

CHICAGOLAND REGIONAL
SERVICE COMMITTEE

REGIONAL POLICY AND
GUIDELINES

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CHICAGO REGIONAL SERVICE POLICY

ARTICLE 1: MISSION STATEMENT

The Chicagoland Regional Service Committee (CRSC) of Narcotics Anonymous (NA) serves its member Regional Committee Members (RCM) in the Chicagoland Region. The CRSC facilitates its member RCMs' primary purpose of carrying the message to the addict who still suffers by upholding *The Twelve Traditions of NA* and *Twelve Concepts for NA Service*. It also serves as a liaison between Narcotics Anonymous World Service (NAWS), the member RCMs and their fellowship members.

ARTICLE 2: PURPOSE OF CRSC

The purpose of the Chicagoland Regional Service Committee shall be to respond to the needs and collective conscience of its Regional Committee Members and to establish a structure where services and education can be provided.

ARTICLE 3: MEMBERSHIP QUALIFICATIONS, ATTENDANCE REQUIREMENTS AND VOTING RULES

A. MEMBERSHIP QUALIFICATIONS

1. The Area must demonstrate its ability to sustain itself.
2. At the time that it requests admittance to CRSC, the Area will send a representative to Region notifying its request for admittance to the Region.
3. The Area Representative will provide the Regional Secretary with a completed Area report that lists the name and contact information

of the Area Facilitator, Facilitator Alternate, Secretary, Treasurer and the Area Representative, or other corresponding positions. A complete list of meetings and groups that are serviced by the Area will be attached. This report will be submitted to the body of the CRSC after all other Area reports have been given.

4. The Area Representative will provide the Regional Secretary with a completed Area report that lists the name and contact information of the Area Facilitator, Facilitator Alternate, Secretary, Treasurer and the Area Representative, or other corresponding positions. A complete list of meetings and groups that are serviced by the Area will be attached. This report will be submitted to the body of the CRSC after all other Area reports have been given.
5. During New Business (see: Article Seven: CRSC Agenda Items), one of the member Areas will make a topic to recognize the Area requesting regional membership. In order for the Area to be recognized, consensus must be reached approving the Area's recognition. During this recognition process, the applying Area representative will not have a voice on the floor, unless the Facilitator wishes. Furthermore, they will not have voting privileges.
6. When Old Business is discussed during the second consecutive CRSC meeting that the Area representative attends, the Regional Facilitator will seek Consensus to accept the Area as a member of the Region. Upon approval, the Area representative will have full voting privileges and recognized as a Regional Committee Member.

B. ATTENDANCE REQUIREMENTS

The Facilitator Alternate should contact an existing Area's RCM if the RCM has been absent from two consecutive CRSC meetings. If a member misses three roll calls, he/

she loses voting privileges. The member must then attend two consecutive CRSC meetings before regaining voting privileges.

C. VOTING RULES

No voting member may hold more than one position that has voting privileges for more than two months. During that two-month period, the member will only have one vote even if both positions have voting privileges.

ARTICLE 4: DECISION MAKING PROCESS

A. DEFINITIONS USED IN THE DECISION MAKING PROCESS

Consensus or General Agreement. Consensus is the method used by the CRSC to establish group conscience and with the hope that it divines the will of a God of our understanding. Any member may bring up a topic or proposal for discussion. All members may participate in the discussion where objections may be aired and alternatives considered. Any proposal needs support from 80% of the members allowed to vote in order to be adopted. This is consistent with World Service Conference’s (WSC) Rules of Order.

Topic. A topic is an issue a member wishes to discuss at Region. Examples of topics are (a) an Area Service Committee needs guidance on how to attract greater group participation at Area, (b) a member wants to discuss the way business is conducted at Region and wants to hear the views of other members, or (c) a Work Group Chair wants input on a new idea that has emerged from the Work Group. A topic does not require any specific action and requires no vote. Although a topic might not include a specific proposal, frequently proposals emerge from a discussion, and these proposals may be taken to the members for a vote.

