



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 21 January 2017

**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 southern most portion of the Kings-Tulare County lines; to the western most portion of the Kings, Fresno, Merced, Stanislaus and San Joaquin County lines; and any other group of Narcotics Anonymous (NA) that should choose to affiliate with this Region by majority approval of the CMSRSCNA.

**ARTICLE TWO (2)
PURPOSE**

SECTION 1.

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

SECTION 2.

This organization is a nonprofit public benefit organization and is not organized for the private gain of any person.

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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ARTICLE THREE (3)
MEMBERS

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SECTION 1.

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

This committee shall be comprised of:

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

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SECTION 2.

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

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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.

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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.

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ARTICLE FOUR (4)
FUNCTIONS

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SECTION 1.

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

SECTION 2.

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

SECTION 3.

Maintain a PO Box.

SECTION 4.

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

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SECTION 5.

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

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

SECTION 6.

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

SECTION 7.

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

SECTION 8.

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

SECTION 9.

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

ARTICLE FIVE (5)
ADMINISTRATIVE BODY

SECTION 1.

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

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

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

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

SECTION 2.

CHAIRPERSON:

- A. A suggested minimum of four (4) years continuous abstinence from all drugs.
- B. 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**).

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DUTIES:

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

SECTION 3.

VICE-CHAIRPERSON:

- A. A suggested minimum of three (3) years continuous abstinence from all drugs.
- B. Willingness and ability to become Chairperson upon approval of the CMSRSC. (See **Article 9 Elections, Section 5** of these Guidelines.)
- 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. In the absence of the Chairperson, the Vice-chairperson will perform the duties of the Chairperson, as contained in these Guidelines.
2. Stays informed of the Regional Information Coordinator's (RIC's) projects, and is available for any problems which may arise.
3. Co-signer on the CMSRSC bank account.
4. Acts as parliamentarian for the CMSRSC.
5. Maintains the Regional Policy & Adopted Motion Log to ensure accurate implementation of the will of the RCMs.
6. The Vice-chairperson 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 4.

SECRETARY:

- A. A suggested minimum of two (2) years continuous abstinence from all drugs.
- B. 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**).

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DUTIES:

1. Responsible for keeping accurate minutes of each regular CMSRSC meeting.
2. Responsible for retaining actual written motions presented to the CMSRSC and keeping accurate recording of any verbal motions presented.
3. Responsible for printing and distributing minutes of all regular CMSRSC meetings.
4. Keeps records on hand at each CMSRSC meeting of current and previous year's meetings. Passes the previous year's minutes to the CMSRSC Chairperson at the end of office term for a compilation into the CMSRSC archives, and passes the current year's minutes onto the incoming Secretary.
5. Maintains an up to date mailing list of CMSRSC participants as well as telephone numbers and email addresses, if available, and distributes them quarterly.
6. A holder of the CMSRSC PO Box key, and handles correspondence.
7. The Secretary 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 5.

TREASURER:

- A. A suggested minimum of five (5) years continuous abstinence from all drugs.
- B. Working knowledge of procedures which includes, but is not limited to, budgeting expenses, balancing books, keeping accurate ledgers and worksheets, paying bills, maintaining the prudent reserve and basically following treasury format previously developed by the CMSRSC.
- 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. Custodian and Co-signer of the CMSRSC bank account.
2. Responsible for maintaining an accurate financial record using Quickbooks 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 it's current financial standing, including a

245 copy of the current bank reconciliation, as of each
246 business meeting. Will establish Prudent Reserve
247 monetary amount for each Budget Cycle using formula
248 set forth in these Guidelines and a fiscal year end
249 financial summary showing month-by-month expenses,
250 income and balance.

251 6. Works closely with chosen accountant to ensure all taxes
252 are paid in a timely manner. Will serve as contact person
253 as needed.

254 7. The Treasurer may serve a maximum of two (2)
255 consecutive years if so elected by this CMSRSC. (See
256 **Article 9 Elections, Section 5** of these Guidelines.)
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258 SECTION 6.

259 ASSISTANT-TREASURER:

260 1. REQUIREMENTS:

- 261 a. A minimum of five (5) years continuous clean time.
- 262 b. Prior service experience at the Area or Regional level.
- 263 c. A demonstrated stability in their local community.
- 264 d. Willingness and ability to become Treasurer upon approval of the
265 CMSRSC.
- 266 e. Shall sign a Memorandum of Financial Responsibility, (**MOFR**),
267 as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section**
268 **8 Anti-Theft Policy**).

270 2. DUTIES:

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

281 SECTION 7.

282 REGIONAL DELEGATE (RD):

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

291 DUTIES:

- 292 1. The primary responsibility of the RD is to work for the
293 good of NA, providing two-way communication between
294 the Region and the rest of NA as a whole.
- 295 2. Speaks for the Members, Groups and Areas within the
296 Region at the World Service Level, and will make every

297 effort to keep the Region informed of the World Service
298 Conference (WSC) agenda as soon as it becomes
299 available, prior to the WSC each cycle.

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

328 SECTION 7.

329 REGIONAL ALTERNATE DELEGATE (AD):

- 330 A. A suggested minimum of three (3) years continuous from all
331 drugs.
- 332 B. A one (1) conference cycle term of service unless otherwise
333 specified by the CMSRSC. (See **Article 9 Elections, Section 5** of
334 these Guidelines.)
- 335 C. Willingness and desire to become RD after the AD's term upon
336 approval of the CMSRSC.
- 337 D. Shall be requested to sign an agreement of financial
338 responsibility as outlined in our Anti-Theft Policy (see **Article 11**
339 **Funds, Section 8 Anti Theft Policy**).

340 DUTIES:

- 341 1. In the absence of the RD, the AD shall perform the duties
342 of the RD as previously listed, (See **Article 5, Section 6**
343 **RD Duties**).
- 344 2. Shall attend the WSC with the RD.

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3. Attends all the regular CMSRSC meetings, and as many of the ASC meetings as possible.
4. May serve on one or more of the NAWs working groups, although not as Chairperson; may not hold another CMSRSC position.
5. Shall work together with the RD to write up this Region's report to the WSC. This report shall be submitted for approval to the CMSRSC at the February meeting in years the WSC is held.
6. It is recommended that the AD serve at least two consecutive terms in the position to allow for information and training in said position. (See **Article 9 Elections, Section 5** of these Guidelines.)

SECTION 8.

A. CMSRCC 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**).
- f. Must be confirmed by CMSRSC.

B. CMSRCC TREASURER & ASSISTANT TREASURER

1. Both must be confirmed by CMSRSC. (See Pg. 20 lines 945 thru 953 and Pg. 21 lines 996 thru 1002 for requirements)

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

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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 Relations handbook, which is simply a place to begin; it is a tool members can use to become more aware and informed. You are the ones who will use this material to create a variety of inspired PR approaches in your local communities. (Adapted from the *Public Relations Handbook Preface*)

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

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

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

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

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

REGIONAL INFORMATION COORDINATOR ALTERNATE (RICA):

- A. A suggested minimum of two (2) 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. Shall assist the RIC with all of the above listed duties, (**Article 6, Section 1, DUTIES 1 – 5**) and be ready to step into the RIC position as necessary.

