

40 on propaganda or otherwise attempting to influence legislation, and the organization
41 shall not participate or intervene in any political campaign (including the publishing or
42 distribution of statements) on behalf of any candidate for public office.
43

44
45 **SECTION 4.**

46 The assets of the CMSRSC must be permanently dedicated to its exempt purposes. And if the
47 CMSRSC dissolves, its assets must be distributed to an exempt organization meeting the
48 requirements of I.R.S. section 501(c)(3).
49

50 **ARTICLE THREE (3)**
51 **MEMBERS**

52 **SECTION 1.**

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

55 This committee shall be comprised of:

- 56 A. The Regional Committee Member (RCM) and the Regional
57 Committee Member Alternate (RCMA) from the established
58 Areas that fall within the boundaries set forth.
- 59 B. The Administrative Committee.
- 60 C. Regional Information Coordinator (RIC).
- 61 D. Regional Delegate (RD) and Alternate Delegate (AD).
- 62 E. Convention Committee and Special Event Chairpersons.
63

64 **SECTION 2.**

65 Voting membership shall be comprised of the Regional Committee Members
66 (RCMs) *or the Areas selected representative carrying the Group conscience. They*
67 *should identify as the RCM. No Admin Body may represent an Area.* Their duly
68 elected Alternates will vote only in the absence of the RCM.
69

70 **SECTION 3.**

71 A quorum shall consist of more than one-half (1/2) of the active RCMs, or
72 business requiring a vote shall not be conducted.
73

74 **SECTION 4.**

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

77 At the discretion of the Chairperson, a non-voting member may be given the
78 opportunity to address the CMSRSC.
79

80 **ARTICLE FOUR (4)**
81 **FUNCTIONS**

82 **SECTION 1.**

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

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

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

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

144 The members of the Administrative Body shall provide monthly written reports to the
145 CMSRSC.
146

147 **SECTION 2.**

148 CHAIRPERSON:

- 149 A. A suggested minimum of four (4) years continuous abstinence
150 from all drugs.
151 B. Shall be requested to sign an agreement of financial
152 responsibility as outlined in our Anti-Theft Policy (see **Article**
153 **11 Funds, Section 8 Anti Theft Policy**).

154 DUTIES:

- 155 1. Arranges the next CMSRSC meeting agenda following
156 the current CMSRSC meeting.
157 2. Presides over all regular business meetings of the
158 CMSRSC. Must be capable of conducting business
159 meetings with a firm yet understanding hand.
160 3. Co-signer /decision maker/Secretary on the CMSRSC
161 bank account.
162 4. The Chairperson may serve a maximum of two (2)
163 consecutive years if so elected by CMSRSC. (See **Article**
164 **9 Elections, Section 5** of these Guidelines)
165 5. A Holder of the CMSRSC PO Box key. May designate a
166 regular member of CMSRSC to pick-up mail.
167

168 SUCCESSION:

169 In the absence or incapacity of the chair the vice-chair assumes
170 the duties and obligations of the chair until the chair is able to
171 resume. In the event of the death, resignation, or removal of the
172 chair the vice-chair automatically becomes chair for the
173 remainder of the term, and the vacancy to be filled arises in the
174 office of vice-chair.
175

176 **SECTION 3.**

177 VICE-CHAIRPERSON:

- 178 A. A suggested minimum of three (3) years continuous abstinence
179 from all drugs.
180 B. Willingness and ability to become Chairperson upon approval of
181 the CMSRSC. (See **Article 9 Elections, Section 5** of these
182 Guidelines.)
183 C. Shall be requested to sign an agreement of financial
184 responsibility as outlined in our Anti-Theft Policy (see **Article**
185 **11 Funds, Section 8 Anti-Theft Policy**).
186
187

188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236

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 / decision maker 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**).
- C. Shall be an emergency signer on bank account. When all other signer positions are vacant or absent from the RSC meeting.

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 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. Maintains all archives.
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.)

237 8. Ensures all new participants of CMSRSC are provided a
238 copy of the current CMSRSC Guidelines. The secretary
239 should have at least 8 sets of Guidelines on hand.
240

241 **SECTION 5.**

242 **TREASURER:**

- 243 A. A suggested minimum of five (5) years continuous abstinence
244 from all drugs.
245 B. Working knowledge of procedures which includes, but is not
246 limited to, budgeting expenses, balancing books, keeping
247 accurate ledgers and worksheets, paying bills, maintaining the
248 prudent reserve and basically following treasury format
249 previously developed by the CMSRSC.
250 C. Shall be requested to sign an agreement of financial
251 responsibility as outlined in our Anti-Theft Policy (see **Article**
252 **11 Funds, Section 8 Anti Theft Policy**).
253

254
255 **DUTIES:**

- 256 1. Custodian and Co-signer / decision maker of the
257 CMSRSC bank account.
258 2. Responsible for maintaining an accurate financial record
259 using Computer Based financial software.
260 3. Responsible for tracking budgets and expenditures of
261 each Admin. Body position, in spreadsheet format, to
262 maintain budget accountability.
263 4. Responsible for disbursements of CMSRSC funds, as
264 approved.
265 5. Responsible for submitting a written report to the
266 CMSRSC of its current financial standing, including a
267 copy of the current bank reconciliation, as of each
268 business meeting. Will keep track of actual budget
269 financial summary showing month-by-month expenses,
270 income and balance. Funds should be encumbered.
271 6. Works closely with chosen accountant to ensure all taxes
272 are paid in a timely manner. Will serve as contact person
273 as needed. **To include Convention Income tax's**
274 7. The Treasurer may serve a maximum of two (2)
275 consecutive years if so, elected by this CMSRSC. (See
276 **Article 9 Elections, Section 5** of these Guidelines.)
277

278 **SECTION 6.**

279 **ASSISTANT-TREASURER:**

280
281 **1. REQUIREMENTS:**

- 282 a. A minimum of five (5) years' continuous clean time.
283 b. Prior service experience at the Area or Regional level.
284 c. A demonstrated stability in their local community.
285

- 286 d. Willingness and ability to become Treasurer upon approval
287 of the CMSRSC.
288 e. Shall sign a Memorandum of Financial Responsibility,
289 (MOFR), as outlined in our Anti-Theft Policy (see **Article**
290 **11 Funds, Section 8 Anti-Theft Policy**).

291
292 **2. DUTIES:**

- 293 a. Assists the Treasurer and works at the direction of the
294 Treasurer.
295 b. Acts as and assumes all responsibilities of the Treasurer
296 in the absence of the Treasurer.
297 c. Works closely with the Treasurer at all times checking
298 all paperwork to ensure accuracy.
299 d. Co-signer on the Committee's bank account.
300 e. The Assistant-Treasurer may serve a maximum of two
301 (2) consecutive years if so elected by this CMSRSC.
302

303 **SECTION 7.**

304 REGIONAL DELEGATE (RD):

- 305 A. A suggested minimum of five (5) years continuous abstinence
306 from all drugs.
307 B. A one (1) conference cycle term of service unless otherwise
308 specified by the CMSRSC. (See **Article 9 Elections, Section 5**
309 of these Guidelines.)
310 C. Shall be requested to sign an agreement of financial
311 responsibility as outlined in our Anti-Theft Policy (see **Article**
312 **11 Funds, Section 8 Anti Theft Policy**).

313 DUTIES:

- 314 1. The primary responsibility of the RD is to work for the
315 good of NA, providing two-way communication between
316 the Region and the rest of NA as a whole.
317 2. Speaks for the Members, Groups and Areas within the
318 Region at the World Service Level and will make every
319 effort to keep the Region informed of the World Service
320 Conference (WSC) agenda as soon as it becomes
321 available, prior to the WSC each cycle.
322 3. Attends all regular meetings of the CMSRSC, the WSC,
323 and as many ASCs within the Region and workshops as
324 possible.
325 4. At the direction of the CMSRSC will contact inactive
326 Areas to determine their status.
327 5. Works closely with the RCMs, the CMSRSC and the
328 RIC, is a source of information regarding the “*Twelve*
329 *Traditions of Narcotics Anonymous*” and the “*Twelve*
330 *Concepts for NA Service*” and provides input in matters
331 concerning them.
332 6. Prior to the WSC, obtains a group conscience for items
333 contained within the Conference Agenda Report (CAR)
334 and a vote of confidence from the CMSRSC for items not

- 335 contained within the CAR but likely to come up for action
336 at the WSC
337 7. Shall facilitate a Regional Assembly in non-convention
338 years.
339 8. Shall work together with the AD to write up this Region's
340 report to the WSC. This report shall be submitted for
341 approval of the CMSRSC at the February CMSRSC in
342 the years WSC is held.
343 9. May serve on one or more of the NAWS working groups,
344 although not as Chairperson. May not hold another
345 CMSRSC position.
346 10. It is recommended that the RD serve at least two
347 consecutive terms in the position to allow for information
348 and training in said position. (See **Article 9 Elections,**
349 **Section 5** of these Guidelines.)
350