Proposal. A proposal is a suggestion for acceptance of a specific action item or policy change that any member may propose. Examples of proposals are (a) a member may

propose an NA sponsored event, (b) an RCM may suggest an amendment to change policy, or (c) the Treasurer may wish to modify the budget. The Facilitator seeks to fashion compromises that all can support. If a proposal emerges that has broad, but not unanimous support, the Facilitator shall poll members allowed to vote. The proposal is adopted if 80% of the members who are allowed to vote support the proposal. (Per WSC's Rules of Order).

Straw Poll. A straw poll is an unofficial vote taken to determine the general trend of opinion on a given issue. The straw poll is a tool the Facilitator may use to determine if a proposal has support.

B. STEPS LEADING TO A DECISION

1. Any member wishing to discuss a topic or make a proposal shall fill out a Topic for Discussion Form and submit it to the Secretary. All topics must be presented before break. Topics presented after break will be tabled to the next CRSC meeting.
2. The Secretary shall summarize the topic or proposal on the white board.
3. During the discussion of new business, the maker of the topic or proposal shall introduce it to the body and answer any questions raised by members.
4. The maker of the topic or proposal must be present for a discussion to take place. If the maker is absent, the topic or proposal shall be tabled to the next CRSC meeting.
5. The Facilitator shall open the floor for discussion of topics. After discussion, if there is no need for further action, the Facilitator shall close discussion and move on to the next item. If there is interest in the topic or if one or more proposals emerge from the

discussion, the Facilitator may take a straw poll before the floor is opened for further discussion in order to determine if there is already consensus to adopt the proposal.

If a proposal is not approved but the Facilitator believes that consensus may be possible, the Facilitator may (a) have the revised proposal amended, and, as usual, the Secretary will write the revised proposal on the white board so that discussion can continue, (b) table discussion to the next CRSC meeting, or (c) ask a Work Group, the Policy Committee or an Ad-Hoc Committee to consider the topic or proposals. If a proposal emerges that does not have general support from 80% of the members allowed to vote, the Facilitator may let the matter die without further consideration.

6. Amendments may be made during the discussions of proposals. In fact, often the Facilitator may hear an amendment or alternative which might lead to consensus.

C. GROUND RULES

1. Any member may participate in a discussion.
2. Initially, each member may speak only once on each topic or proposal but may speak again after all others wishing to speak have done so. The maker of the topic or proposal may answer members' questions, provide clarification and/or respond to concerns raised during discussion.
3. The Facilitator shall ensure that the dialogue is respectful at all times. (See: Article Nine: Manner of Acting).

4. If necessary to calm tensions, the Facilitator may request a moment of silence followed by a prayer. The Facilitator may also impose a short break.
5. Only members allowed to vote may participate in straw polls or votes.
6. If time is running short, or if the discussion is not making progress, the Facilitator may impose time limits.
7. Any member may temporarily stop the discussion for a point of order by raising his/her hand and calling out “point of order”. Examples of situations where points of order might be exercised are (a) ask a question about policy, (b) seek clarification on what is being discussed, or (c) challenge a decision by the Facilitator, among others.
8. During discussion, any member allowed to vote may challenge a decision made by the Facilitator. The Facilitator’s decision will be overturned if at least 50% of the members allowed to vote agree to overturn the decision.

D. THE ROLE OF THE FACILITATOR

The Facilitator’s role is to lead discussion and build consensus. He/she listens carefully for any compromises that may result in consensus. Anytime a proposal emerges from a topic, or an amended proposal emerges from the discussion, the Facilitator shall have the new or amended proposal written on the white board. The Facilitator ensures that everyone has a chance to speak and that no one, except for the maker of the topic or proposal, speaks more than once before everyone wishing to speak has done so. The Facilitator discourages repetitive discussion and, if time is running short or progress is not being made, the Facilitator may impose time limits.

ARTICLE 5: CRC OFFICERS AND MEMBERS

All Officers and Work Group Leaders are expected to attend all meetings of the CRSC. They should notify the secretary before meetings they will not be able to attend. All Alternates can assume the responsibilities of those with whom they are sharing duties. For example, the Secretary Alternate will assume the responsibilities of the Secretary if the latter is absent.