ARTICLE SEVEN (7)
ad hoc or Special Committees

SECTION 1.

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

SECTION 2.

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

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ARTICLE EIGHT (8)
VOTING

SECTION 1.

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

SECTION 2.

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

SECTION 3.

New Areas to the Region upon arrival are active immediately.

SECTION 4.

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

SECTION 5.

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

SECTION 6.

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

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.

547 **SECTION 3.**

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

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553 **SECTION 4.**

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

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558 **SECTION 5.**

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

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562 **SECTION 6.**

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

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565 **SECTION 7.**

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

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573 **ARTICLE TEN (10)**
574 **REMOVALS**

575 **SECTION 1.**

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

- 579
- 580 A. Loss of abstinence.
 - 581 B. Non-fulfillment of the duties of their position.
 - 582 C. Non-attendance to a minimum of 2 consecutive CMSRSC
 - 583 meetings without prior notification of the CMSRSC Chairperson.
 - 584 D. Non-adherence to the Anti-Theft Policy.
 - 585 E. Physical or Verbal Abuse
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587 **ARTICLE ELEVEN (11)**
588 **FUNDS**

589 **SECTION 1.**

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

- 594 A. Expenses as budgeted.
- 595 B. Mileage may be reimbursed for attendance of regularly scheduled
- 596 CMSRSC meetings by Administrative Body members and the RIC

597 through an approved budget. The mileage reimbursement rate as
598 established by the CMSRSC is to be used for reimbursement.
599 Administrative Body members may choose to decline reimbursement.
600 C. Unbudgeted expenses may not be reimbursed without approval by a two-
601 thirds (2/3) vote of the CMSRSC.
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603 **SECTION 2.**

604 Twice yearly, in July and January, any funds above and beyond the CMSRSC
605 prudent reserve shall be disbursed as a donation to the WSC. (This to be implemented
606 after prudent reserve and budgets are established.)
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608 **SECTION 3.**

609 All expenditures made by the CMSRSC shall be paid by check except when
610 necessary to make other arrangements.
611

612 **SECTION 4.**

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

- 615 A. The CMSRSC Treasurer;
 - 616 B. The CMSRSC Chairperson; and
 - 617 C. The CMSRSC Vice-Chairperson.
 - 618 D. The CMSRSC Assistant-Treasurer
- 619

620 **SECTION 5.**

621 In the event that a check is made payable to one of the authorized signers of the
622 CMSRSC bank account the situation will be disclosed to CMSRSC prior to check being
623 disbursed.
624

625 **SECTION 6.**

626 No regular expenditure shall be made from the CMSRSC treasury without
627 receipt, proof of payment or valid invoice.
628

629 **SECTION 7.**

630 The CMSRSC shall make funds available to assist the RD and/or the AD with
631 expenses accrued in carrying out Regional duties, this is to include travel, food and
632 lodging to the World Service Conference, Workshops and Western States Zonal Forum.
633

634 **SECTION 8.**

635 ANTI-THEFT POLICY:

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

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

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- A. CMSRSC ACTION:
The CMSRSC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved “with cause” by a two-thirds (2/3) vote, pending investigation and resolution. Having been found to have misappropriated or misused funds and/or other assets, said individual(s)’ participation is immediately terminated, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the CMSRSC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the CMSRSC or its subcommittees for a period of two (2) years.
- B. RESTITUTION:
Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all CMSRSC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the CMSRSC.
- C. Regional Trusted Servants shall be requested to sign agreements of financial responsibility.
- D. PROCEDURE FOR RESOLUTION.
1. Conduct a thorough review of all books and financial records.
 2. Then schedule a meeting ensuring that individual who allegedly misappropriated or misused funds or other assets, is informed of the meeting and given the opportunity to present their point of view. After all sides have been heard, a break in the meeting format is taken to allow all present time to engage in prayer and meditation to bring a Higher Power into the discussion and focus on spiritual principles, determining the best course of action.
 3. If the individual admits to the theft and agrees to pay back the funds or restores other assets, a restitution agreement can be developed. The individual will be notified that if the restitution agreement is not adhered to legal action will be initiated based on the signed and witnessed restitution agreement.
 4. A report about the misappropriation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
 5. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using Area and Regional Service Committees, the World Service Board, and Narcotics Anonymous World Services, Incorporated as resources.

- 697 6. If legal action is pursued one or all of the following may occur:
698 a. A civil action may be filed against the
699 individual(s) and a judgment for full restitution
700 may be obtained.
701 b. The CMSRSC may pursue a criminal prosecution
702 of the individual(s) through the proper authorities.
703

704 **SECTION 9.**

705 The Executive Committee (Chair, Vice-Chair, Treasurer and Recording
706 Secretary), Regional Information Coordinator (RIC), Alternate Regional Information
707 Coordinator (RICA), Web-servant, and Alternate Web-servant shall submit a written six
708 (6) month budget in July and January. The Regional Delegate (RD) and Alternate
709 Delegate (AD) shall submit a one (1) year written budget in July.
710

711 **SECTION 10.**

712 All motions requiring new monetary expenditures shall require a two-thirds
713 (2/3) vote.
714

715 **SECTION 11.**

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

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

722 Said committee shall perform the duties prescribed by “*A Guide to Local Service*
723 *in Narcotics Anonymous*” and its successors, conducting an annual audit or more at the
724 direction of the CMSRSC Executive Committee.
725

726 **SECTION 12.**

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

- 729 A. Obtain checkbook prior to the CMSRSC meeting;
730 B. Take custody and responsibility of all moneys collected;
731 C. Inform the CMSRSC of the above actions.
732 D. Ensure all moneys accumulated from Area contributions and
733 other NA sources are deposited in a bank account/general fund
734 within seventy-two (72) hours of the monthly CMSRSC meeting.
735

736 **SECTION 13.**

737 The property of this organization is irrevocably dedicated to charitable purposes
738 and no part of the net income or assets of this organization shall ever inure to the benefit
739 of any director, officer, or private person.
740

741 **SECTION 14.**

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

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ARTICLE TWELVE (12)
AMENDMENT OF GUIDELINES

SECTION 1.

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

ARTICLE THIRTEEN (13)
SPIRITUAL GUIDANCE

SECTION 1.

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

SECTION 2.

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

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

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

Adopted 19 July 2014

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I
DEFINITION

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

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

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

- 842 **A. Members of the Executive Committee**
843 1. Chairperson
844 2. Vice-chairperson
845 3. Secretary
846 4. Treasurer
847 5. Assistant Treasurer
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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

- C. 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 a 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**).

