice-Chair shall carry the recommendation of the
1466 Committee for removal to the Region, identifying the reasons for the
1467 recommendation.
- 1468 2. In the event the Vice-Chair is unable or unwilling, the Committee
1469 shall designate their representative to speak for them regarding the
1470 reasons for the recommendation.
- 1471 3. The Region reserves the right to assign their representative to fill the
1472 Chairperson vacancy until any review and action is completed.
1473

1474 4. **FISCAL PROCEDURES:**
1475

1476 A. **ANTI-THEFT POLICY:**
1477

1478 The Eleventh Concept establishes the sole absolute priority for use of
1479 NA funds; to carry the message. The *Twelve Concepts for NA Service*
1480 gives the Region a mandate from the NA Groups that calls for total
1481 financial accountability. With this in mind, any misuse of funds by
1482 Regional Trusted Servants cannot be tolerated. Regional Trusted
1483 Servants shall be required to sign a Memorandum of Financial
1484 Responsibility, (**MOFR**).
1485

1486 Should any Regional Participant, Administrative Committee member,
1487 subcommittee member or Convention Committee Member be found to
1488 have allegedly misappropriated, or misused NA funds or other assets, the
1489 facilitating Officer of the Region, immediately upon calling the Regional
1490 meeting to order, must fully disclose the alleged misuse of funds or other

1491 assets and the individual(s) involved. Any member accused of misuse of
1492 funds or other assets may exercise their Tenth Concept right to redress at
1493 this time.
1494

1495 **1. CMSRSC Action:**

1496 The Region, once informed of the alleged misuse of funds or other
1497 assets, may suspend the participation of individual(s)' involved by two-
1498 thirds (2/3) vote pending investigation and resolution. Having been
1499 found to have misappropriated or misused funds or other assets, said
1500 individual(s)' participation is immediately terminated, with cause, by a
1501 two-thirds (2/3) vote. Additionally, any member removed by the Region
1502 for misappropriation or misuse of funds or other assets may not hold an
1503 elected seat on the Region or its subcommittees for a period of two (2)
1504 years.
1505

1506 **2. Restitution:**

1507 Individuals removed for misappropriation or misuse of funds or other
1508 assets, are expected to make full restitution of all Regional funds or
1509 assets. Should a member removed for misuse of funds or assets fail to
1510 make full restitution said member may be subject to criminal or civil
1511 prosecution by the Region.

1512 **3. Procedure for Resolution:**

- 1513 a. A thorough review of all books and financial records, by an ad
1514 hoc Committee appointed and led by the Regional Chair.
- 1515 b. A meeting shall be scheduled, ensuring that any individual who
1516 allegedly misappropriated or misused funds or other assets is
1517 informed of the meeting and given the opportunity to present
1518 their point of view. After all sides have been heard, a break in the
1519 meeting format is encouraged to allow all present time to get in
1520 touch with their own Higher Power and focus on spiritual
1521 principles, before coming back to decide the best course of
1522 action.
- 1523 c. If the individual admits to the theft and agrees to pay back the
1524 funds or other assets, a restitution agreement can be developed.
1525 Let the individual know that if the restitution agreement is not
1526 adhered to, the intent is to take legal action based on the signed
1527 and witnessed restitution agreement.
- 1528 d. A report about the situation shall be published, and regular
1529 reports on the status of the restitution agreement shall be
1530 published until the agreement is satisfied. Protecting the identity
1531 of the persons involved is secondary to being accountable to the
1532 fellowship for its funds and ensuring that the person is not put in
1533 a position where they may do further harm.
- 1534 e. If the individual refuses to repay the money, or agrees to a plan
1535 but does not follow through with the agreement, or if the person
1536 has disappeared, it may be appropriate to take legal action. The
1537 decision to take legal action is an option that does not
1538 compromise traditions or spiritual principles, but it should be our
1539 last resort, opted for only when everything else has been tried.
1540 We strongly suggest that the decision to prosecute be thoroughly