A. REGIONAL COMMITTEE MEMBERS

1. Are voting members;
2. Are elected by their Areas;
3. Term of service is set by Areas;
4. Recommended clean time is three years;
5. Reviews and approves annual budget;
6. Approves non-budgeted requests for funds;
7. Attend monthly CRSC meetings;
8. Attends yearly CRSC meetings at Chicago Regional Convention Committee (CRC);
9. Attends annual Group Service Representative (GSR) assembly at CRC;
10. Reviews and approves annual corporate audit;
11. Presents a written report of finances, unity activities and Area Group issues;
12. Participates in all discussions;
13. Serves on Work Groups;
14. Acts in such a manner to further the primary purpose of NA.

B. REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

1. Fulfills duties of RCM, including voting, when RCM is absent;
2. Recommended clean time of two years;
3. Elected by Area;

4. May contribute to consensus decisions.

C. FACILITATOR

1. Elected by 60% of the voting members present;
2. Recommended clean time of five years;
3. Two-year term, may serve two consecutive terms;
4. Signer on bank accounts;
5. Facilitates CRSC meetings;
6. Seeks to reach consensus on all topic discussions;
7. Ensures annual budget and audit are prepared on time;
8. Expresses no opinion on business before the CRSC committee;
9. Attends the Board of Director's (BOD) meeting with another CRSC member chosen at the Facilitator's discretion.

D. FACILITATOR ALTERNATE

1. Elected by 60% of the voting members present;
2. Recommended clean time of five years;
3. Two-year term, may serve two consecutive terms;
4. Does not vote;
5. Facilitates discussion of topics by (a) organizes topics brought up by CRSC members, (b) summarizes topics on white board, and (c) assists in discussion of topics;
6. Audits Work Groups annually by (a) chairing annual Work Group audit meeting within 60 days after the end of the fiscal year, and (b) preparing a written report for CRSC following the annual audit meeting;
7. Signer on bank account;
8. Assists Facilitator during CRSC meetings;
9. Must have access and the skills to use the internet;
10. Must have strong computer and word processing skills;
11. Distributes an updated policy to CRSC every February and August;

12. Have strong knowledge of *The Twelve Steps of Narcotics Anonymous*, *Twelve Traditions of NA* and *Twelve Concepts for NA Service*.

E. SECRETARY

1. Elected by 60% of the voting members present;
2. Votes on all business;
3. Recommended clean time of four years;
4. Two-year term, may serve two consecutive terms;
5. Signer on bank accounts;
6. Attends all CRSC meetings;
7. Keeps written minutes of all CRSC meetings;
8. Maintains mailing list of all CRSC participants;
9. Creates and supplies all necessary forms for participants in CRSC meetings;
10. Every November, sets annual schedule of meetings for the next year;
11. Makes and distributes flyers for elections and lists regular vacancies two months prior to election;
12. To be reimbursed, presents receipts for all secretarial expenses to the Treasurer;
13. Notifies members of special meetings;
14. Takes roll call;
15. Produces and distributes all CRSC communications;
16. Is a key holder and maintains a master list of key holders.

F. SECRETARY ALTERNATE

1. Elected by 60% of the voting members present;
2. Recommended clean time of two years;
3. Two-year term, may serve two consecutive terms;
4. Only votes in the absence of Secretary;
5. Does not sign on bank accounts and documents;

6. Automatic nomination for Secretary, still needs to be elected;
7. Assists Secretary in duties as necessary;
8. Maintains chronological record of CRSC minutes and guidelines provided by the BOD and Work Groups of the CRSC and any Area Service Committee minutes;
9. Assists CRSC participants when searching the archives;
10. Maintains in good condition the storage of archival records in a location designated by the CRSC.

G. TREASURER

1. Elected by 60% of the voting members present;
2. Recommended clean time of eight years;
3. Two-year term, may serve two consecutive terms;
4. Votes on all business;
5. Knowledge and experience in accounting required;
6. Knowledge and experience in QuickBooks Pro and optional experience with QuickBooks Point of Sale, or comparable software applications;
7. Is not signer on bank accounts, but is responsible to balance the checkbook;
8. Attends all CRSC meetings;
9. Prepares annual budget;
10. Presents budget proposal each November;
11. Assists annual audit;
12. Oversees tax returns due each May 15th;
13. Authorizes routine budgeted expenditures;
14. Maintains bank records, including updating bank account signatories every year;
15. Presents monthly expenditures and account balances to CRSC;
16. Oversees CRSC receipts, expenses and bank accounts;
17. Reports all Area donations;

18. Monitors complete financial reporting of all income and expenses and profit and loss reports monthly;
19. Provides quarterly financial treasurer's report to Board of Directors.