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2. DUTIES:

- a. Monthly attendance at Regional and Committee meetings.
(See **IX Operational Guidelines Section 3 A. 4.**)
- b. Arranges agenda for regular Committee meetings.
- c. Facilitates regular Committee meetings.
- d. Delegates tasks to specific subcommittees; stays informed of the business and activities of each subcommittee and provides help when and where needed.
- e. Helps resolve any personality conflicts that may arise within the committee.
- f. Keeps activities within the *Twelve Traditions of Narcotics Anonymous*, the *12 Concepts for NA Service* and focused according to the purpose of the Committee as stated in **Section II.**
- g. Monitors the financial status of the overall convention costs and helps organize the Committee budget.
- h. Prevents premature passage of motions to ensure a greater understanding and a clear group conscious of the issues for all those concerned and the welfare of the Committee.
- i. Allows subcommittees to perform their functions while offering guidance, support and encouragement to utilize good judgment.
- j. Attends or ensures representation to provide a monthly written report as to the status of the convention to the hosting Area's ASC.
- k. Co-signer on the Committee bank account.
- l. Bank Debit Card to be used **ONLY** after review and approval of intended use by Committee Admin Body.
Accurate documentation to be maintained for all transactions.
- m. Acts as a liaison to Region and provides a monthly written report of the previous Committee meeting, the most recently approved minutes, a copy of the current bank statement, and a copy of the current master ledger sheet to all of the Region's participants and for the Regional Archives.
- n. May not sit on any of the subcommittees as a member or as the chairperson.

B. VICE-CHAIRPERSON:

1. REQUIREMENTS:

- a. A minimum of ten (**10**) years continuous clean time.
- b. A minimum of five (**5**) years prior service experience at the Area or Regional level.
- c. The willingness and ability to become the Chairperson if the need arises.
- d. A demonstrated stability in their local community.

- 952
953 e. Shall sign a Memorandum of Financial Responsibility,
954 (MOFR), as outlined in our Anti-Theft Policy (see
955 **Article 11 Funds, Section 8 Anti-Theft Policy**).
956

957 **2. DUTIES:**

- 958 a. Attends the monthly Committee meetings, providing a
959 monthly written report. In the absence of the Chairperson,
960 the Vice-Chairperson shall perform the duties of the
961 Chairperson as contained in these guidelines.
962 b. Attends the monthly Region meetings, providing a
963 monthly written report.
964 c. Attends as many subcommittee meetings as reasonably
965 possible to respond effectively to the subcommittees'
966 needs and act as the liaison between the subcommittees
967 and the Committee. Acts as a resource in the organization
968 and the delegation of the subcommittee's responsibilities.
969 d. Opens, maintains and is custodian of the Committee's
970 P.O. Box. (Note: Convention Chair may delegate a
971 different Committee member for this task.)
972 e. Co-signer of the Committee bank account.
973 f. Acts as a knowledgeable resource regarding questions
974 about parliamentary procedure and the Committee's
975 Guidelines and Policies in accordance with the *Twelve*
976 *Traditions of Narcotics Anonymous* and the *12 Concepts*
977 *for NA Service*.
978 g. May not sit on any other subcommittee as a member or
979 officer.

980 **C. SECRETARY:**

981 **1. REQUIREMENTS:**

- 982 a. A minimum of two (2) years continuous clean time.
983 b. Prior service experience at the Area or Regional level.
984 c. Ability to keep accurate records.
985 d. A demonstrated stability in their local community.
986 e. Shall sign a Memorandum of Financial Responsibility,
987 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
988 **Funds, Section 8 Anti-Theft Policy**).
989
990

991 **2. DUTIES:**

- 992 a. Responsible for keeping concise and complete minutes of
993 all Committee meetings.
994 b. Distributes printed copies of the minutes at all regular
995 Committee meetings for consideration.
996 c. Maintains a complete and up-to-date set of records after
997 each and every Committee meeting, ensures placement in
998 the Committee Archives and will be able to provide such
999 upon request.
1000 d. Makes sure that the Chairperson has the current
1001 Committee minutes to report to the regular Regional
1002 meetings.
1003 e. Maintains an up-to-date contact list of all Committee

- 1004 members telephone numbers and email addresses.
1005 f. Maintains a list of any business contacts and all
1006 public/private entities related to the Convention.
1007 g. Assists subcommittees in mailing and correspondence if
1008 and when necessary.
1009 h. Ensures that the archives from the Committee are passed
1010 on to the Region at the completion of the Convention.
1011 i. May sit on a subcommittee as a member but not as an
1012 officer of that subcommittee.
1013

1014 **D. TREASURER:**
1015

1016 **1. REQUIREMENTS:**

- 1017 a. A minimum of eight (8) years continuous clean time.
1018 b. Prior service experience at the Area or Regional level.
1019 c. A demonstrated stability in their local community.
1020 d. Bookkeeping and management skills.
1021 e. Shall sign a Memorandum of Financial Responsibility,
1022 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
1023 **Funds, Section 8 Anti-Theft Policy**).
1024

1025 **2. DUTIES:**

- 1026 a. Opens, maintains and is responsible for (Custodian of) the
1027 Committee's bank account.
1028 b. Co-signer on the Committee's bank account.
1029 c. Bank Debit Card to be used ONLY after review and
1030 approval of intended use by Committee Admin Body.
1031 **Accurate documentation to be maintained for all**
1032 **transactions.**
1033 d. Maintains and makes available upon request all bank
1034 statements and an accurate financial ledger of the current
1035 Convention.
1036 e. Responsible for submitting a printed spreadsheet report at
1037 all Committee meetings as to the current financial
1038 standing of the Convention, utilizing Quickbooks
1039 accounting program.
1040 f. Works with the Chairperson and Vice-chairperson and all
1041 subcommittees to establish and maintain a budget for the
1042 Convention.
1043 g. Writes all checks and is responsible for collecting receipts
1044 for all moneys paid out.
1045 h. Bank Debit Card to be used ONLY after review and
1046 approval of intended use by Committee Admin Body.
1047 Accurate documentation to be maintained for all
1048 transactions.
1049 i. Responsible for all moneys received, including but not
1050 limited to, revenues from registration and banquet tickets,
1051 excess revenues from pre-Convention merchandising
1052 projects, excess revenues from fund-raising activities, and
1053 all other related income.
1054 j. Pays all bills and advises the Chairperson on the cash

- 1055 availability, income, and expenditures.
1056 k. Reviews subcommittee reports for compliance with their
1057 budgets.
1058 l. May sit on a subcommittee as a member but not as an
1059 officer of that subcommittee.
1060 m. Provides an annual and the closing report (income vs.
1061 expenses) to the Region.
1062 3. The Treasurer will be elected by the Committee and confirmed
1063 by the Region before taking office.
1064

1065 **E. ASSISTANT-TREASURER:**
1066

1067 **1. REQUIREMENTS:**

- 1068 a. A minimum of six (6) years continuous clean time.
1069 b. Prior service experience at the Area or Regional level.
1070 c. A demonstrated stability in their local community.
1071 d. Shall sign a Memorandum of Financial Responsibility,
1072 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**
1073 **Funds, Section 8 Anti-Theft Policy**).
1074