351 **SECTION 7.**

352 REGIONAL ALTERNATE DELEGATE (AD):

- 353 A. A suggested minimum of three (3) years continuous from all
354 drugs.
355 B. A one (1) conference cycle term of service unless otherwise
356 specified by the CMSRSC. (See **Article 9 Elections, Section 5**
357 of these Guidelines.)
358 C. Willingness and desire to become RD after the AD's term upon
359 approval of the CMSRSC.
360 D. Shall be requested to sign an agreement of financial
361 responsibility as outlined in our Anti-Theft Policy (see **Article**
362 **11 Funds, Section 8 Anti Theft Policy**).
363

364 DUTIES:

- 365 1. In the absence of the RD, the AD shall perform the duties
366 of the RD as previously listed, (See **Article 5, Section 6**
367 **RD Duties**).
368 2. Shall attend the WSC with the RD.
369 3. Attends all the regular CMSRSC meetings, and as many
370 of the ASC meetings as possible.
371 4. May serve on one or more of the NAWS working groups,
372 although not as Chairperson; may not hold another
373 CMSRSC position.
374 5. Shall work together with the RD to write up this Region's
375 report to the WSC. This report shall be submitted for
376 approval to the CMSRSC at the February meeting in
377 years the WSC is held.
378 6. It is recommended that the AD serve at least two
379 consecutive terms in the position to allow for information
380 and training in said position. (See **Article 9 Elections,**
381 **Section 5** of these Guidelines.)
382
383

384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432

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.
 - g. Shall assist in Coordination of final income and expenses, along with any other financial obligations. (Tax’s) Before term of service is over.
- B. CMSRCC TREASURER & ASSISTANT TREASURER
 - 1. Both must be confirmed by CMSRSC. (See Article IV D. & E.

ARTICLE SIX (6)
REGIONAL INFORMATION COORDINATOR

SECTION 1.

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

REGIONAL INFORMATION COORDINATOR (RIC):

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

433 **11 Funds, Section 8 Anti Theft Policy).**

434 DUTIES:

435 1. **Public Relations:** In Narcotics Anonymous, public relations
436 simply means taking a more conscientious approach to the
437 relationships we create with the public. This is the subject of the
438 *Public Relations Handbook*; NA’s relationship with the public.
439 These relationships are usually the result of members’
440 interactions at meetings and events, members performing
441 specific service functions and members representing NA
442 (sometimes unknowingly) during the daily routine of their lives.
443 The scope of public relations is broad, and because of that, this
444 focus is designed to help all of us in the many ways we interact
445 with the public. We can think about public relations as dynamic
446 relationships. The ways we create and maintain relationships
447 with the public will continue to change and to grow over time.
448 Because of these evolving needs, the principles and planning
449 tools presented in Chapters Two and Three of the *Public*
450 *Relations Handbook* are the foundation of our efforts. When our
451 relationships with the public change, the principles and planning
452 techniques stay consistent. In addition, much of the handbook’s
453 support material will be updated regularly to meet the changing
454 needs of our public relations service efforts. Part of the
455 responsibility of the RIC is to act as a resource and keep up to
456 date on the changes implemented in the Public Relations
457 handbook, which is simply a place to begin; it is a tool members
458 can use to become more aware and informed. You are the ones
459 who will use this material to create a variety of inspired PR
460 approaches in your local communities. (Adapted from the *Public*
461 *Relations Handbook Preface*)

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

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

470 4. **Literature:** Acts as a resource to groups and members in their
471 efforts to participate in the review/approval process of literature
472 for Narcotics Anonymous.
473

474
475 5. **Activities:** Acts as a resource to groups and members in their efforts
476 to keep the Fellowship informed of the various events scheduled
477 throughout CMSR. Ensures the Web Site Regional Calendar is
478 kept up-to-date.

479 6. The RIC shall produce a written report of their past years
480 activities. This report will be given to the RD and his/her
481 Alternate no later than the January CMSRSC meeting of that

482 year, for inclusion in the Region's Annual Report to the World
483 Service Conference.

484
485 REGIONAL INFORMATION COORDINATOR ALTERNATE (RICA):

- 486 A. A suggested minimum of two (2) years continuous abstinence
487 from all drugs.
- 488 B. A one (1) year term of service unless otherwise by the CMSRSC.
489 (See **Article 9 Elections, Section 5** of these Guidelines.), with
490 prior service experience at the ASC or CMSRSC level.
- 491 C. Shall be requested to sign an agreement of financial
492 responsibility as outlined in our Anti-Theft Policy (see **Article**
493 **11 Funds, Section 8 Anti Theft Policy**).

494
495 DUTIES:

- 496 1. Shall assist the RIC with all of the above listed duties, (**Article**
497 **6, Section 1, DUTIES 1 – 5**) and be ready to step into the RIC
498 position as necessary.

500 ARTICLE SEVEN (7)
501 **ad hoc or Special Committees**

502 **SECTION 1.**

503 Ad hoc or special subcommittees may be established from time to time for a
504 clearly defined purpose. These subcommittees shall perform the duties prescribed by
505 the motion to commit. Further, these committees shall follow these Guidelines, "*The*
506 *12 Concepts for NA Service*", "*A Guide to Local Services in Narcotics Anonymous*",
507 their successors, and the parliamentary procedures adopted by the CMSRSC.

508
509 **SECTION 2.**

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

517
518 ARTICLE EIGHT (8)
519 **VOTING**

520 **SECTION 1.**

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

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

527
528 **SECTION 2.**

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

531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579

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.

SECTION 3.

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

SECTION 4.

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

580 regular business meeting.

581

582

583 **SECTION 5.**

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

586

587 **SECTION 6.**

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

590

591 **SECTION 7.**

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

598

ARTICLE TEN (10)

599

REMOVALS

600 **SECTION 1.**

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

604

- 605 A. Loss of abstinence.
- 606 B. Non-fulfillment of the duties of their position.
- 607 C. Non-attendance to a minimum of 2 consecutive CMSRSC
608 meetings without prior notification of the CMSRSC Chairperson.
- 609 D. Non-adherence to the Anti-Theft Policy.
- 610 E. Physical or Verbal Abuse

611

612

ARTICLE ELEVEN (11)

613

FUNDS

614 **SECTION 1.**

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

619

- 620 A. Expenses as budgeted.
- 621 B. Mileage may be reimbursed for attendance of regularly scheduled
622 CMSRSC meetings by Administrative Body members and the RIC
623 through an approved budget. The mileage reimbursement rate as
624 established by the CMSRSC is to be used for reimbursement.
625 Administrative Body members may choose to decline reimbursement.
- 626 C. Unbudgeted expenses may not be reimbursed without approval by a two-
627 thirds (2/3) vote of the CMSRSC.

628

629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677

SECTION 2.

Twice yearly, in July and January, any funds above and beyond the CMSRSC actual budgeted (budget Money will be kept as encumbered funds) reserve shall be disbursed as a donation to the WSC. (This to be implemented after budgets are established.)

SECTION 3.

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

SECTION 4.

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

- A. The CMSRSC Treasurer.
- B. The CMSRSC Chairperson; and
- C. The CMSRSC Vice-Chairperson.
- D. The CMSRSC Assistant-Treasurer.
- E. The CMSRSC checking Account shall have three (3) account managers/decision Makers: Chair, Vice-Chair and Treasurer, the Assistant Treasurer shall be listed as co-signer. Written checks require two (2) signature verifications.
- F. Secretary will be emergency signer when only one signer is available.

SECTION 5.

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

SECTION 6.

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

SECTION 7.

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

SECTION 8.

ANTI-THEFT POLICY:

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

Should any CMSRSC Participant, Administrative Committee member, subcommittee member or CMSR Convention Committee Member be found to have

678 allegedly misappropriated, or misused CMSRSC funds and/or other assets, the
679 Presiding Officer of the CMSRSC, immediately upon calling the CMSRSC meeting to
680 order, must fully disclose the alleged misuse of funds and/or other assets and the
681 individual(s) involved. Any member accused of misuse of funds and/or other assets may
682 exercise their *Tenth Concept* right to redress at this time.
683

684
685 A. CMSRSC ACTION:

686 The CMSRSC, once informed of the alleged misuse of funds and/or
687 other assets, may suspend the participation of individual(s) involved
688 “with cause” by a two-thirds (2/3) vote, pending investigation and
689 resolution. Having been found to have misappropriated or misused funds
690 and/or other assets, said individual(s)’ participation is immediately
691 terminated, with cause, by a two-thirds (2/3) vote. Additionally, any
692 member removed by the CMSRSC for misappropriation or misuse of
693 funds and/or other assets may not hold an elected seat on the CMSRSC
694 or its subcommittees for a period of two (2) years.
695

696
697 B. RESTITUTION:

698 Individuals removed for misappropriation or misuse of funds and/or
699 other assets are expected to make full restitution of all CMSRSC funds.
700 Should a member removed for misuse of funds fail to make full
701 restitution said member may be subject to criminal and/or civil
702 prosecution by the CMSRSC.