- 1541 explored before going ahead, using Area and Regional Service
1542 Committees, the World Service Board, and Narcotics
1543 Anonymous World Services, Incorporated as resources.
- 1544 f. If legal action is pursued one or all of the following may occur:
1545 1. A civil action may be filed against the individual(s) and a
1546 judgment for full restitution may be obtained.
1547 2. The Region may pursue a criminal prosecution of the
1548 individual(s) through the proper authorities.
- 1549 B. If at all possible, an Employee Identification Number, (EIN), will be
1550 used to secure the Committee's bank account, **NOT** a member's personal
1551 Social Security number.
- 1552 C. The Executive Committee and each subcommittee will submit a budget
1553 of projected expenses, a forecast of projected income, and a timeline of
1554 operations to the Region by the January Regional meeting. After review
1555 by the Region, budget may be revised as necessary.
- 1556 D. Funds will be appropriated during unfinished or new business by a two-
1557 thirds (**2/3**) vote and disbursed based upon the treasury's ability to
1558 provide such funds.
- 1559 E. Separate records will be maintained for the financial activities of all
1560 subcommittees. Separate records must be maintained for any income
1561 with regard to registration and pre-registration and any income from
1562 merchandise sales and fundraising events.
- 1563 F. Upon completion of the Convention, a complete financial report shall be
1564 given to the Region **no later than 60 days** following the Convention.
1565 All funds, outstanding bills, financial ledgers, merchandise or any other
1566 NA asset, minutes and any other documentation **must** be returned to the
1567 Region, at that time so that they may either be passed onto the next
1568 Committee or stored in the Region achieves.
- 1569 G. Contractual commitments of \$500.00 or more shall be reviewed and
1570 approved by Region prior to being signed by Committee Chairperson
1571 and Regional Chairperson.
- 1572 H. All expenditures over \$10.00 made by Committee shall be paid by check
1573 except when necessary to make other arrangements.
- 1574 I. No expenditure shall be paid from the Committee bank account without
1575 receipt or proof of payment.
- 1576 J. An operational fund of monies in the amount of \$10,000 dollars will be
1577 available to produce the Convention. The Committee Chair may request
1578 to draw up to \$2,000 dollars of start-up money when the first
1579 organizational meeting has been held and all the positions have been
1580 filled. A request for the balance of the money can be submitted following
1581 the Region's acceptance and approval of the Committee's budgets,
1582 forecasts, and timelines, requiring a two-thirds (**2/3**) majority vote. This
1583 operational money is to be returned to the Region to be available to all
1584 future Conventions. The availability of an operational fund is not meant
1585 to be a substitute or replacement for fundraising activities.
- 1586 K. A maximum of one (1) checking account and one (1) savings account
1587 shall be utilized by the Committee. The Regional Treasurer shall be an
1588 authorized signer on any accounts opened.
- 1589 L. In most cases the Committee Treasurer or Assistant Treasurer will make

the deposits. In some instances, a member of the Executive Committee or a Subcommittee Chair may make a deposit. In order to maintain good recordkeeping, the following information will be provided:

1. When the deposit was made;
2. The Deposit Amount;
3. The Deposit Detail, (i.e. a breakdown of where the money came from, item(s) sold, event(s) income, Area contribution, etc.)

4. SELECTION OF NEXT CMSRCNA SITE:

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

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

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

5. CHAIR RECOMMENDATION PROCESS:

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

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

6. CONVENTION COMMITTEE FORMATION:

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

SPIRITUAL PRINCIPLES

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

1636 the

1637 spiritual nature of Narcotics Anonymous, our structure should always be one of
1638 service, never of government.” We need always remember that our primary
1639 purpose is to carry the message to the addict who still suffers. Our convention
1640 should strive to maintain an atmosphere of unity, love and support for any addict
1641 seeking recovery.

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ADDENDUM “B”

CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS MEMORANDUM OF FINANCIAL RESPONSIBILITY

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DATE: _____

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

I understand I should avoid mixing Fellowship money with my own money or the money of anyone else.

I understand I should use Fellowship money or other assets only as directed by the Fellowship of NA.

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

I understand that as a trusted servant I serve as a volunteer and will not be paid for my work.

When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

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

Signed,

Trusted Servant

OFFICER, CMSRSC

Date

by: _____

Title

Print Name: _____

by: _____

Title

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

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

This agreement shall be held in the CMS Regional Archives.