1075 **2. DUTIES:**

- 1076 a. Acts as and assumes all responsibilities of the Treasurer
1077 in the absence of the Treasurer.
1078 b. Works closely with the Treasurer at all times checking all
1079 paperwork to ensure accuracy.
1080 c. Co-signer on the Committee's bank account.
1081 d. May sit on a subcommittee as a member but not as an
1082 officer of that subcommittee.
1083 3. The Assistant Treasurer will be elected by the Committee and
1084 confirmed by Region prior to taking office.
1085

1086 **VII**
1087 **SUBCOMMITTEES**
1088

1089 All subcommittees must and will maintain accurate records of all activities of the
1090 subcommittee. This includes, but is not limited to, financial reports, expenditures,
1091 duplicate receipts, current avenues of endeavor, subcommittee goals and needs. The
1092 subcommittee shall work in close contact with the Executive Committee in accordance
1093 with the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA*
1094 *Service*. The subcommittees are to carry out the tasks described in these Guidelines as
1095 directed by the Committee and any other tasks the Committee may deem necessary. The
1096 subcommittees are to carry out their assigned duties, and develop proposals and
1097 recommendations for the Committee's review. **Final decision making authority rests**
1098 **with the Committee.**
1099

1100 **SUBCOMMITTEE CHAIRPERSONS**
1101

1102 **1. REQUIREMENTS:**

- 1103 a. A minimum of three (3) years continuous clean time.
1104 b. Prior service experience at the Area or Regional level and should
1105 possess the necessary abilities that will complement the
1106 respective subcommittee.

- c. Ability to be firm yet understanding.
- 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. Are the Single Point of Accountability (SPOA) for their subcommittee and should be aware of the responsibilities of each member and the tasks they have assumed, ensuring that any task assigned to them is properly carried out
- b. As with any service commitment, regular attendance at the Convention Committee meeting is required. If unable to attend, notice must be given to Committee Chair and a written report shall be provided. (Subcommittee Vice-chair shall represent Subcommittee in the absence of the Subcommittee Chair.)
- c. Shall provide a monthly written report to the Convention Committee on the status of subcommittee projects and / or activities.
- d. May not sit on any other subcommittee as a member or officer.

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.
- b. Attends subcommittee meetings and helps with the organization and delegation of the subcommittee's responsibilities.
- c. Acts as the parliamentarian of the subcommittee meetings in accordance with these Guidelines, the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA Service*.
- d. May not sit on any other subcommittee as an officer or member.
- f. As with any service commitment, regular attendance at the Convention Committee meeting is required.
- g. Shall represent Subcommittee at the Convention Committee in the absence of the Chair.

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1. HOTELS AND HOSPITALITY (H&H)

A. DUTIES:

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

B. RESPONSIBILITIES:

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

2. FUNDRAISING AND ENTERTAINMENT (F&E)

A. DUTIES:

1. Coordinates and oversees all events and pre-events for the Convention.
2. This Subcommittee is one of the primary ways to help promote excitement and support with regard to the upcoming convention, remembering for the pre-event fund-raisers that the functions need not and should not be isolated to the host area to prevent unnecessary financial drain on that area and also to promote unity throughout the Region.

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

1211 on a convention.
1212

1213 **3. REGISTRATION AND INFORMATION (R&I)**
1214

1215 **A. DUTIES:**

- 1216 1. R&I will act as the public relations for the Convention
1217 serving NA members, the general public and any questions posed
1218 prior to or during the convention from the media. (Works closely
1219 with the RIC and local Area PR / PI Subcommittee.)
- 1220 2. Ensures the H&H Subcommittee is provided the pre-registration
1221 numbers to coordinate a projected attendance for the Convention.
1222

1223 **B. RESPONSIBILITIES:**

- 1224 1. This Subcommittee is responsible for both the pre-registration
1225 and on-site registration, which includes pre-registration
1226 confirmations and special registrations, for the Convention.
- 1227 2. Shall maintain spreadsheets of all pre-registrations, banquet
1228 tickets and / or other special event tickets received, reporting
1229 totals to the Committee.
- 1230 3. Responsible for the preparation of the Pre-registration flyers for
1231 the Convention and upon approval of the Committee, shall
1232 distribute those flyers at least six (6) months prior to the
1233 Convention to the Fellowship of NA.
1234 (Other avenues of distribution may be obtained from the
1235 Regional Delegate for mailing to other areas, regions, etc., and
1236 also by distributing to all of the RCMs at the Region.)
- 1237 4. Responsible for the preparation of the registration packets at the
1238 Convention.
- 1239 5. Ensures Convention information is provided to NAWS for
1240 publication in the *NA Way* by the submission date,
1241 (**January 15th** for events occurring 10 April – 31 July).
1242

1243 **4. ARTS & GRAPHICS (A&G)**
1244

1245 **A. DUTIES:**

- 1246 1. Works closely with the Merchandise Subcommittee to help
1247 coordinate the production of the merchandise and the timeliness
1248 necessary for the completion of such.
1249

1250 **B. RESPONSIBILITIES:**

- 1251 1. This Subcommittee is responsible for the design and printing of
1252 the Convention logo and theme, and any banners, programs,
1253 tickets, signs for the meeting rooms etc., flyers, decided upon by
1254 the Committee.
- 1255 2. In order to maintain the integrity of the artwork and trademarked
1256 images, A&G is the first option for all Subcommittees or
1257 Committee flyers.
1258

1259 **5. PROGRAM**
1260

1261 **A. DUTIES:**

- 1262 1. The Program Subcommittee shall work closely with the H&H
1263 Subcommittee in order to coordinate the proper

1264 meeting facilities for each meeting and also assist in coordinating
1265 the travel and lodging of the speakers selected that will be funded
1266 by the Committee.
1267 2. Ensures the budget identifies the speakers recommended to be
1268 funded by the Committee.
1269

1270 **B. RESPONSIBILITIES:**

- 1271 1. This subcommittee is responsible for planning the program for
1272 the entire convention. This includes, but is not limited to,
1273 recommendations for the selection of all speakers, secretaries
1274 and readers for the meetings, marathon meeting chairpersons, the
1275 Convention schedule, and any workshops / panels.
- 1276 2. Shall make timely confirmations of everyone participating in the
1277 program.
- 1278 3. Will be responsible for ensuring the recording of Convention
1279 speakers and offering the recordings for sale at the
1280 convention, or provided as a part of the registration package.
- 1281 4. Responsible for the selection of speakers who carry a **clear NA**
1282 **message.** (The language used to carry the message of NA at the
1283 Convention is vitally important.)
1284

1285 **6. MERCHANDISING**
1286

1287 **A. DUTIES:**

- 1288 1. Shall bring proposals to the Executive Committee of the
1289 Committee for the merchandise projects the Subcommittee has
1290 recommended, the quantity to be ordered, and the cost of such,
1291 for final approval prior to purchase of said merchandise.
 - 1292 a. These proposals will include the quantity,
1293 purchase cost of items, the retail cost items and the
1294 projected return on investment, along with a
1295 projected timeframe for sale.
 - 1296 b. Due diligence requires at least two bids to ensure
1297 competitive prices are received.
- 1298 2. Shall work closely with the A&G Subcommittee for artwork, and
1299 the F&E Subcommittee for potential sales events, with regard to
1300 the acquisition and sale of such merchandise.
- 1301 3. Shall work with the Program and H&H
1302 Subcommittees for coordination of location and times for sale of
1303 the merchandise.
1304

1305 **B. RESPONSIBILITIES:**

- 1306 1. Will ensure **MOFRs** are on file for any members that handles or
1307 takes merchandise to offer for sale.
- 1308 2. Will make every effort to ensure each Area has access to
1309 merchandise items. If RCM / RCMA is unwilling or unable to
1310 take merchandise, a responsible member in the Area is
1311 acceptable.
- 1312 3. Will man the Merchandise Room during the Convention.
- 1313 4. Provides and maintains a running inventory of pre-event
1314 merchandise.