703 C. Regional Trusted Servants shall be requested to sign agreements of
704 financial responsibility.
705

706 D. PROCEDURE FOR RESOLUTION.

- 707 1. Conduct a thorough review of all books and financial records.
- 708 2. Then schedule a meeting ensuring that the individual who
709 allegedly misappropriated or misused funds or other assets, is
710 informed of the meeting and given the opportunity to present
711 their point of view. After all sides have been heard, a break in the
712 meeting format is taken to allow all present time to engage in
713 prayer and meditation to bring a Higher Power into the discussion
714 and focus on spiritual principles, determining the best course of
715 action.
- 716 3. If the individual admits to the theft and agrees to pay back the
717 funds or restores other assets, a restitution agreement can be
718 developed. The individual will be notified that if the restitution
719 agreement is not adhered to legal action will be initiated based on
720 the signed and witnessed restitution agreement.
- 721 4. A report about the misappropriation shall be published, and
722 regular reports on the status of the restitution agreement shall be
723 published until the agreement is satisfied. Protecting the identity
724 of the person involved is secondary to being accountable to the
725 fellowship for its funds and ensuring that the person is not put in
726 a position where he or she may do further harm.

- 727 5. If the individual refuses to repay the money or agrees to a plan
728 but does not follow through with the agreement, or if the person
729 has disappeared, it may be appropriate to take legal action. The
730 decision to take legal action is an option that does not
731 compromise traditions or spiritual principles, but it should be our
732 last resort, opted for only when everything else has been tried.
733 We strongly suggest that the decision to prosecute be thoroughly
734 explored before going ahead, using Area and Regional Service
735 Committees, the World Service Board, and Narcotics
736 Anonymous World Services, Incorporated as resources.
- 737 6. If legal action is pursued one or all of the following may occur:
738 a. A civil action may be filed against the
739 individual(s) and a judgment for full restitution
740 may be obtained.
741 b. The CMSRSC may pursue a criminal prosecution
742 of the individual(s) through the proper authorities.
743

744 **SECTION 9.**

745 The Executive Committee (Chair, Vice-Chair, Treasurer and Recording
746 Secretary), Regional Information Coordinator (RIC), Alternate Regional Information
747 Coordinator (RICA), Web-servant, and Alternate Web-servant shall submit a written
748 six (6) month budget in July and January. The Regional Delegate (RD) and Alternate
749 Delegate (AD) shall submit a one (1) year written budget in July.
750

751 **SECTION 10.**

752 All motions requiring new monetary expenditures shall require a two-thirds
753 (2/3) vote.
754
755

756 **SECTION 11.**

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

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

763 Said committee shall perform the duties prescribed by “*A Guide to Local Service*
764 *in Narcotics Anonymous*” and its successors, conducting an annual audit or more at the
765 direction of the CMSRSC Executive Committee.
766

767 **SECTION 12.**

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

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

776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825

SECTION 13.

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

SECTION 14.

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

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

SECTION 1.

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

**ARTICLE THIRTEEN (13)
SPIRITUAL GUIDANCE**

SECTION 1.

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

SECTION 2.

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

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

826
827
828
829
830
831

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

832
833
834

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

835
836
837
838

**I
DEFINITION**

839
840
841

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

842
843
844
845
846
847
848

**II
PURPOSE**

849
850
851

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

852
853
854
855
856
857
858
859
860
861
862

**III
FUNCTIONS**

- 863
864
865
- A. To hold regular Committee meetings.
 - B. To record and distribute minutes of all Committee meetings, copies of the current bank statement and an overview report from the Convention Chairperson about the previous Committee meeting to the Committee's trusted servants and the California Mid-State Regional Service Committee; hereinafter referred to as Region.
 - C. To acquire and maintain a mailing address for the duration of the Committee's responsibility to the Convention and sixty (60) days following the date of the Convention.
 - D. To encourage and support all subcommittees of the Committee.

866
867
868
869
870
871
872
873
874

**IV
PARTICIPANTS**

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

875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923

- 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. Multi-Cultural Coordinator

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

V
VOTING PARTICIPANTS

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

VI
EXECUTIVE COMMITTEE

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

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

924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972

2. DUTIES:

meetings.
4.)

- a. Will act as the liaison between the Committee and the convention facility.
- b. Direct communications with the hotel personnel regarding any questions or concerns that may arise either during or prior to the convention.
- c. Monthly attendance at Regional and Committee meetings.
(See **IX Operational Guidelines Section 3 A.**)
- d. Arranges agenda for regular Committee meetings.
- e. Facilitates regular Committee meetings.
- f. Delegates tasks to specific subcommittees; stays informed of the business and activities of each subcommittee and provides help when and where needed.
- g. Helps resolve any personality conflicts that may arise within the committee.
- h. 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**.
- i. Monitors the financial status of the overall convention costs and helps organize the Committee budget. Shall assist in coordination of final income and expenses, along with any other financial obligations. Before the term of service is over.
- j. 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.
- k. Allows subcommittees to perform their functions while offering guidance, support and encouragement to utilize good judgment.
- l. Attends or ensures representation to provide a monthly written report as to the status of the convention to the hosting Area's ASC.
- m. Co-signer on the Committee bank account.
- n. 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.
- o. 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.

973 p May not sit on any of the subcommittees as a member or
974 as the chairperson.
975
976

977 Succession:

978 In the absence or incapacity of the chair the vice-chair assumes
979 the duties and obligations of the chair until the chair is able to
980 resume. In the event of the death, resignation, or removal of the
981 chair the vice-chair automatically becomes chair for the
982 remainder of the term, and the vacancy to be filled arises in the
983 office of vice-chair.
984

985
986 **B. VICE-CHAIRPERSON:**
987

988 **1. REQUIREMENTS:**

- 989 a. A minimum of ten (10) years continuous clean
990 time.
991 b. A minimum of five (5) years prior service experience at
992 the Area or Regional level.
993 c. The willingness and ability to become the
994 Chairperson if the need arises.
995 d. A demonstrated stability in their local community.
996 e. Shall sign a Memorandum of Financial Responsibility,
997 (MOFR), as outlined in our Anti-Theft Policy (see
998 **Article 11 Funds, Section 8 Anti-Theft Policy**).
999

1000 **2. DUTIES:**

- 1001 a. Attends the monthly Committee meetings, providing a
1002 monthly written report. In the absence of the
1003 Chairperson, the Vice-Chairperson shall perform the
1004 duties of the Chairperson as contained in these
1005 guidelines.
1006 b. Attends the monthly Region meetings, providing a
1007 monthly written report.
1008 c. Attends as many subcommittee meetings as reasonably
1009 possible to respond effectively to the subcommittees’
1010 needs and act as the liaison between the subcommittees
1011 and the Committee. Acts as a resource in the
1012 organization and the delegation of the subcommittee’s
1013 responsibilities.
1014 d. Opens, maintains and is custodian of the Committee’s
1015 P.O. Box. (Note: Convention Chair may delegate a
1016 different Committee member for this task.)
1017 e. Co-signer of the Committee bank account.
1018 f. Acts as a knowledgeable resource regarding questions
1019 about parliamentary procedure and the Committee’s
1020 Guidelines and Policies in accordance with the *Twelve*
1021 *Traditions of Narcotics Anonymous* and the *12 Concepts*
1022 *for NA Service*.

1023
1024
1025
1026
1027
1028
1029
1030
1031
1032
1033
1034
1035
1036
1037
1038
1039
1040
1041
1042
1043
1044
1045
1046
1047
1048
1049
1050
1051
1052
1053
1054
1055
1056
1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073

- g. May not sit on any other subcommittee as a member or officer.
- h. The Vice-chair will be elected by the Convention Committee and confirmed by the Regional Service Committee before taking office.

C. SECRETARY:

1. REQUIREMENTS:

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

2. DUTIES:

- a. Responsible for keeping concise and complete minutes of all Committee meetings.
- b. Distributes printed copies of the minutes at all regular Committee meetings for consideration.
- c. Maintains a complete and up-to-date set of records after each and every Committee meeting, ensures placement in the Committee Archives and will be able to provide such upon request.
- d. Makes sure that the Chairperson has the current Committee minutes to report to the regular Regional meetings.
- e. Maintains an up-to-date contact list of all Committee members telephone numbers and email addresses.
- f. Maintains a list of any business contacts and all public/private entities related to the Convention.
- g. Assists subcommittees in mailing and correspondence when necessary.
- h. Ensures that the archives from the Committee are passed on to the Region at the completion of the Convention.
- i. May sit on a subcommittee as a member but not as an officer of that subcommittee.