1721 ADDENDUM "C"
1722 CALIFORNIA MID-STATE REGIONAL SPONSORED
1723 SERVICE LEARNING DAYS GUIDELINES
1724

1725 These Guidelines refer to the Area - level, Regional learning days sponsored by the California Mid-
1726 State Regional Service Committee. The total budget for these learning days must be approved each
1727 cycle by the CMSRSC in its unified budget. Remember, these are learning days, not miniature unity
1728 days.

1729
1730 I. **Scheduling**
1731

- 1732 A. Dates will be reserved six (6) months in advance by coming to the CMSRC meeting and
1733 requesting approval for a learning day in the area.
1734 B. Care should be taken to avoid scheduling a learning day when any nearby area in the
1735 region or a neighboring region has a unity day or convention scheduled.
1736 C. Learning Days will not be scheduled during the CMSRCNA, World Convention or
1737 CMSRSC meeting.
1738 D. Only one learning day will be scheduled in any month.
1739 E. For planning purposes we will split the region into two (2) districts: northern and
1740 southern:
1741 i. Northern: CS CSS, SVG, CVN, and Gold Country
1742 ii. Southern: CCNA, KT & Foothill
1743 F. Only one learning day per year will be planned for each district
1744

1745 II. **Planning and Implementation**
1746

- 1747 A. There will not be any registration fee for any regional-sponsored learning day. Areas are
1748 encouraged, but not required, to hold supporting events to help pay for the learning day and
1749 generate income to return the seed fund to the CMSRSC. Some of the supporting events
1750 that have been held are dinners, soda, raffles or auctions of NA-related items, recovery
1751 meeting with 7th Tradition collected to help pay for the learning day and other associated
1752 events. If an area wants to sell merchandise specific to this learning day, it will have to be
1753 approved by their *Area*.
1754 B. All leaning days shall be a cooperative effort between PI and H&I committee (and Phone
1755 lines if the area has a separate Phoneline committee) at the Area level with a balance of
1756 workshops divided between the committees.
1757 C. These learning days are intended to be single-day events.
1758 D. Only one workshop should be scheduled at a time, preferably alternating between PI and
1759 H&I and Phoneline topics.
1760 E. All aspects of planning and implementing the event are the responsibility of the area
1761 hosting the learning day. Regional PI and H&I leadership will be available to advise and
1762 assist the area planning.
1763 F. Selection of topics and speakers are the decision of the area hosting the event. Care should
1764 be taken to select speakers with current or previous experience with PI, Phone lines, or H&I
1765 in Narcotics Anonymous and knowledgeable about the topic or their workshop. It is
1766 suggested that these members be active in the area of service about which they are
1767 speaking.

- 1768 G. Areas may want to get assistance from the area's activities committee for help in planning
1769 any associated events, but it should be made clear this is a regional-sponsored event
1770 associated with the learning day and not an area activity.
1771 H. Although areas are completely responsible for planning and implementing their learning
1772 day, they should remember there is a wealth of experience at the regional level and in
1773 surrounding areas.
1774 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
1775 additional ideas about planning the learning day.
1776

1777 III. **Flyers**

- 1778
1779 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
1780 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
1781 and surrounding area or by distribution through the RCM's at the CMSRSC.
1782 B. Flyers should include:
1783 i. NA Logo with registered trademark, phone line number with area code and contact
1784 person.
1785 ii. Directions and/or map so members from outside the area can locate the facility.
1786 iii. Address including city or town where the learning day will be held.
1787 iv. Recognition that this is a regional-sponsored area-level service learning day.
1788 v. Clear indication that there is not a fee for the learning day.
1789 vi. The date and time of the event.
1790