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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 LIAISON

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

A. REQUIREMENTS:

1. A minimum of three (3) years continuous clean time.
2. Prior service experience at the Area or Regional level.
3. The willingness and ability to communicate equally well in English and the represented community's language.
4. A demonstrated stability in their local community.
5. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 10 Funds, Section 8 Anti-Theft Policy**).

B. DUTIES:

1. Shall provide translation duties as necessary to keep all members

- 1368 of the California Mid-State Region informed.
1369 2. Actively attends as many Committee meetings as possible, in
1370 order to respond effectively to the translation needs and acts as
1371 the liaison between the Subcommittees, the Committee and the
1372 represented community.
1373 3. Provides support services to ensure the voice of the represented
1374 community is carried to and from the Committee.
1375 4. Provides assistance with translation services as necessary
1376 to the Subcommittees in the production of printed material, (i.e.
1377 registration forms, Convention program & signage)
1378 5. Acts as a knowledgeable resource regarding questions about the
1379 the makeup and needs of the represented community.
1380 6. May sit on any subcommittee as a member, but not as an
1381 officer.
1382

1383 **VIII**
1384 **OPERATIONAL GUIDELINES**
1385

- 1386 1. **VOTING PROCEDURES:**
1387 a. All interested members may vote at the first Committee meeting. All
1388 interested members in attendance may vote until all Committee positions
1389 are filled. Thereafter only voting participants as outlined in **Section V**
1390 may vote.
1391 b. A simple majority vote will be accepted in all matters pertaining to
1392 regular Committee business.
1393 c. A two-thirds (**2/3**) vote is required in policy / financial matters
1394 concerning the Committee.
1395 d. Because the Committee is directly responsible to the Region, any
1396 changes to these Guidelines will require a two-thirds (**2/3**) vote by the
1397 Committee and are then subject to Regional review and approval.
1398 e. In the case of a tie, the Chairperson shall cast the deciding vote.
1399
- 1400 2. **MOTIONS:**
1401 a. Motions in matters affecting Committee as a whole may be presented by
1402 any member and shall be submitted in writing with a second by a voting
1403 participant of the Committee and heard in the new business session.
1404 b. Motions may only be postponed for one regular Committee meeting and
1405 then will be heard under the unfinished business session of the next
1406 meeting.
1407
- 1408 3. **REMOVAL OF COMMITTEE OFFICERS/MEMBERS:**
1409
1410 A. A trusted servant may be removed from their position for non-
1411 compliance after due written notification. A two thirds (**2/3**) Committee
1412 vote is required for removal. Non-compliance includes, but is not
1413 limited to:
1414 1. Maintain their abstinence from drugs.
1415 2. Carry out their duties in a timely and responsible manner.
1416 3. Adhere to the principles of the *Twelve Traditions of Narcotics*
1417 *Anonymous* and the *Twelve Concepts for NA Service*.
1418 4. Attend two consecutive regular Committee meetings without

- 1419 providing prior notification to the Chairperson or *being*
1420 represented in attendance by an appointed alternate
1421 representative.
- 1422 5. Missing three (3) Committee meetings in the course of a one year
1423 term of service will be subject to Committee review and
1424 discussion of removal or resignation.
1425
- 1426 B. In the event that the Committee Chairperson needs to be removed,
1427 the following procedure shall be followed;
1428 1. The Committee Vice-chair shall carry the recommendation of the
1429 Committee for removal to the Region, identifying the reasons for the
1430 recommendation.
1431 2. In the event the Vice-chair is unable or unwilling, the Committee shall
1432 designate their representative to speak for them regarding the reasons
1433 for the recommendation.
1434 3. The Region reserves the right to assign their representative to fill the
1435 Chairperson vacancy until any review and action is completed.
1436

1437 4. **FISCAL PROCEDURES:**
1438

1439 A. **ANTI-THEFT POLICY:**
1440

1441 The Eleventh Concept establishes the sole absolute priority for use of
1442 NA funds; to carry the message. The *Twelve Concepts for NA Service*
1443 gives the Region a mandate from the NA Groups that calls for total
1444 financial accountability. With this in mind, any misuse of funds by
1445 Regional Trusted Servants cannot be tolerated. Regional Trusted
1446 Servants shall be required to sign a Memorandum of Financial
1447 Responsibility, (MOFR).
1448

1449 Should any Regional Participant, Administrative Committee member,
1450 subcommittee member or Convention Committee Member be found to
1451 have allegedly misappropriated, or misused NA funds or other assets, the
1452 facilitating Officer of the Region, immediately upon calling the Regional
1453 meeting to order, must fully disclose the alleged misuse of funds or other
1454 assets and the individual(s) involved. Any member accused of misuse of
1455 funds or other assets may exercise their Tenth Concept right to redress at
1456 this time.
1457

1458 1. **CMSRSC Action:**

1459 The Region, once informed of the alleged misuse of funds or other
1460 assets, may suspend the participation of individual(s)' involved by two-
1461 thirds (2/3) vote pending investigation and resolution. Having been
1462 found to have misappropriated or misused funds or other assets, said
1463 individual(s)' participation is immediately terminated, with cause, by a
1464 two-thirds (2/3) vote. Additionally, any member removed by the Region
1465 for misappropriation or misuse of funds or other assets may not hold an
1466 elected seat on the Region or its subcommittees for a period of two (2)
1467 years.
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2. **Restitution:**
Individuals removed for misappropriation or misuse of funds or other assets, are expected to make full restitution of all Regional funds or assets. Should a member removed for misuse of funds or assets fail to make full restitution said member may be subject to criminal or civil prosecution by the Region.
3. **Procedure for Resolution:**
 - a. A thorough review of all books and financial records, by an ad hoc Committee appointed and led by the Regional Chair.
 - b. A meeting shall be scheduled, ensuring that any individual who allegedly misappropriated or misused funds or other assets is informed of the meeting and given the opportunity to present their point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
 - c. If the individual admits to the theft and agrees to pay back the funds or other assets, a restitution agreement can be developed. Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
 - d. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the persons involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where they may do further harm.
 - e. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using Area and Regional Service Committees, the World Service Board, and Narcotics Anonymous World Services, Incorporated as resources.
 - f. If legal action is pursued one or all of the following may occur:
 1. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 2. The Region may pursue a criminal prosecution of the individual(s) through the proper authorities.
- B. If at all possible, an Employee Identification Number, (EIN), will be used to secure the Committee's bank account, **NOT** a member's personal Social Security number.
- C. The Executive Committee and each subcommittee will submit a budget of projected expenses, a forecast of projected income, and a timeline of operations to the Region by the January Regional meeting. After review

1522 by the Region, budget may be revised as necessary.