D. TREASURER:

1. REQUIREMENTS:

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

1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
1100
1101
1102
1103
1104
1105
1106
1107
1108
1109
1110
1111
1112
1113
1114
1115
1116
1117
1118
1119
1120
1121
1122
1123
1124

- 2. DUTIES:**
- a. Opens, maintains and is responsible for (Custodian of) the Committee’s bank account.
 - b. Co-signer on the Committee’s bank account.
 - c. 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.
 - d. Maintains and makes available upon request all bank statements and an accurate financial ledger of the current Convention.
 - e. Responsible for submitting a printed spreadsheet report at all Committee meetings as to the current financial standing of the Convention, utilizing Computer Based accounting program.
 - f. Works with the Chairperson and Vice-chairperson and all subcommittees to establish and maintain a budget for the Convention.
 - g. Writes all checks and is responsible for collecting receipts for all money paid out.
 - h. Shall assist in coordination of final income and expenses, along with any other financial obligations. (tax’s) Before the term of service is finished.
 - i. Responsible for all money received, including but not limited to, revenues from registration and banquet tickets, excess revenues from pre-Convention merchandising projects, excess revenues from fund-raising activities, and all other related income.
 - j. Pays all bills and advises the Chairperson on the cash availability, income, and expenditures.
 - k. Reviews subcommittee reports for compliance with their budgets.
 - l. May sit on a subcommittee as a member but not as an officer of that subcommittee.
 - m. Provides an annual and the closing report (income vs. expenses) to the Region.
3. The Treasurer will be elected by the Committee and confirmed by the Region before taking office.

E. ASSISTANT-TREASURER:

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

1125
1126
1127
1128
1129
1130
1131
1132
1133
1134
1135
1136
1137
1138
1139
1140
1141
1142
1143
1144
1145
1146
1147
1148
1149
1150
1151
1152
1153
1154
1155
1156
1157
1158
1159
1160
1161
1162
1163
1164
1165
1166
1167
1168
1169
1170
1171
1172
1173
1174

- 2. **DUTIES:**
 - a. Acts as and assumes all responsibilities of the Treasurer in the absence of the Treasurer.
 - b. Works closely with the Treasurer at all times checking all paperwork to ensure accuracy.
 - c. Co-signer on the Committee’s bank account.
 - d. May sit on a subcommittee as a member but not as an officer of that subcommittee.
- 3. The Assistant Treasurer will be elected by the Committee and confirmed by region prior to taking office.

VII
SUBCOMMITTEES

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

SUBCOMMITTEE CHAIRPERSONS

- 1. **REQUIREMENTS:**
 - a. A minimum of three (3) years’ continuous clean time.
 - b. Prior service experience at the Area or Regional level and should possess the necessary abilities that will complement the 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

- 1175 Convention Committee meeting is required. If unable to attend,
 1176 notice must be given to the Committee Chair and a written
 1177 report.
 1178 Shall be provided. (Subcommittee Vice-chair shall represent
 1179 Subcommittee in the absence of the Subcommittee Chair.)
 1180 c. Shall provide a monthly written report to the Convention
 1181 Committee on the status of subcommittee projects and / or
 1182 activities.
 1183 d. May not sit on any other subcommittee as a member or officer.
 1184 e. Shall assist in coordination of any financial obligations.
 1185
 1186

1187 **SUBCOMMITTEE VICE-CHAIRPERSONS**
 1188

1189 **1. REQUIREMENTS:**

- 1190 a. A minimum of three (3) years' continuous clean time.
 1191 b. Prior service experience at the Area or Regional level and the
 1192 willingness to learn the necessary abilities that will
 1193 complement.
 1194 the respective subcommittee.
 1195 c. The willingness and ability to become the chairperson if the
 1196 need
 1197 arises.
 1198 d. A demonstrated stability in their local community.
 1199 e. Shall sign a Memorandum of Financial Responsibility,
 1200 (MOFR),
 1201 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**
 1202 **Section 8 Anti-Theft Policy**).
 1203

1204 **2. DUTIES**

- 1205 a. In the absence of the Chairperson, the Vice-chairperson shall
 1206 perform the duties of the Chairperson as contained in these
 1207 Guidelines.
 1208 b. Attends subcommittee meetings and helps with the organization
 1209 and delegation of the subcommittee's responsibilities.
 1210 c. Acts as the parliamentarian of the subcommittee meetings in
 1211 accordance with these Guidelines, the *Twelve Traditions of*
 1212 *Narcotics Anonymous* and the *12 Concepts for NA Service*.
 1213 d. May not sit on any other subcommittee as an officer or member.
 1214 f. As with any service commitment, regular attendance at the
 1215 Convention Committee meeting is required.
 1216 1. Shall represent Subcommittee at the Convention Committee in
 1217 the absence of the Chair.
 1218
 1219

1220 **1. HOTELS AND HOSPITALITY (H&H)**
 1221

1222 **A. DUTIES:**

- 1223 1. Prepares cost estimates for banquets, brunches,
 1224 breakfasts, coffee, specialty meeting rooms, and the sale

1225 of on-site snacks.

1226

1227 **B. RESPONSIBILITIES:**

1228 1. Will be responsible, along with the Convention Chair,

1229 for

1230 any Communication with Hotel during the convention.

1231 The Convention Chair still has final authority for any additions or substitutions during
1232 the Convention.

1233 2. Shall work closely with the R&I Subcommittee to help
1234 prepare projected attendance figures and also with the
1235 Program Subcommittee to help coordinate and
1236 accommodate the proper meeting room facilities.

1237 3. Is responsible for preparing a map of local points of
1238 interest, restaurants, alternative lodging facilities,
1239 transportation and sightseeing information.

1240 4. Ensures Hospitality Room has Host Areas / Groups to
1241 keep area clean and food & beverages available.

1242 (Provided by either Convention Committee or hosting
1243 Area or Group.)

1244

1245 **2. FUNDRAISING AND ENTERTAINMENT (F&E)**

1246

1247 **A. DUTIES:**

1248 1. Coordinates and oversees all events and pre-events for the
1249 Convention.

1250 2. This Subcommittee is one of the primary ways to help
1251 promote excitement and support regarding the
1252 upcoming convention, remembering for the pre-event
1253 fund-raisers that the functions need not and should not be
1254 isolated to the host area to prevent unnecessary financial
1255 drain on that area and also to promote unity throughout
1256 the Region.

1257

1258 **B. RESPONSIBILITIES:**

1259 1. Is responsible for the selection of all entertainment for the
1260 convention (i.e. bands, disc jockeys, comedians,
1261 performing artists, etc.).

1262 2. Works closely with the Merchandising Subcommittee to
1263 help raise the pre-event funds so necessary when putting
1264 on a convention.

1265

1266 **3. REGISTRATION AND INFORMATION (R&I)**

1267

1268 **A. DUTIES:**

1269 1. R&I will act as the public relations for the Convention
1270 serving NA members, the general public and any questions

1271 posed

1272 prior to or during the convention from the media. (Works

1273 closely

1274 with the RIC and local Area PR / PI Subcommittee.)

1275 2. Ensures the H&H Subcommittee is provided the pre-registration

1276 numbers to coordinate a projected attendance for the
1277 Convention.
1278

1279 **B. RESPONSIBILITIES:**

- 1280 1. This Subcommittee is responsible for both the pre-registration
1281 and on-site registration, which includes pre-registration
1282 confirmations and special registrations, for the Convention.
- 1283 2. Shall maintain spreadsheets of all pre-registrations, banquet
1284 tickets and / or other special event tickets received, reporting
1285 totals to the Committee.
- 1286 3. Responsible for the preparation of the Pre-registration flyers for
1287 the Convention and upon approval of the Committee, shall
1288 distribute those flyers at least six (6) months prior to the
1289 Convention to the Fellowship of NA.
1290 (Other avenues of distribution may be obtained from the
1291 Regional Delegate for mailing to other areas, regions, etc., and
1292 also by distributing to all of the RCMs in the Region.)
- 1293 4. Responsible for the preparation of the registration packets at the
1294 Convention.
- 1295 5. Ensures Convention information is provided to NAWS for
1296 publication in the *NA Way* by the submission date,
1297 (January 15th for events occurring 10 April – 31 July).
1298
1299

1300 **4. ARTS & GRAPHICS (A&G)**
1301

1302 **A. DUTIES:**

- 1303 1. Works closely with the Merchandise Subcommittee to help
1304 coordinate the production of the merchandise and the timeliness
1305 necessary for the completion of such.
1306

1307 **B. RESPONSIBILITIES:**

- 1308 1. This Subcommittee is responsible for the design and printing of
1309 the Convention logo and theme, and any banners, programs,
1310 tickets, signs for the meeting rooms etc., flyers, decided upon
1311 by
1312 the Committee.
- 1313 2. In order to maintain the integrity of the artwork and
1314 trademarked
1315 images, A&G is the first option for all Subcommittees or
1316 Committee flyers.
1317
1318

1319 **5. PROGRAM**
1320

1321 **A. DUTIES:**

- 1322 1. The Program Subcommittee shall work closely with the H&H
1323 Subcommittee in order to coordinate the proper
1324 Meeting facilities for each meeting.
- 1325 2. Ensures the budget identifies the speakers recommended to be
1326 funded by the Committee.