1791 IV. **Finances**

- 1792
1793 A. A proposed budget shall be brought to the CMSRSC for approval.
1794 B. Upon approval, each area will be given up to \$500.00 seed money.
1795 C. If an area also receives seed money from its own area for this event, then the costs and
1796 income will be shared between the area and their region based on a percentage equal to the
1797 percentage each part contributed. For example: If the region provides \$500.00 seed funds
1798 and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to the area
1799 and 2/3 to the region.
1800 D. Each area will be given up to \$500.00 in seed funds to plan and implement the learning day.
1801 The money should be returned to the region to fund additional learning days. The check for
1802 the returned funds should be made out the CMSRSC and noted that it is returning seed
1803 funds and applied to the CMSRSC budget.
1804 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
1805 organizing the event will turn the funds over to their ASC.
1806 F. Each Area will provide a detailed financial report indicating all expenses and all income
1807 amounts and sources. A detailed report of the planning process including problems and
1808 successes in producing the event will be provided. A copy of the flyer and program should
1809 be included as well.
1810 G. If an Area sells area merchandise or conducts an area fund-raising event at this event, those
1811 proceeds should not be considered part of the income from the learning day or associated
1812 events. The income belongs completely to the Area.
1813 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I
1814 RIC. Travel for their participation should not be included in the learning day budget, but
1815 should be paid from the RIC's line-item for administrative travel.

- 1816 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these events
1817 to make money, but want to recover seed funds so we can plan additional events.
1818
- 1819 J. Approved expenses are:
1820
- 1821 i. Rent for the facility
 - 1822 ii. Insurance for the event (The event up to 500 people will be covered as a meeting
1823 by regional insurance)
 - 1824 iii. Copies for flyers, registration material, programs and handouts for material
1825 covered at the workshop.
 - 1826 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.
 - 1827 v. Food and Beverages.
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1830 Adopted: 21 July 2001

1831 Updated: 15 October 2016

1832 Working updates August 13, 2023/ Revised December 16, 2023

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1835 ADDENDUM "D"
1836 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1837 OF
1838 NARCOTICS ANONYMOUS
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1840 **WEB SITE GUIDELINES AND POLICIES**
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1843 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site is to further the
1844 Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by providing easily
1845 accessible information about NA within the RSC boundaries. All activities directed to that end shall be carried out in
1846 accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly
1847 support the Fifth Tradition.
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1850 **Functions/Responsibilities**
1851

1852 The basic functions of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site are:

- 1853 1. To provide communication
 - 1854 a. Between this Region of Narcotics Anonymous and the public
 - 1855 b. Between the Areas of the Region and the California Mid-State Regional Service Committee.
- 1856 2. To post current meeting schedules for the Areas.
- 1857 3. To post information benefiting the Areas served by the RSC.
1858
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1860 **Requirements and Duties of the Web servant and Alternate Web servant**
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- 1862 1. Personal time and abilities to perform their duties.
- 1863 2. Willingness to serve in the position.
- 1864 3. Two (2) years clean time.
- 1865 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of
1866 Narcotics Anonymous and the Twelve Concepts for NA Service.
- 1867 5. Maintenance of clean time throughout term of office or participation.
- 1868 6. Regular attendance at Narcotics Anonymous recovery meetings.
- 1869 7. Resources necessary to perform the duties as assigned
- 1870 8. The Alternate Web servant will be willing and able to assume the duties assigned the Web servant if necessary.
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1873 **Finances and Ownership**
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- 1875 1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State
1876 Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the
1877 responsibilities of the Web servant.
- 1878 2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-
1879 State Regional Service Committee.
- 1880 3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership
1881 of the domain name for the CMSRSC.
- 1882 4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final
1883 decision rests with the California Mid-State Regional Service Committee.
- 1884 5. The Web Servant is responsible for the development and maintenance of the web site. The development and/or
1885 maintenance can be accomplished by:
 - 1886 A. the Web Servant performing the work as an unpaid volunteer.
 - 1887 B. the Web Servant utilizing the unpaid volunteer services of other members while the Web Servant
1888 remains as the single point of accountability.
 - 1889 C. the Web Servant supervising contract services for-hire by a vendor under an agreement approved by
1890 the CMSRSC.

1891 In all cases, the participants will sign work-for-hire agreements and all material will be owned and
1892 copyrighted solely by the CMSRSC.

1893 6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact information, and
1894 all ownership will be held in the name of the CMSRSC and/or the Regional Chair if necessary.