- 1523 D. Funds will be appropriated during unfinished or new business by a two-
1524 thirds (2/3) vote and disbursed based upon the treasury's ability to
1525 provide such funds.
- 1526 E. Separate records will be maintained for the financial activities of all
1527 subcommittees. Separate records must be maintained for any income
1528 with regard to registration and pre-registration and any income from
1529 merchandise sales and fundraising events.
- 1530 F. Upon completion of the Convention, a complete financial report shall be
1531 given to the Region **no later than 60 days** following the Convention.
1532 All funds, outstanding bills, financial ledgers, merchandise or any other
1533 NA asset, minutes and any other documentation **must** be returned to the
1534 Region, at that time so that they may either be passed onto the next
1535 Committee or stored in the Region achieves.
- 1536 G. Contractual commitments of \$500.00 or more shall be reviewed and
1537 approved by Region prior to being signed by Committee Chairperson
1538 and Regional Chairperson.
- 1539 H. All expenditures over \$10.00 made by Committee shall be paid by check
1540 except when necessary to make other arrangements.
- 1541 I. No expenditure shall be paid from the Committee bank account without
1542 receipt or proof of payment.
- 1543 J. An operational fund of monies in the amount of \$10,000 dollars will be
1544 available to produce the Convention. The Committee Chair may request
1545 to draw up to \$2,000 dollars of start-up money when the first
1546 organizational meeting has been held and all the positions have been
1547 filled. A request for the balance of the money can be submitted following
1548 the Region's acceptance and approval of the Committee's budgets,
1549 forecasts, and timelines, requiring a two-thirds (2/3) majority vote,. This
1550 operational money is to be returned to the Region to be available to all
1551 future Conventions. The availability of an operational fund is not meant
1552 to be a substitute or replacement for fundraising activities.
- 1553 K. A maximum of one (1) checking account and one (1) savings account
1554 shall be utilized by the Committee. The Regional Treasurer shall be an
1555 authorized signer on any accounts opened.
- 1556 L. In most cases the Committee Treasurer or Assistant Treasurer will make
1557 the deposits. In some instances, a member of the Executive Committee
1558 or a Subcommittee Chair may make a deposit. In order to maintain good
1559 recordkeeping, the following information will be provided:
- 1560 1. When the deposit was made;
 - 1561 2. The Deposit Amount;
 - 1562 3. The Deposit Detail, (i.e. a breakdown of where the money came
1563 from, item(s) sold, event(s) income, Area contribution, etc.)
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4. SELECTION OF NEXT CMSRCNA SITE:

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

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

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

5. CHAIR RECOMMENDATION PROCESS:

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

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.

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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.

1604

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

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the

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

1619
1620 ADDENDUM "B"
1621

1622 CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS
1623 MEMORANDUM OF FINANCIAL RESPONSIBILITY
1624

1625 DATE: _____
1626

1627 I, _____, a trusted servant of the fellowship of the California Mid-State Region of
1628 Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by
1629 the Fellowship of NA.
1630

1631 I agree to avoid mixing Fellowship money with my own money or the money of anyone else.
1632

1633 I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.
1634

1635 I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal
1636 negligence or dishonesty that I will accept full responsibility for their replacement.
1637

1638 I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I
1639 complete my term of service or if I am removed from service I agree to promptly turn over any
1640 Fellowship money, assets, records or any other Fellowship property.
1641

1642 I have agreed to follow and adhere to the CMSRSC Anti-Theft Policy.
1643

1644 Signed,
1645

1646 _____
1647 Trusted Servant
1648

1646 _____
1647 OFFICER, CMSRSC
1648

1649 _____
1650 Date
1651

1649 by: _____
1650 Title
1651

1652 Print Name: _____
1653 by: _____
1654 Title
1655

1656 This document was created to implement the CMSRSC Anti-Theft Policy.
1657

1658 The California Mid-State Regional Service Committee has adopted guidelines and operational policies,
1659 which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents
1660 are available on request.
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1662 This agreement shall be held in the CMS Regional Archives.
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ADDENDUM “C”
CALIFORNIA MID-STATE REGIONAL SPONSORED
SERVICE LEARNING DAYS GUIDELINES

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

I. Scheduling

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

II. Planning and Implementation

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

- 1714 H. Although areas are completely responsible for planning and implementing their learning
1715 day, they should remember there is a wealth of experience at the regional level and in
1716 surrounding areas.
- 1717 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
1718 additional ideas about planning the learning day.

1719

1720 **III. Flyers**

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1722 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
1723 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
1724 and surrounding area or by distribution through the RCM's at the CMSRSC.

1725 B. Flyers should include:

1726 i. NA Logo with registered trademark, phone line number with area code and contact
1727 person.

1728 ii. Directions and/or map so members from outside the area can locate the facility.

1729 iii. Address including city or town where the learning day will be held.

1730 iv. Recognition that this is a regional-sponsored area-level service learning day.

1731 v. Clear indication that there is not a fee for the learning day.

1732 vi. The date and time of the event.

1733

1734 **IV. Finances**

1735

1736 A. A proposed budget shall be brought to the CMSRSC for approval.

1737 B. Upon approval, each area will be given up to \$500.00 seed money.

1738 C. If an area also receives seed money from its own area for this event, then the costs and
1739 income will be shared between the area and their region based on a percentage equal to the
1740 percentage each part contributed. For example: If the region provides \$500.00 seed funds
1741 and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to the area
1742 and 2/3 to the region.

1743 D. Each area will be given up to \$500.00 in seed funds to plan and implement the learning day.
1744 The money should be returned to the region to fund additional learning days. The check for
1745 the returned funds should be made out the CMSRSC and noted that it is returning seed
1746 funds and applied to the CMSRSC budget.

1747 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
1748 organizing the event will turn the funds over to their ASC.

1749 F. Each Area will provide a detailed financial report indicating all expenses and all income
1750 amounts and sources. A detailed report of the planning process including problems and
1751 successes in producing the event will be provided. A copy of the flyer and program should
1752 be included as well.

1753 G. If an Area sells area merchandise or conducts an area fund-raising event at this event, those
1754 proceeds should not be considered part of the income from the learning day or associated
1755 events. The income belongs completely to the Area.