- 1327 3. Arranges shuttle transportation between plane / train
1328 facilities and the convention site.
1329 4. Works to arrange accommodations for the guest speakers as
1330 needed with the Chair.
1331

1332 **B. RESPONSIBILITIES:**

- 1333 1. This subcommittee is responsible for planning the program for
1334 the entire convention. This includes, but is not limited to,
1335 recommendations for the selection of all speakers, secretaries
1336 and readers for the meetings, marathon meeting chairpersons,
1337 the
1338 Convention schedule, and any workshops / panels.
1339 2. Shall make timely confirmations of everyone participating in
1340 the
1341 program.
1342 3. Will be responsible for ensuring the recording of Convention
1343 speakers and offering the recordings for sale at the
1344 convention, or provided as a part of the registration package.
1345 4. Responsible for the selection of speakers who carry a **clear NA**
1346 **message.** (The language used to carry the message of NA at the
1347 Convention is vitally important.)
1348

1349 **6. MERCHANDISING**

1350 **A. DUTIES:**

- 1351 1. Shall bring proposals to the Executive Committee of the
1352 Committee for the merchandise projects the Subcommittee has
1353 recommended, the quantity to be ordered, and the cost of such,
1354 for final approval prior to purchase of said merchandise.
1355 a. These proposals will include the quantity,
1356 purchase cost of items, the retail cost items and
1357 the
1358 projected return on investment, along with a
1359 projected timeframe for sale.
1360 b. Due diligence requires at least two bids to ensure
1361 competitive prices are received.
1362 2. Shall work closely with the A&G Subcommittee for artwork,
1363 and
1364 the F&E Subcommittee for potential sales events, with regard to
1365 the acquisition and sale of such merchandise.
1366 3. Shall work with the Program and H&H
1367 Subcommittees for coordination of location and times for sale
1368 of the merchandise.
1369

1370 **B. RESPONSIBILITIES:**

- 1371 1. Will ensure **MOFRs** are on file for any members that handles or
1372 takes merchandise to offer for sale.
1373 2. Will make every effort to ensure each Area has access to
1374
1375
1376

- 1377 merchandise items. If RCM / RCMA is unwilling or unable to
 1378 take merchandise, a responsible member in the Area is
 1379 acceptable.
 1380 3. Will man the Merchandise Room during the Convention.
 1381 4. Provides and maintains a running inventory of pre-event
 1382 merchandise.
 1383 5. Will provide an end of day inventory of all remaining
 1384 merchandise
 1385 to the Convention Chair and Treasurer during the Convention.
 1386 6. Will provide a final inventory of all remaining merchandise for
 1387 transfer to the Region after the final Committee meeting.
 1388

1389 **7. MEMBER SERVICES**
 1390

1391 This Subcommittee is tasked with a challenging job description; it is
 1392 imperative
 1393 that all involved understand the limitations they need to operate within to
 1394 ensure
 1395 a lawful, spiritually healthy, service experience. Hotel Security, 911 and the
 1396 local Police Department are the avenues to be utilized for Convention
 1397 attendee's
 1398 safety and well-being.
 1399

1400 **A. DUTIES:**

- 1401 1. This committee shall work closely with the H&H Subcommittee
 1402 to help ensure the amicable relationship with the hotel and the
 1403 general membership in attendance. (i.e. in keeping with our
 1404 public relations presented on page 155 of *It Works How & Why*,
 1405 encouraging appropriate behavior by general members.)
 1406 2. Shall utilize a training program, adapting as needed, to ensure
 1407 Member Services members respond appropriately in
 1408 potentially high stress situations.
 1409
 1410

1411 **B. RESPONSIBILITIES:**

- 1412 1. Responsible for aiding the Committee and the hotel staff in
 1413 keeping the convention secure.
 1414 2. Responsible for such things as patrolling the parking lot,
 1415 assisting
 1416 members in attendance to locate a specific meeting room,
 1417 helping
 1418 to ensure the safety of the members in attendance or any other
 1419 related duties, which may arise during the convention.
 1420
 1421

1422 **8. MULTI-CULTURAL COORDINATOR**
 1423

1424 **Intent:** To designate a member representative to provide support in
 1425 native languages other than English, as the need arises. Please
 1426 note; only one (1) representative for each community will be
 1427 accepted.
 1428

1429
1430
1431
1432
1433
1434
1435
1436
1437
1438
1439
1440
1441
1442
1443
1444
1445
1446
1447
1448
1449
1450
1451
1452
1453
1454
1455
1456
1457
1458
1459
1460
1461
1462
1463
1464
1465
1466
1467
1468
1469
1470
1471
1472
1473
1474
1475
1476
1477

A. REQUIREMENTS:

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

B. DUTIES:

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

**VIII
OPERATIONAL GUIDELINES**

1. VOTING PROCEDURES:

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

2. MOTIONS:

- a. Motions in matters affecting Committee as a whole may be presented by any member and shall be submitted in writing with a second by a

1478 voting participant of the Committee and heard in the new business
1479 session.
1480 b. Motions may only be postponed for one regular Committee meeting
1481 and then will be heard under the unfinished business session of the next
1482 meeting.

1483
1484 **3. REMOVAL OF COMMITTEE OFFICERS/MEMBERS:**
1485

- 1486 A. A trusted servant may be removed from their position for non-
1487 compliance after due written notification. A two thirds (**2/3**)
1488 Committee
1489 vote is required for removal. Non-compliance includes, but is not
1490 limited to:
- 1491 1. Maintain their abstinence from drugs.
 - 1492 2. Carry out their duties in a timely and responsible manner.
 - 1493
 - 1494 3. Adhere to the principles of the *Twelve Traditions of Narcotics*
1495 *Anonymous* and the *Twelve Concepts for NA Service*.
 - 1496 4. Attend two consecutive regular Committee meetings without
1497 providing prior notification to the Chairperson or *being*
1498 represented in attendance by an appointed alternate
1499 representative.
 - 1500 5. Missing three (**3**) Committee meetings in the course of a one
1501 year term of service will be subject to Committee review and
1502 discussion of removal or resignation.
- 1503 B. In the event that the Committee Chairperson needs to be removed,
1504 the following procedures shall be followed.
- 1505 1. The Committee Vice-Chair shall carry the recommendation of the
1506 Committee for removal to the Region, identifying the reasons for
1507 the recommendation.
 - 1508 2. In the event the Vice-Chair is unable or unwilling, the Committee
1509 shall designate their representative to speak for them regarding the
1510 reasons for the recommendation.
 - 1511 3. The Region reserves the right to assign their representative to fill
1512 the Chairperson vacancy until any review and action is completed.
1513

1514 **4. FISCAL PROCEDURES:**
1515

1516 **A. ANTI-THEFT POLICY:**
1517

1518 The Eleventh Concept establishes the sole absolute priority for use of
1519 NA funds; to carry the message. The *Twelve Concepts for NA Service*
1520 gives the Region a mandate from the NA Groups that calls for total
1521 financial accountability. With this in mind, any misuse of funds by
1522 Regional Trusted Servants cannot be tolerated. Regional Trusted
1523 Servants shall be required to sign a Memorandum of Financial
1524 Responsibility, (**MOFR**).
1525

1526 Should any Regional Participant, Administrative Committee member,
1527 subcommittee member or Convention Committee Member be found to
1528 have allegedly misappropriated, or misused NA funds or other assets,

1529
1530
1531
1532
1533
1534
1535
1536
1537
1538
1539
1540
1541
1542
1543
1544
1545
1546
1547
1548
1549
1550
1551
1552
1553
1554
1555
1556
1557
1558
1559
1560
1561
1562
1563
1564
1565
1566
1567
1568
1569
1570
1571
1572
1573
1574
1575
1576
1577

the facilitating Officer of the Region, immediately upon calling the Regional meeting to order, must fully disclose the alleged misuse of funds or other assets and the individual(s) involved. Any member accused of misuse of funds or other assets may exercise their Tenth Concept right to redress at this time.

1. **CMSRSC Action:**

The Region, once informed of the alleged misuse of funds or other assets, may suspend the participation of individual(s) involved by two-thirds (2/3) vote pending investigation and resolution. Having been found to have misappropriated or misused funds 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 Region for misappropriation or misuse of funds or other assets may not hold an elected seat on the Region or its subcommittees for a period of two (2) years.

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

1578 has disappeared, it may be appropriate to take legal action. The
1579 decision to take legal action is an option that does not
1580 compromise traditions or spiritual principles, but it should be
1581 our last resort, opted for only when everything else has been
1582 tried. We strongly suggest that the decision to prosecute be
1583 thoroughly explored before going ahead, using Area and
1584 Regional Service Committees, the World Service Board, and
1585 Narcotics Anonymous World Services, Incorporated as
1586 resources.

- 1587 f. If legal action is pursued one or all of the following may occur:
 - 1588 1. A civil action may be filed against the individual(s) and
1589 a judgment for full restitution may be obtained.
 - 1590 2. The Region may pursue a criminal prosecution of the
1591 individual(s) through the proper authorities.

1593 B. If at all possible, an Employee Identification Number, (EIN), will be
1594 used to secure the Committee's bank account, **NOT** a member's
1595 personal Social Security number.

1596 C. The Executive Committee and each subcommittee will submit a budget
1597
1598 of projected expenses, a forecast of projected income, and a timeline of
1599 operations to the Region by the January Regional meeting. After review
1600 by the Region, budget may be revised as necessary.

1601 D. Funds will be appropriated during unfinished or new business by a two-
1602 thirds (**2/3**) vote and disbursed based upon the treasury's ability to
1603 provide such funds.