H. TREASURER ALTERNATE

1. Elected by 60% of the voting members present;
2. Recommended clean time of six years;
3. Two-year term, may serve two consecutive terms;
4. Votes on all business in absence of the Treasurer;
5. Signer on bank account and documents;
6. Assists Treasurer in performance of his/her duties;
7. Knowledge and experience in QuickBooks Pro and optional experience in QuickBooks Point of Sale or comparable software applications;
8. Knowledge and experience in accounting;
9. Automatic nomination for Treasurer, still must be elected;
10. Trains and serves on the pickup team for CRC Convention;
11. Forms an internal auditing committee to assure that Work Groups are financially transparent and report to the CRSC every three months.

I. REGIONAL DELEGATE

1. Elected by 60% of the voting members present;
2. Recommended clean time of six years;
3. Two-year term, may serve two consecutive terms;
4. Votes on all business;
5. Attends all CRSC meetings;
6. Works on annual budget;
7. Works on annual audit;
8. Attends and reports on all World Service Conference meetings and is a World level trusted servant;

9. Attends and reports to all Midwest Zonal Forum meetings;
10. Travel expenses paid for by CRSC (See Addendum: Travel Policy Guidelines);
11. Reports on WSC and Zonal Forums*;
12. Facilitates annual Group Service Representative assembly at the Chicago Regional Convention;
13. Participates in all discussions at the CRSC;
14. Provides annual budget for Regional Delegate (RD) /Regional Delegate Alternate (RDA), including all projected expenses.

*These forums are organized to improve communications between the Regional Service Committees in the Midwest and are not decision-making entities.

J. REGIONAL DELEGATE ALTERNATE

1. Elected by 60% of the voting members present;
2. Recommended clean time of four years;
3. Two-year term, may serve two consecutive terms;
4. Votes on all business;
5. Automatic nomination for Regional Delegate, still must be elected;
6. Attends and reports to all WSC meetings and is a World level trusted servant;
7. Attends all Midwest Zonal Forum meetings. Travel expenses paid for by CRSC, as needed. (See Addendum: Travel Policy Guidelines).

The only officers who are signatories on any bank accounts for CRSC include the Facilitator, Facilitator Alternate, Treasurer Alternate, and Secretary. Signatories on a bank account should not be husband and wife, significant others, those who share the same household, or sponsor and sponsees. Furthermore, there must be a third unrelated person present whenever these parties are handling NA funds.

ARTICLE 6: WORK GROUPS, WORK GROUP LEADERS AND THEIR RESPONSIBILITIES

The various Work Groups include Hospital & Institutions/Public Information, Events, Archives, Website Technical, Conventions, and Board of Directors.

A. GENERAL REQUIREMENTS AND RESPONSIBILITIES OF WORK GROUP LEADERS

1. Elected by 60% of the voting members present;
2. Votes on all business;
3. Two-year term, may serve two consecutive terms;
4. Attends all CRSC meetings;
5. Prepares all annual Work Group budgets;
6. Prepares annual Work Group audit, if required;
7. Participates in all discussions of the Work Group;
8. Presents written reports at each CRSC meeting on goal achievement, project timeline and budget;
9. Experience in project management.