1756 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I
1757 RIC. Travel for their participation should not be included in the learning day budget, but
1758 should be paid from the RIC's line-item for administrative travel.

1759 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these events
1760 to make money, but want to recover seed funds so we can plan additional events.

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- 1764 J. Approved expenses are:
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1766 i. Rent for the facility
1767 ii. Insurance for the event (The event up to 500 people will be covered as a meeting
1768 by regional insurance)
1769 iii. Copies for flyers, registration material, programs and handouts for material
1770 covered at the workshop.
1771 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.
1772 v. Food and Beverages.

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1775 Adopted: 21 July 2001

1776 Updated: 15 October 2016

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1779 ADDENDUM "D"
1780 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1781 OF
1782 NARCOTICS ANONYMOUS
1783

1784 **WEB SITE GUIDELINES AND POLICIES**
1785
1786

1787 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site is to further the
1788 Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by providing easily
1789 accessible information about NA within the RSC boundaries. All activities directed to that end shall be carried out in
1790 accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly
1791 support the Fifth Tradition.
1792

1793
1794 **Functions/Responsibilities**
1795

1796 The basic functions of the California Mid-State Regional Service Committee of Narcotics Anonymous Web Site are:

- 1797 1. To provide communication
 - 1798 a. Between this Region of Narcotics Anonymous and the public
 - 1799 b. Between the Areas of the Region and the California Mid-State Regional Service Committee.
- 1800 2. To post current meeting schedules for the Areas.
- 1801 3. To post information benefiting the Areas served by the RSC.
1802
1803

1804 **Requirements and Duties of the Web servant and Alternate Web servant**
1805

- 1806 1. Personal time and abilities to perform their duties.
- 1807 2. Willingness to serve in the position.
- 1808 3. Two (2) years clean time.
- 1809 4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of
1810 Narcotics Anonymous and the Twelve Concepts for NA Service.
- 1811 5. Maintenance of clean time throughout term of office or participation.
- 1812 6. Regular attendance at Narcotics Anonymous recovery meetings.
- 1813 7. Resources necessary to perform the duties as assigned
- 1814 8. The Alternate Web servant will be willing and able to assume the duties assigned the Web servant if necessary.
1815
1816

1817 **Finances and Ownership**
1818

- 1819 1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State
1820 Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the
1821 responsibilities of the Web servant.
- 1822 2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-
1823 State Regional Service Committee.
- 1824 3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership
1825 of the domain name for the CMSRSC.
- 1826 4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final
1827 decision rests with the California Mid-State Regional Service Committee.
- 1828 5. The Web Servant is responsible for the development and maintenance of the web site. The development and/or
1829 maintenance can be accomplished by:
 - 1830 A. the Web Servant performing the work as an unpaid volunteer.
 - 1831 B. the Web Servant utilizing the unpaid volunteer services of other members while the Web Servant
1832 remains as the single point of accountability.
 - 1833 C. the Web Servant supervising contract services for-hire by a vendor under an agreement approved by
1834 the CMSRSC.
- 1835 In all cases, the participants will sign work-for-hire agreements and all material will be owned and
1836 copyrighted solely by the CMSRSC.

1837 6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact information, and
1838 all ownership will be held in the name of the CMSRSC and/or the Regional Chair if necessary.
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Web Servant Reporting and Communications

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1843 The Web servant will submit a written report to the California Mid-State Regional Service Committee at each regular
1844 meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the
1845 web site. The report will also include any relevant correspondence received, sent and forwarded. The Web servant is
1846 required to attend all regular California Mid-State Regional Service Committee.
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General Guidelines

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- 1851 1. The web servant shall create and maintain email accounts as instructed by the RSC.
- 1852 2. Personal e-mail addresses are not to be posted on this web site.
- 1853 3. External hyperlinks will be approved by the CMSRSC.
- 1854 4. Meeting directory pages should be checked for updates at least every 30 days.
- 1855 5. Any NA group or committee may request to post information concerning upcoming events or service functions.
1856 Requests will be approved based on current CMSRSC policy.
- 1857 6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the
1858 web site.
- 1859 7. Images of any identifiable person, whether a NA member or not, are never used.
- 1860 8. Merchandise sales will be allowed on the website following the procedures and policies of the CMSRCC and/or
1861 the RSC.
- 1862 9. If an Area Service Committee or Group within the Region has its own web site, the site may be linked to the
1863 CMSRSC web site with approval from the CMSRSC.
- 1864 10. Copyrighted material will not be used on the web site without specific permission from the owner.
- 1865 11. The Webs servant is responsible for updating the information posted on the WSO web site whenever the
1866 changes in the CMSRSC are made.
- 1867 12. The CMSRSC will establish policies necessary for the operation of the Web Site.

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Privacy Policy

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1871 The CMSRSC will establish and maintain a privacy policy for its web site.
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Date of revision: 06 June 2013

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Date Approved: 15 June 2013

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1893 ADDENDUM "E"
1894 CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
1895 OF
1896 NARCOTICS ANONYMOUS

1897
1898 **Behind the Walls Sponsorship Program**
1899

1900
1901 **Purpose of the Behind the Walls Sponsorship Program**

1902 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Behind
1903 the Walls Sponsorship Program is to ensure that any addict seeking recovery through a working
1904 knowledge of the *Twelve Steps of Narcotics Anonymous* has the opportunity to work the steps even in
1905 an institution. The Behind the Walls Sponsorship Program provides a sponsor to guide a sponsee by
1906 mail through the *Twelve Steps of Narcotics Anonymous* while the sponsee is incarcerated in an
1907 institution and is unable to meet potential sponsors at local NA recovery meetings.
1908

1909 **Requirements and Duties of the Behind the Walls Sponsorship Program Coordinator**

- 1910 1. Is the sole administrator of the Behind the Walls Program.
- 1911 2. Has the personal time and abilities to perform their duties.
- 1912 3. Willingness to serve in the position.
- 1913 4. Two (2) years clean time.
- 1914 5. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve
1915 Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- 1916 6. Maintenance of clean time throughout term of office or participation.
- 1917 7. Regular attendance at Narcotics Anonymous recovery meetings.
- 1918 8. Resources necessary to perform the duties as assigned.
- 1919 9. Provides a monthly written report to the CMSRSC, and attends "Region on the Road" meetings of
1920 the CMSRSC in conjunction with offering local Behind the Walls orientation meetings.
1921

1922 **Coordinator appointment**

- 1923 1. Coordinator will be appointed by the CMSRSC Chairman subject to initial confirmation and annual
1924 confirmation by a simple majority of the RCMs.
- 1925 2. The Coordinator may be removed by the CMSRSC Chairman with approval of a two-thirds majority
1926 of the RCMs.
1927

1928 **Behind the Walls Sponsorship Program Orientation**

- 1929 1. The Coordinator shall facilitate orientations at "Region on the Road" meetings.
- 1930 2. The Coordinator shall maintain a Behind the Walls Sponsorship Program Resource & Information
1931 Packet and utilize it for orientations.
1932