1604 E. Separate records will be maintained for the financial activities of all
1605 subcommittees. Separate records must be maintained for any income
1606 with regard to registration and pre-registration and any income from
1607 merchandise sales and fundraising events.

1608 F. Upon completion of the Convention, a complete financial report shall
1609 be given to the Region **no later than 60 days** following the
1610 Convention. All funds, outstanding bills, financial ledgers,
1611 merchandise or any other NA asset, minutes and any other
1612 documentation **must** be returned to the Region, at that time so that they
1613 may either be passed onto the next Committee or stored in the Region
1614 achieves.

1615 G. Contractual commitments of \$500.00 or more shall be reviewed and
1616 approved by Region prior to being signed by Committee Chairperson
1617 and Regional Chairperson.

1618 H. All expenditures over \$10.00 made by Committee shall be paid by
1619 check except when necessary to make other arrangements.

1620 I. No expenditure shall be paid from the Committee bank account without
1621 receipt or proof of payment.

1622 J. An operational fund of monies in the amount of \$10,000 dollars will be
1623 available to produce the Convention. The Committee Chair may
1624 request to draw up to \$2,000 dollars of start-up money when the first
1625 organizational meeting has been held and all the positions have been
1626 filled. A request for the balance of the money can be submitted

1627 following the Region's acceptance and approval of the Committee's
 1628 budgets, forecasts, and timelines, requiring a two-thirds (2/3) majority
 1629 vote,. This operational money is to be returned to the Region to be
 1630 available to all future Conventions. The availability of an operational
 1631 fund is not meant to be a substitute or replacement for fundraising
 1632 activities. In accordance with a Motion to the CMSRC \$20,000.00 will
 1633 kept in reserve/savings to satisfy any emergency expenditures (like the
 1634 cancellation of convention) so as not to burden the signers of
 1635 convention contract. This will require a 2/3rds approval from voting
 1636 members.

1637 K. A maximum of one (1) checking account and one (1) savings account
 1638 shall be utilized by the Committee. The Regional Treasurer shall be an
 1639 authorized signer on any accounts opened.

1640 L. In most cases the Committee Treasurer or Assistant Treasurer will
 1641 make the deposits. In some instances, a member of the Executive
 1642 Committee or a Subcommittee Chair may make a deposit. In order to
 1643 maintain good recordkeeping, the following information will be
 1644 provided:

- 1645 1. When the deposit was made;
- 1646 2. The Deposit Amount;
- 1647 3. The Deposit Detail, (i.e. a breakdown of where the money came

1648 from, item(s) sold, event(s) income, Area contribution, etc.)

1651
 1652 **4. SELECTION OF NEXT CMSRCNA SITE:**

1653 The following time table shall be followed in order to ensure adequate time is
 1654 allowed for the bid process to function properly:
 1655

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

1656
 1657 *Note: a minimum of one copy per Area, plus two, of the bid proposal are*
 1658 *recommended to ensure each Area, plus the Regional Chair, have a copy for*
 1659 *review. Optimal number is fifteen (15).*

1660
 1661
 1662
 1663 **5. CHAIR RECOMMENDATION PROCESS:**

1664 Usually an ad hoc Committee, formed in the Area seeking to submit a bid to
 1665 host the convention, has been meeting for several months. In order to ensure all
 1666 members that may have an interest in being a part of the upcoming convention
 1667 have an opportunity, once the hosting Area has been selected, a flyer shall be
 1668 published throughout California Mid-State Region announcing the
 1669 time/date/location of the meeting to elect a recommendation for the

1670 Convention

1671 Chairperson.

1672
1673 The Chair recommendation is sent to the Region for actual election by the
1674 RCMs. It is recommended that the Chair-elect provide a written service
1675 resume,
1676 ensuring all of the RCMs and Admin Body have a copy for their review.
1677

1678 **6. CONVENTION COMMITTEE FORMATION:**

1679 Once elected, the Chairperson is required to select a location for the
1680 formational meeting. Suggested month for first meeting is August, following
1681 the current convention. Consideration should be given that this is a

1682 **REGIONAL**

1683 convention, therefore a flyer announcing all of the meeting details should be
1684 provided at the July RSC meeting. After this formational meeting, the
1685 Convention Committee now becomes a part of the Regional Body and will be
1686 required to have representation at each Regional meeting.
1687

1688 **SPIRITUAL PRINCIPLES**

1689
1690 The Committee, its officers and trusted servants will implement the
1691 *Twelve Concepts for NA Service* to be used as the guiding principles of service
1692 operations and functions. As our "*Twelfth Concept*" states, "In keeping with
1693 the
1694 spiritual nature of Narcotics Anonymous, our structure should always be one
1695 of
1696 service, never of government." We need always remember that our primary
1697 purpose is to carry the message to the addict who still suffers. Our convention
1698 should strive to maintain an atmosphere of unity, love and support for any
1699 addict
1700 seeking recovery.

1701
1702
1703
1704
1705
1706
1707
1708
1709
1710
1711
1712
1713
1714
1715
1716
1717
1718
1719
1720

1721
1722 ADDENDUM "B"

1723
1724 CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS
1725 MEMORANDUM OF FINANCIAL RESPONSIBILITY
1726

1727 DATE: _____

1728
1729 I, _____, a trusted servant of the fellowship of the California Mid-State Region of
1730 Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me
1731 by the Fellowship of NA.

1732
1733 I understand I should avoid mixing Fellowship money with my own money or the money of anyone
1734 else.

1735
1736 I understand I should use Fellowship money or other assets only as directed by the Fellowship of NA.
1737

1738 I understand that if I misappropriate or misuse Fellowship money or other assets because of my
1739 personal negligence or dishonesty, I will accept full responsibility for their replacement.

1740
1741 I understand that as a trusted servant I serve as a volunteer and will not be paid for my work.
1742

1743 When I complete my term of service or if I am removed from service I agree to promptly turn over
1744 any Fellowship money, assets, records or any other Fellowship property.

1745
1746 I have agreed to follow and adhere to the CMSRSC Anti-Theft Policy.
1747

1748 Signed,

1749
1750 _____
1751 Trusted Servant OFFICER, CMSRSC

1752
1753
1754 _____ by: _____
1755 Date Title

1756
1757 Print Name: _____ by: _____
1758 Title

1759
1760 This document was created to implement the CMSRSC Anti-Theft Policy.

1761
1762 The California Mid-State Regional Service Committee has adopted guidelines and operational
1763 policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these
1764 documents are available on request.

1765 This agreement shall be held in the CMS Regional Archives.
1766
1767
1768
1769

1770
1771
1772
1773
1774
1775
1776
1777
1778
1779
1780
1781
1782
1783
1784
1785
1786
1787
1788
1789
1790
1791
1792
1793
1794
1795
1796
1797
1798
1799
1800
1801
1802
1803
1804
1805
1806
1807
1808
1809
1810
1811
1812
1813
1814
1815
1816
1817
1818

Memorandum of Financial Responsibility

Fiscal Procedures: Anti-Theft Policy

The Eleventh Concept of the Twelve Concepts for NA Service states the sole priority of NA funds is to carry the message. The Twelve Concepts for NA Service gives the Region (CMSRC) a mandate from the NA groups that calls for total financial accountability. Any misuse of Funds by Regional Trusted Servants cannot be tolerated. Regional Trusted Servants will be required to sign a Memorandum of Financial Responsibility, (MOFR). Should any Regional Participant, Administrative Committee Member, Subcommittee Member or Convention Committee Member be found to have allegedly misappropriated, or misused NA funds or other assets, the facilitating officer of the Region, immediately upon calling the Regional meeting to order, must fully disclose the alleged misuse of funds or assets and the individual(s) involved. Any member accused of misuse of funds or assets may exercise their **Tenth Concept** right to redress at this time.

CMSRSC Action: The Region (CMSRSC), once informed of the alleged misuse of funds or other assets, may suspend the participation of individual(S') involved by a Two Thirds (2/3) vote pending investigation and resolution. 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 Two (2) years.

Restitution: Individuals removed for misappropriation or misuse of funds and/or assets, are expected to make full restitution of all CMSRC 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 CMSRC.

PROCEDURE FOR RESOLUTION: **1)** Conduct a thorough review of all books and financial records by an Ad hoc committee appointed and led by the Regional Chair. **2)** A meeting shall be scheduled ensuring that individual (S)' who allegedly misappropriated/misused funds or other assets, is informed of the meeting & 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 to get in touch with their own Higher Power and focus on Spiritual Principles, before coming back in to decide the best course of action. **3)** If the individual (S)' admits to the theft and agrees to pay back the funds or restores other assets, a Restitution Agreement can be developed. The individual (S)' 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 will 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 (S)' involved is secondary to being accountable to the fellowship for its funds & ensuring that the person (S)' is not put in a position where they may do further harm. **5)** If the individual(S)' refuse 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 doe 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 Inc. as resources. **6)** If Legal action is pursued one or all of the following may occur: **(A)** A civil action may be filed against the individual(S)' and a Judgement for full restitution may be obtained. **(B)** The CMSRC may pursue a criminal prosecution of the individual(S)' through the proper channels.