1896 Web Servant Reporting and Communications

1897 The Web servant will submit a written report to the California Mid-State Regional Service Committee at each regular
1898 meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the
1899 web site. The report will also include any relevant correspondence received, sent and forwarded. The Web servant is
1900 required to attend all regular California Mid-State Regional Service Committee.
1901
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1903 General Guidelines

- 1904 1. The web servant shall create and maintain email accounts as instructed by the RSC.
- 1905 2. Personal e-mail addresses are not to be posted on this web site.
- 1906 3. External hyperlinks will be approved by the CMSRSC.
- 1907 4. Meeting directory pages should be checked for updates at least every 30 days.
- 1908 5. Any NA group or committee may request to post information concerning upcoming events or service functions.
1909 Requests will be approved based on current CMSRSC policy.
- 1910 6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the
1911 web site.
- 1912 7. Images of any identifiable person, whether a NA member or not, are never used.
- 1913 8. Merchandise sales will be allowed on the website following the procedures and policies of the CMSRCC and/or
1914 the RSC.
- 1915 9. If an Area Service Committee or Group within the Region has its own web site, the site may be linked to the
1916 CMSRSC web site with approval from the CMSRSC.
- 1917 10. Copyrighted material will not be used on the web site without specific permission from the owner.
- 1918 11. The Webs servant is responsible for updating the information posted on the WSO web site whenever the
1919 changes in the CMSRSC are made.
- 1920 12. The CMSRSC will establish policies necessary for the operation of the Web Site.

1921 Privacy Policy

1922 The CMSRSC will establish and maintain a privacy policy for its web site.
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1926 Date of revision: 06 June 2013

1927 Date Approved: 15 June 2013
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ADDENDUM “E”
**CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

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Behind the Walls Sponsorship Program

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Purpose of the Behind the Walls Sponsorship Program

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

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Requirements and Duties of the Behind the Walls Sponsorship Program Coordinator

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

Coordinator appointment

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

Behind the Walls Sponsorship Program Orientation

1. The Coordinator shall facilitate orientations at “Region on the Road” meetings.
2. The Coordinator shall maintain a Behind the Walls Sponsorship Program Resource & Information Packet and utilize it for orientations.

Specific Details – How the Process Works

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

Amended December 16,2023

- 1996 have had no prior knowledge of their assigned Sponsee. They should never have met the person they
1997 will be assigned for sponsorship at any time during their lives.
- 1998 3. The Coordinator will log all incoming and outgoing letters by date, with name and facility of the
1999 inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and
2000 Sponsee.
- 2001 4. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 2002 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books,
2003 drawings, tapes, contacting family members or friends will be made between the sponsor and sponsee.
- 2004 6. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- 2005 7. All rules and regulations of the facility will be strictly upheld.
- 2006 8. Only women will write women, and only men will write men.
- 2007 9. Any Sponsee may write the Behind the Walls Sponsorship Program directly with any recovery
2008 related questions or concerns at any time.
- 2009 10. In order to maintain Active Status, all volunteer sponsors are required to attend an annual
2010 orientation, offered quarterly at the Region on the Road CMSRSC meetings. Specific Details – Only
2011 Approved Mailing Address CMSR BTW Program PO Box 931 Manteca, CA 95336
- 2012

Requirements for a Volunteer Sponsor

The Volunteer Sponsor shall:

- 2015 1. Communicate with Sponsee in writing only, responding to their letters within two (2) weeks.
- 2016 2. Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
- 2017 3. Respect the confidentiality of the Sponsee.
- 2018 4. Refrain from using abusive or profane language in all correspondence.
- 2019 5. Maintain focus on recovery through working the 12 Steps of Narcotics Anonymous.
- 2020 6. Refrain from providing Sponsee with personal details; phone number, address, email address.
- 2021 7. Refrain from face-to-face meetings, visiting Sponsee or arranging any meetings upon release.
- 2022 8. Refrain from supplying Sponsee materials; such as envelopes, stamps, pre-stamped envelopes,
2023 writing paper, writing implements, books, tapes or any other items.
- 2024 9. Refrain from contacting anyone or relaying messages to anyone the Sponsee might request.
- 2025 10. Refrain from compromising the 12 Traditions of Narcotics Anonymous or any facility guidelines.
- 2026 11. Refrain from commenting on any matter that might jeopardize the safety and security of the
2027 facility, staff, facility residents, outside members or anyone else. We have NO Opinion on outside
2028 issues.
- 2029 12. Affirm that the sponsor has not been a victim of, or an accomplice of, a crime with any potential
2030 Sponsee. The sponsor understands that failure to adhere to any of the above agreements will result in
2031 disqualification as a sponsor from the CMSR Behind the Walls Sponsorship Program and may
2032 jeopardize our continued service at any facility. The sponsor understands that every letter sent into a
2033 facility will be opened, checked for contraband and read by institution staff. The only purpose is to
2034 help a fellow addict find recovery through working the 12 Steps of Narcotics Anonymous.
- 2035