1933 **Specific Details – How the Process Works**

- 1934 1. All letters will be sent via the Behind the Walls Sponsorship Program P. O. Box, with no personal
1935 last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to
1936 the sponsee. Sponsors will use first names only, as decided by the sponsor. "Correspondence Only"
1937 agreements (on reverse) with these signatures will be filed with Behind the Walls Sponsorship
1938 Program.
- 1939 2. Sponsors from the Behind the Walls Sponsorship Program will have an individual addict assigned in
1940 the order that the sponsors have qualified and that addicts of the same sex become available. The new
1941 sponsors will be notified once they have been approved for the sponsorship program. The sponsor must

- 1942 have had no prior knowledge of their assigned sponsee. They should never have met the person they
1943 will be assigned for sponsorship at any time during their lives.
- 1944 3. The Coordinator will log all incoming and outgoing letters by date, with name and facility of the
1945 inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and
1946 sponsee.
- 1947 4. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 1948 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books,
1949 drawings, tapes, contacting family members or friends will be made between the sponsor and sponsee.
- 1950 6. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- 1951 7. All rules and regulations of the facility will be strictly upheld.
- 1952 8. Only women will write women, and only men will write men.
- 1953 9. Any sponsee may write the Behind the Walls Sponsorship Program directly with any recovery
1954 related questions or concerns at any time.
- 1955 10. In order to maintain Active Status, All volunteer sponsors are required to attend an annual
1956 orientation, offered quarterly at the Region on the Road CMSRSC meetings. Specific Details – Only
1957 Approved Mailing Address CMSR BTW Program PO Box 931 Manteca, CA 95336
- 1958

Requirements for a Volunteer Sponsor

The Volunteer Sponsor shall:

- 1961 1. Communicate with sponsees in writing only, responding to their letters within two (2) weeks.
- 1962 2. Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
- 1963 3. Respect the confidentiality of the sponsee.
- 1964 4. Refrain from using abusive or profane language in all correspondence.
- 1965 5. Maintain focus on recovery through working the 12 Steps of Narcotics Anonymous.
- 1966 6. Refrain from providing sponsee with personal details; phone number, address, email address.
- 1967 7. Refrain from face to face meetings, visiting sponsee or arranging any meetings upon release.
- 1968 8. Refrain from supplying sponsee materials; such as envelopes, stamps, pre-stamped envelopes,
1969 writing paper, writing implements, books, tapes or any other items.
- 1970 9. Refrain from contacting anyone or relaying messages to anyone the sponsee might request.
- 1971 10. Refrain from compromising the 12 Traditions of Narcotics Anonymous or any facility guidelines.
- 1972 11. Refrain from commenting on any matter that might jeopardize the safety and security of the
1973 facility, staff, facility residents, outside members or anyone else. We have NO Opinion on outside
1974 issues.
- 1975 12. Affirm that the sponsor has not been a victim of, or an accomplice of, a crime with any potential
1976 sponsee. The sponsor understands that failure to adhere to any of the above agreements will result in
1977 disqualification as a sponsor from the CMSR Behind the Walls Sponsorship Program and may
1978 jeopardize our continued service at any facility. The sponsor understands that every letter sent into a
1979 facility will be opened, checked for contraband and read by institution staff. The only purpose is to
1980 help a fellow addict find recovery through working the 12 Steps of Narcotics Anonymous.
- 1981

Specific Details – Outside NA Sponsor:

- 1983 1. The sponsor must have at least two (2) years continuous clean time. Our program is one of complete
1984 abstinence.
- 1985 2. All interactions will only be via mail, never in person.
- 1986 3. Personal anonymity will be maintained at all times. Last names and personal details will never be
1987 provided to incarcerated addict/sponsee.
- 1988 4. Sponsorship through the mail, (i.e., working the 12 Steps of Narcotics Anonymous), is provided
1989 until sponsee release. NO Personal Contact is allowed after release. Face to face meetings will not be
1990 allowed, either inside or outside the institution.

- 1991 5. Personal information, letters, packages or messages will never be relayed from sponsee to any
1992 outside person.
1993 6. Sponsor is allowed to forward a recovery meeting schedule from the parole location to sponsee prior
1994 to release. No Personal Contact will be scheduled after release.
1995 7. The Twelve Steps of Narcotics Anonymous and the Twelve Concepts for NA Service will be
1996 followed at all times.
1997 8. All correspondence shall adhere to the facility guidelines and requirements, while keeping within the
1998 boundaries of these Guidelines, The Twelve Steps of Narcotics Anonymous and the Twelve Concepts
1999 for NA Service.
2000

2001 **Specific Details – Removal from Program as a Sponsor**

- 2002 1. Loss of abstinence.
2003 2. Non-fulfillment of duties (i.e., not returning sponsee letters within the two (2) week timeframe).
2004 3. Providing personal information or relaying messages, packages or letters to anyone.
2005 4. Arranging any meetings with Sponsee upon their release from custody.
2006 5. Missing the annual orientation.
2007

2008 **Specific Details – Incarcerated Sponsee:**

- 2009 1. Potential sponsees currently incarcerated for one (1) year or more in a correctional facility seeking
2010 recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous
2011 are qualified for this Behind the Walls Sponsorship Program.
2012 2. Sponsee has a willingness to work the 12 Steps of Narcotics Anonymous to effect a change in their
2013 life upon release.
2014 3. Sponsee understands no personal contact is allowed after release.
2015 4. Sponsee understands that the only correspondence will be through the PO Box, with no last names,
2016 personal addresses, phone numbers, or any other personal details provided.
2017

2018 **Specific Details – Removal from Program as a Sponsee**

- 2019 1. Requesting Sponsor to provide personal information or relay messages, packages or letters to
2020 anyone.
2021 2. Requesting sponsor to arrange any meetings with sponsee upon their release from custody.
2022 3. Upon sponsee's release from custody.
2023

2024 Adopted: October 15, 2016
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ADDENDUM "F"
LIST OF ABBREVIATIONS

2041		
2042		
2043		
2044	ASC	Area Service Committee
2045	CAR	Conference Agenda Report
2046	CMSR	California Mid-State Region
2047	CMSRCC	California Mid-State Regional Convention Committee
2048	CMSRCNA	California Mid-State Regional Convention of Narcotics Anonymous
2049	CMSRSC	California Mid-State Regional Service Committee
2050	CMSRSCNA	California Mid-State Regional Service Committee of Narcotics Anonymous
2051	GLS	Guide to Local Services
2052	GWS	Guide to World Services
2053	H & I	Hospitals and Institutions
2054	NA	Narcotics Anonymous
2055	NAWS	Narcotics Anonymous World Services
2056	PI	Public Information
2057	PR	Public Relations
2058	PRHB	Public Relations Hand Book
2059	RCM	Regional Committee Member
2060	RCMA	Regional Committee Member Alternate
2061	RD	Regional Delegate
2062	AD	Alternate Delegate
2063	RIC	Regional Information Coordinator
2064	WSC	World Service Conference
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