I _____ have acknowledge I have read and understand this policy. Dated _____

1819 ADDENDUM “C”

1820 CALIFORNIA MID-STATE REGIONAL SPONSORED
1821 SERVICE LEARNING DAYS GUIDELINES
1822

1823 These Guidelines refer to the Area - level, Regional learning days sponsored by the California Mid-
1824 State Regional Service Committee. The total budget for these learning days must be approved each
1825 cycle by the CMSRSC in its unified budget. Remember, these are learning days, not miniature unity
1826 days.

1827
1828 I. **Scheduling**
1829

- 1830 A. Dates will be reserved six (6) months in advance by coming to the CMSRC meeting
1831 and requesting approval for a learning day in the area.
1832 B. Care should be taken to avoid scheduling a learning day when any nearby area in the
1833 region or a neighboring region has a unity day or convention scheduled.
1834 C. Learning Days will not be scheduled during the CMSRCNA, World Convention or
1835 CMSRSC meeting.
1836 D. Only one learning day will be scheduled in any month.
1837 E. For planning purposes we will split the region into two (2) districts: northern and
1838 southern:
1839 i. Northern: CS CSS, SVG, CVN, and Gold Country
1840 ii. Southern: CCNA, KT & Foothill
1841 F. Only one learning day per year will be planned for each district
1842

1843 II. **Planning and Implementation**
1844

- 1845 A. There will not be any registration fee for any regional-sponsored learning day. Areas are
1846 encouraged, but not required, to hold supporting events to help pay for the learning day
1847 and generate income to return the seed fund to the CMSRSC. Some of the supporting
1848 events that have been held are dinners, soda, raffles or auctions of NA-related items,
1849 recovery meeting with 7th Tradition collected to help pay for the learning day and other
1850 associated events. If an area wants to sell merchandise specific to this learning day, it will
1851 have to be approved by their *Area*.
1852 B. All leaning days shall be a cooperative effort between PI and H&I committee (and Phone
1853 lines if the area has a separate Phoneline committee) at the Area level with a balance of
1854 workshops divided between the committees.
1855 C. These learning days are intended to be single-day events.
1856 D. Only one workshop should be scheduled at a time, preferably alternating between PI and
1857 H&I and Phoneline topics.
1858 E. All aspects of planning and implementing the event are the responsibility of the area
1859 hosting the learning day. Regional PI and H&I leadership will be available to advise and
1860 assist the area planning.
1861 F. Selection of topics and speakers are the decision of the area hosting the event. Care
1862 should be taken to select speakers with current or previous experience with PI, Phone
1863 lines, or H&I in Narcotics Anonymous and knowledgeable about the topic or their
1864 workshop. It is suggested that these members be active in the area of service about which
1865 they are speaking.

- 1866 G. Areas may want to get assistance from the area’s activities committee for help in planning
1867 any associated events, but it should be made clear this is a regional-sponsored event
1868 associated with the learning day and not an area activity.
1869 H. Although areas are completely responsible for planning and implementing their learning
1870 day, they should remember there is a wealth of experience at the regional level and in
1871 surrounding areas.
1872 I. Areas may want to refer to the Public Relations Handbook or the H&I Handbook for some
1873 additional ideas about planning the learning day.
1874

1875 **III. Flyers**

- 1876
1877 A. Flyers should be distributed as soon as possible, but at least 3 months in advance at the
1878 CMSRSC meeting. Additional copies should be distributed at the ASC in the hosting area
1879 and surrounding area or by distribution through the RCM’s at the CMSRSC.
1880 B. Flyers should include:
1881 i. NA Logo with registered trademark, phone line number with area code and contact
1882 person.
1883 ii. Directions and/or map so members from outside the area can locate the facility.
1884 iii. Address including city or town where the learning day will be held.
1885 iv. Recognition that this is a regional-sponsored area-level service learning day.
1886 v. Clear indication that there is not a fee for the learning day.
1887 vi. The date and time of the event.
1888

1889 **IV. Finances**

- 1890
1891 A. A proposed budget shall be brought to the CMSRSC for approval.
1892 B. Upon approval, each area will be given up to \$500.00 seed money.
1893 C. If an area also receives seed money from its own area for this event, then the costs and
1894 income will be shared between the area and their region based on a percentage equal to
1895 the percentage each part contributed. For example: If the region provides \$500.00 seed
1896 funds and the area budgets \$250.00, any expenses and revenues would be divided 1/3 to
1897 the area and 2/3 to the region.
1898 D. Each are will be given up to \$500.00 in seed funds to plan and implement the learning
1899 day. The money should be returned to the region to fund additional learning days. The
1900 check for the returned funds should be made out the CMSRSC and noted that it is
1901 returning seed funds and applied to the CMSRSC budget.
1902 E. If the event makes more than the \$500.00 seed funds given to the area, the committee
1903 organizing the event will turn the funds over to their ASC.
1904 F. Each Area will provide a detailed financial report indicating all expenses and all income
1905 amounts and sources. A detailed report of the planning process including problems and
1906 successes in producing the event will be provided. A copy of the flyer and program
1907 should be included as well.
1908 G. If an Area sells area merchandise or conducts an area fund-raising event at this event,
1909 those proceeds should not be considered part of the income from the learning day or
1910 associated events. The income belongs completely to the Area.
1911 H. Attendance at the learning day is included on the travel budget for Regional PI and H&I
1912 RIC. Travel for their participation should not be included in the learning day budget, but
1913 should be paid from the RIC’s line-item for administrative travel.

1914 I. If an Area does not recover all of the seed funds, that is OK. We do not expect these
1915 events to make money, but want to recover seed funds so we can plan additional events.
1916

1917 J. Approved expenses are:
1918

1919 i. Rent for the facility

1920 ii. Insurance for the event (The event up to 500 people will be covered as a
1921 meeting by regional insurance)

1922 iii. Copies for flyers, registration material, programs and handouts for material
1923 covered at the workshop.

1924 iv. Mileage (at approved CMSRSC rate) for speakers traveling within California.

1925 v. Food and Beverages.
1926

1927

1928 Adopted: 21 July 2001

1929 Updated: 15 October 2016

1930 Working updates August 13, 2023/ Revised December 16, 2023

1931

1932

1933
1934
1935
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949
1950
1951
1952
1953
1954
1955
1956
1957
1958
1959
1960
1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984

ADDENDUM “D”
CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

WEB SITE GUIDELINES AND POLICIES

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

Functions/Responsibilities

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

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

Requirements and Duties of the Web servant and Alternate Web servant

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

Finances and Ownership

1. Expenses for web site hosting and domain registration are the responsibility of the California Mid-State Regional Service Committee. The cost for Internet access, computer equipment and software, training; etc. are the responsibilities of the Web servant.
2. The web servant is responsible for communicating all financial needs and consequences to the California Mid-State Regional Service Committee.
3. The CMSRSC is the owner of the domain name. The Web servant is responsible for maintaining the ownership of the domain name for the CMSRSC.
4. The Web servant is responsible for investigating and choosing a vendor for hosting the web site. The final decision rests with the California Mid-State Regional Service Committee.

Amended July, 2024

- 1985 5. The Web Servant is responsible for the development and maintenance of the web site. The
1986 development and/or maintenance can be accomplished by:
1987 A. the Web Servant performing the work as an unpaid volunteer.
1988 B. the Web Servant utilizing the unpaid volunteer services of other members while the Web
1989 Servant remains as the single point of accountability.
1990 C. the Web Servant supervising contract services for-hire by a vendor under an agreement
1991 approved by the CMSRSC.
1992 In all cases, the participants will sign work-for-hire agreements and all material will be owned
1993 and copyrighted solely by the CMSRSC.
1994 6. The Web Servant will ensure that the Regional Chair is in possession of all access and contact
1995 information, and all ownership will be held in the name of the CMSRSC and/or the Regional Chair if
1996 necessary.

1997
1998
1999 **Web Servant Reporting and Communications**

2000
2001 The Web servant will submit a written report to the California Mid-State Regional Service Committee at each
2002 regular meeting. This report will detail all pertinent financial and technical status and developments related to
2003 the operation of the web site. The report will also include any relevant correspondence received, sent and
2004 forwarded. The Web servant is required to attend all regular California Mid-State Regional Service
2005 Committee.

2006
2007
2008 **General Guidelines**

- 2009
2010 1. The web servant shall create and maintain email accounts as instructed by the RSC.
2011 2. Personal e-mail addresses are not to be posted on this web site.
2012 3. External hyperlinks will be approved by the CMSRSC.
2013 4. Meeting directory pages should be checked for updates at least every 30 days.
2014 5. Any NA group or committee may request to post information concerning upcoming events or
2015 service functions. Requests will be approved based on current CMSRSC policy.
2016 6. Chats, forums, discussions, and other similar content concerning personal recovery issues are not
2017 posted on the web site.
2018 7. Images of any identifiable person, whether a NA member or not, are never used.
2019 8. Merchandise sales will be allowed on the website following the procedures and policies of the
2020 CMSRCC and/or the RSC.
2021 9. If an Area Service Committee or Group within the Region has its own web site, the site may be
2022 linked to the CMSRSC web site with approval from the CMSRSC.
2023 10. Copyrighted material will not be used on the web site without specific permission from the owner.
2024 11. The Webs servant is responsible for updating the information posted on the WSO web site
2025 whenever the changes in the CMSRSC are made.
2026 12. The CMSRSC will establish policies necessary for the operation of the Web Site.