B. Hospitals & Institutions/Public Relations (HIPR) Work Group Leader

1. Recommended clean time of ten years;
2. Previous HIPR experience, practical experience with the 12 Steps, Traditions, and Concepts;
3. Oversees, delegate members & provides monthly status of the Help Line, Website/Our Virtual Presence, Region H&I Facility commitments, WSR Writing Steps for Recovery, Database of members involved in HIPR & others as created;
4. Providing guidance and assist with a smooth transition to the next H&I PR Work Group Leader;
5. Visits each Area or Subcommittee once per term or as needed;
6. Coordinates one annual H&I PR Learning Day Event;

7. Represents Narcotics Anonymous on behalf of the Chicagoland Region;
8. Coordinates CRSC resources to develop & responds to Public Relations opportunities;
9. Conducts H&I PR Subcommittee meetings regularly or as needed;
10. Keep a record of all financial expenses (See Article 6 of CRSC Policy, Section A, 8.);
11. Maintains Professional Database geared towards addiction, healthcare and other related fields;
12. Serves as liaison to hospitals, correctional facilities, & other institutions in accordance with the NAWS Public Relations and Hospitals & Institutions Handbooks.

C. EVENTS WORK GROUP LEADER

1. Recommended clean time of five years;
2. Convention experience;
3. Contract and negotiating experience;
4. Works with CRC and Area Chairperson(s) and committee(s);
5. Attempts to coordinate events calendar with Webmaster, BOD and Area Events Chairperson;
6. Required to visit each Area once per term.

OTHER WORK GROUPS

D. CONVENTIONS

The CRSC shall host the annual Chicagoland Regional Convention of Narcotics Anonymous which will be organized by a Convention Committee.

1. All Convention Chairs, Vice Chairs, Treasurers and Vice Treasurers must have five years clean;

2. The CRC Chair serves a one-year term and will be succeeded by the Vice Chair;
3. The CRC Convention Committee will nominate a Vice Chair, who must be approved by the CRSC;
4. In the event that the CRC Vice Chair is unable to fulfill his/her responsibilities, the CRC Chair shall appoint a member from the CRC Convention Committee to fulfill the remainder of the term;
5. All contracts and proposals must be submitted to the BOD Events Manager or Alternate Events Manager;
6. The BOD must approve all contracts and expenses over \$1,000;
7. The Convention Chairperson, Vice Chairperson, Treasurer, Vice Treasurer and BOD Events Manager are to be signatories on the convention bank account;
8. The CRC Chairperson must attend the monthly meeting of the CRSC, BOD and Administrative Committee;
9. Convention policy guidelines shall be attached as an addendum;
10. All members of the CRC Convention Committee are subject to Article Ten (B), (C), and (D). (Resignation of Officers Work Group Leaders).

E. BOARD OF DIRECTORS

1. BOD members must have five years continued abstinence from all mood-and-mind altering substances including alcohol;
2. BOD members are elected for three-year terms, for a maximum of two consecutive terms;
3. BOD members must be approved by the CRSC for re-election before they can be elected to a second term;
4. Members serving two consecutive terms shall take a three-year break before becoming eligible to serve a third term;
5. Overall responsibilities include overseeing the CSO office and treasury, finance, legal and insurance functions;

6. The CRSC shall be responsible for identifying qualified candidates to serve on the BOD;
7. BOD must review with the CRSC detailed contracts before they are signed;
8. The CRSC Treasurer or Treasurer Alternate shall be on the pick-up team with the BOD at all CRSC events;
9. BOD must provide by phone, in person or by email all contracts for review and approval by the CRSC Administrative Committee prior to contract execution;
10. The BOD is responsible to train pick-up teams, including CRSC Treasurer and Treasurer Alternate, three months before the CRSC Convention;
11. All members of the BOD and all employees of the Chicago Service Office are subject to Article Ten (B), (C), and (D). (Resignation of Officers Work Group Leaders).

F. BOARD OF DIRECTORS POOL MEMBER QUALIFICATIONS

1. The CRSC shall maintain a pool of no more than 13 available individuals qualified to serve on the BOD and shall submit the list to the BOD when a vacancy occurs;
2. Pool members shall have organizational and communication skills and a history of both completing work independently as well as working in a group;
3. Pool members shall have Regional or Area Service experience and a history of fulfilling commitments;
4. Pool members must complete 10 hours of service at the CSO office;
5. Pool members can serve in open positions on the BOD after being appointed by the General Manager;
6. Only RCMs must bring BOD Pool recommendations to the CRSC for consideration.

ARTICLE 7: CRSC AGENDA ITEMS

Policy meets every other month at 11a.m. on the fourth Sunday. The CRSC meeting begins at 12 p.m. on the fourth Sunday of each month.