Specific Details – Outside NA Sponsor:

- 2037 1. The sponsor must have at least two (2) years' continuous clean time. Our program is one of
2038 complete abstinence.
- 2039 2. All interactions will only be via mail, never in person.
- 2040 3. Personal anonymity will be maintained at all times. Last names and personal details will never be
2041 provided to incarcerated addict/Sponsee.
- 2042 4. Sponsorship through the mail, (i.e., working the 12 Steps of Narcotics Anonymous), is provided
2043 until Sponsee release. NO Personal Contact is allowed after release. Face-to-face meetings will not be
2044 allowed, either inside or outside the institution.

- 2045 5. Personal information, letters, packages or messages will never be relayed from Sponsee to any
2046 outside person.
- 2047 6. Sponsor is allowed to forward a recovery meeting schedule from the parole location to Sponsee
2048 prior to release. No Personal Contact will be scheduled after release.
- 2049 7. The Twelve Steps of Narcotics Anonymous and the Twelve Concepts for NA Service will be
2050 followed at all times.
- 2051 8. All correspondence shall adhere to the facility guidelines and requirements, while keeping within the
2052 boundaries of these Guidelines, The Twelve Steps of Narcotics Anonymous and the Twelve Concepts
2053 for NA Service.
- 2054

2055 **Specific Details – Removal from Program as a Sponsor**

- 2056 1. Loss of abstinence.
- 2057 2. Non-fulfillment of duties (i.e., not returning Sponsee letters within the two (2) week timeframe).
- 2058 3. Providing personal information or relaying messages, packages or letters to anyone.
- 2059 4. Arranging any meetings with Sponsee upon their release from custody.
- 2060 5. Missing the annual orientation.
- 2061

2062 **Specific Details – Incarcerated Sponsee:**

- 2063 1. Potential Sponsee currently incarcerated for one (1) year or more in a correctional facility seeking
2064 recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous
2065 are qualified for this Behind the Walls Sponsorship Program.
- 2066 2. Sponsee has a willingness to work the 12 Steps of Narcotics Anonymous to effect a change in their
2067 life upon release.
- 2068 3. Sponsee understands no personal contact is allowed after release.
- 2069 4. Sponsee understands that the only correspondence will be through the PO Box, with no last names,
2070 personal addresses, phone numbers, or any other personal details provided.
- 2071

2072 **Specific Details – Removal from Program as a Sponsee**

- 2073 1. Requesting Sponsor to provide personal information or relay messages, packages or letters to
2074 anyone.
- 2075 2. Requesting sponsor to arrange any meetings with Sponsee upon their release from custody.
- 2076 3. Upon Sponsees release from custody.
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2078 Adopted: October 15, 2016

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ADDENDUM "F"
LIST OF ABBREVIATIONS

ASC	Area Service Committee
CAR	Conference Agenda Report
CAT	Conference Approval Track
CMSR	California Mid-State Region
CMSRCC	California Mid-State Regional Convention Committee
CMSRCNA	California Mid-State Regional Convention of Narcotics Anonymous
CMSRSC	California Mid-State Regional Service Committee
CMSRSCNA	California Mid-State Regional Service Committee of Narcotics Anonymous
GLS	Guide to Local Services
GWS	Guide to World Services
H & I	Hospitals and Institutions
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PI	Public Information
PR	Public Relations
PRHB	Public Relations Hand Book
RCM	Regional Committee Member
RCMA	Regional Committee Member Alternate
RD	Regional Delegate
AD	Alternate Delegate
RIC	Regional Information Coordinator
WSC	World Service Conference
WSLD	Western Service Learning Days
WSZF	Western States Zonal Forum