2027
2028
2029 **Privacy Policy**

2030 The CMSRSC will establish and maintain a privacy policy for its web site.

2031
2032
2033
2034 Date of revision: 06 June 2013

2035 Date Approved: 15 June 2013

2036
2037

2038
2039
2040
2041
2042
2043
2044

ADDENDUM “E”
CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

2045
2046
2047

Behind the Walls Sponsorship Program

2048

Purpose of the Behind the Walls Sponsorship Program

2049 The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous
2050 Behind the Walls Sponsorship Program is to ensure that any addict seeking recovery through a
2051 working knowledge of the *Twelve Steps of Narcotics Anonymous* has the opportunity to work the
2052 steps even in an institution. The Behind the Walls Sponsorship Program provides a sponsor to guide a
2053 sponsee by mail through the *Twelve Steps of Narcotics Anonymous* while the sponsee is incarcerated
2054 in an institution and is unable to meet potential sponsors at local NA recovery meetings.
2055

2056

Requirements and Duties of the Behind the Walls Sponsorship Program Coordinator

- 2057 1. Is the sole administrator of the Behind the Walls Program.
2058 2. Has the personal time and abilities to perform their duties.
2059 3. Willingness to serve in the position.
2060 4. Two (2) years clean time.
2061 5. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve
2062 Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
2063 6. Maintenance of clean time throughout term of office or participation.
2064 7. Regular attendance at Narcotics Anonymous recovery meetings.
2065 8. Resources necessary to perform the duties as assigned.
2066 9. Provides a monthly written report to the CMSRSC, and attends “Region on the Road” meetings of
2067 the CMSRSC in conjunction with offering local Behind the Walls orientation meetings.
2068

2069

Coordinator appointment

- 2070 1. Coordinator will be appointed by the CMSRSC Chairman subject to initial confirmation and
2071 annual confirmation by a simple majority of the RCMs.
2072 2. The Coordinator may be removed by the CMSRSC Chairman with approval of a two-thirds
2073 majority of the RCMs.
2074

2075

Behind the Walls Sponsorship Program Orientation

- 2076 1. The Coordinator shall facilitate orientations at “Region on the Road” meetings.
2077 2. The Coordinator shall maintain a Behind the Walls Sponsorship Program Resource & Information
2078 Packet and utilize it for orientations.
2079

2080

Specific Details – How the Process Works

- 2081 1. All letters will be sent via the Behind the Walls Sponsorship Program P. O. Box, with no personal
2082 last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given
2083 to the Sponsee. Sponsors will use first names only, as decided by the sponsor. “Correspondence
2084 Only” agreements (on reverse) with these signatures will be filed with Behind the Walls Sponsorship
2085 Program.

- 2086 2. Sponsors from the Behind the Walls Sponsorship Program will have an individual addict assigned
2087 in the order that the sponsors have qualified and that addicts of the same sex become available. The
2088 new sponsors will be notified once they have been approved for the sponsorship program. The
2089 sponsor must have had no prior knowledge of their assigned Sponsee. They should never have met
2090 the person they will be assigned for sponsorship at any time during their lives.
- 2091 3. The Coordinator will log all incoming and outgoing letters by date, with name and facility of the
2092 inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and
2093 Sponsee.
- 2094 4. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 2095 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books,
2096 drawings, tapes, contacting family members or friends will be made between the sponsor and
2097 sponsee.
- 2098 6. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- 2099 7. All rules and regulations of the facility will be strictly upheld.
- 2100 8. Only women will write women, and only men will write men.
- 2101 9. Any Sponsee may write the Behind the Walls Sponsorship Program directly with any recovery
2102 related questions or concerns at any time.
- 2103 10. In order to maintain Active Status, All volunteer sponsors are required to attend an annual
2104 orientation, offered quarterly at the Region on the Road CMSRSC meetings. Specific Details – Only
2105 Approved Mailing Address CMSR BTW Program PO Box 931 Manteca, CA 95336
2106

2107 **Requirements for a Volunteer Sponsor**

2108 **The Volunteer Sponsor shall:**

- 2109 1. Communicate with Sponsee in writing only, responding to their letters within two (2) weeks.
- 2110 2. Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
- 2111 3. Respect the confidentiality of the Sponsee.
- 2112 4. Refrain from using abusive or profane language in all correspondence.
- 2113 5. Maintain focus on recovery through working the 12 Steps of Narcotics Anonymous.
- 2114 6. Refrain from providing Sponsee with personal details; phone number, address, email address.
- 2115 7. Refrain from face-to-face meetings, visiting Sponsee or arranging any meetings upon release.
- 2116 8. Refrain from supplying Sponsee materials; such as envelopes, stamps, pre-stamped envelopes,
2117 writing paper, writing implements, books, tapes or any other items.
- 2118 9. Refrain from contacting anyone or relaying messages to anyone the Sponsee might request.
- 2119 10. Refrain from compromising the 12 Traditions of Narcotics Anonymous or any facility guidelines.
- 2120 11. Refrain from commenting on any matter that might jeopardize the safety and security of the
2121 facility, staff, facility residents, outside members or anyone else. We have NO Opinion on outside
2122 issues.
- 2123 12. Affirm that the sponsor has not been a victim of, or an accomplice of, a crime with any potential
2124 Sponsee. The sponsor understands that failure to adhere to any of the above agreements will result in
2125 disqualification as a sponsor from the CMSR Behind the Walls Sponsorship Program and may
2126 jeopardize our continued service at any facility. The sponsor understands that every letter sent into a
2127 facility will be opened, checked for contraband and read by institution staff. The only purpose is to
2128 help a fellow addict find recovery through working the 12 Steps of Narcotics Anonymous.
2129

2130 **Specific Details – Outside NA Sponsor:**

- 2131 1. The sponsor must have at least two (2) years' continuous clean time. Our program is one of
2132 complete abstinence.
- 2133 2. All interactions will only be via mail, never in person.

- 2134 3. Personal anonymity will be maintained at all times. Last names and personal details will never be
2135 provided to incarcerated addict/Sponsee.
2136 4. Sponsorship through the mail, (i.e., working the 12 Steps of Narcotics Anonymous), is provided
2137 until Sponsee release. NO Personal Contact is allowed after release. Face-to-face meetings will not be
2138 allowed, either inside or outside the institution.
2139 5. Personal information, letters, packages or messages will never be relayed from Sponsee to any
2140 outside person.
2141 6. Sponsor is allowed to forward a recovery meeting schedule from the parole location to Sponsee
2142 prior to release. No Personal Contact will be scheduled after release.
2143 7. The Twelve Steps of Narcotics Anonymous and the Twelve Concepts for NA Service will be
2144 followed at all times.
2145 8. All correspondence shall adhere to the facility guidelines and requirements, while keeping within
2146 the boundaries of these Guidelines, The Twelve Steps of Narcotics Anonymous and the Twelve
2147 Concepts for NA Service.
2148

2149 **Specific Details – Removal from Program as a Sponsor**

- 2150 1. Loss of abstinence.
2151 2. Non-fulfillment of duties (i.e., not returning Sponsee letters within the two (2) week timeframe).
2152 3. Providing personal information or relaying messages, packages or letters to anyone.
2153 4. Arranging any meetings with Sponsee upon their release from custody.
2154 5. Missing the annual orientation.
2155

2156 **Specific Details – Incarcerated Sponsee:**

- 2157 1. Potential Sponsee currently incarcerated for one (1) year or more in a correctional facility seeking
2158 recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous
2159 are qualified for this Behind the Walls Sponsorship Program.
2160 2. Sponsee has a willingness to work the 12 Steps of Narcotics Anonymous to effect a change in their
2161 life upon release.
2162 3. Sponsee understands no personal contact is allowed after release.
2163 4. Sponsee understands that the only correspondence will be through the PO Box, with no last names,
2164 personal addresses, phone numbers, or any other personal details provided.
2165

2166 **Specific Details – Removal from Program as a Sponsee**

- 2167 1. Requesting Sponsor to provide personal information or relay messages, packages or letters to
2168 anyone.
2169 2. Requesting sponsor to arrange any meetings with Sponsee upon their release from custody.
2170 3. Upon Sponsees release from custody.
2171

2172 Adopted: October 15, 2016
2173
2174
2175
2176
2177
2178
2179
2180
2181
2182

2183
2184
2185
2186
2187
2188
2189
2190
2191
2192
2193
2194
2195
2196
2197
2198
2199
2200
2201
2202
2203
2204
2205
2206
2207
2208
2209
2210
2211
2212

ADDENDUM "F"
LIST OF ABBREVIATIONS

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