The agenda items for a CRSC meeting should follow the format listed below:

1. Welcome;
2. Moment of Silence followed by *The Service Prayer*;
3. *Twelve Traditions of NA* and *Twelve Concepts for NA Service* are read;
4. Roll call;
5. Approve previous month's minutes;
6. Secretary's report;
7. Facilitator's report;
8. RD's report;
9. Work Groups' reports;
10. Areas' reports;
11. Old Business, topic reports;
12. Open Forum (length of time to be decided);
13. New Business;
14. Agenda for next meeting;
15. Treasurer's report;
16. Announcements;
17. Closing Prayer.

There will be a 15-minute break two hours after the CRSC meeting begins and every two hours thereafter.

ARTICLE 8: ITEMS REQUIRING VOTES

Administrative decision making is generally consensus based, although there are some matters that always require votes. Items requiring votes must have 60% of the voting

members present in order to be approved. In addition, 60% of those eligible voters must be present in order to hold the vote as well. Votes are always required for the following matters:

1. Elections;
2. Annual Budget;
3. Non-Budgeted Expenditures over \$250.00;
4. Changes to Regional Policy;
5. Motion of No Confidence of Officer or Work Group Leader.

ARTICLE 9: MANNER OF ACTING

A. GENERAL CONDUCT

1. Attendees must act in accordance with the spiritual principles of NA;
2. Consider the *Financial Policies and Operating Procedures* manual, approved by the CRSC and the BOD in 2009, which identifies the sources and flow of funds and the specific accounting, reporting and operating procedures for CSO, CRC and CRSC operations;
3. All actions taken are to further the primary purpose;
4. Violence or threats of violence will result in implementation of the Abuse Policy;
5. Unlawful harassment, or other offensive behavior, is not allowed and will result in implementation of the Anti-Harassment Policy.

B. ANTI-HARASSMENT POLICY

CRSC strives diligently to keep its operations free from unlawful harassment or other offensive behavior. Accordingly, everyone is expected to comply with CRSC's Anti-Harassment Policy. This policy sets forth CRSC's expectations, the steps for reporting harassment and the method for addressing such complaints. This policy is in addition to, and separate from, CRSC's Abuse Prevention Policy.

The Anti-Harassment Policy is described as follows:

All personnel are expected to maintain a productive environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status or sex. Special attention should be paid to the prohibition of sexual harassment.

Everyone has a responsibility to keep the environment free of any form of harassment, and in particular sexual harassment. No one is to threaten or insinuate, either explicitly or implicitly, that a person's refusal or willingness to submit to sexual advances will affect the volunteer's terms or conditions of volunteering. This conduct includes:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal information;
3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
4. The display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages, such as email, instant messaging, and internet materials.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, sex, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

Any person who believes that someone's actions or words constitute unwelcome harassment has a responsibility to report or complain about the

situation as soon as possible. The report or complaint should be made to a member of the Administrative Committee, as the person feels is appropriate.

Complaints of harassment will be handled and investigated under CRSC's dispute resolution policy unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Volunteers are expected to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any volunteer who is found to have violated the harassment policy will be subject to appropriate action, including prohibition from further volunteer work. CRSC prohibits any form of retaliation against volunteers for bringing bona fide complaints or providing information about harassment.

ARTICLE 10: RESIGNATION OF OFFICERS OR WORK GROUP LEADERS

A. RESIGNATION

In the event that an Officer or Work Group Leader resigns, he/she shall do so in writing.

B. REVIEW PROCESS FOR VOTE OF NO CONFIDENCE

In the event that an Officer or Work Group Leader of the CRSC, members of the CSO Board of Directors, employees of the CSO, or members of the CRC Convention Committee have a) relapsed, b) misappropriated NA funds, c) violated attendance in accordance with the CRSC policy or d) failed to perform in accordance with Article Nine, Manner of Acting, any member of the CRSC body may call for a review.

The member who seeks a review will fill out a review form, which names the person making the request, identifies the Officer or Work Group member being reviewed and specifies the provision of Article Ten (B) that is alleged to be in violation. The CRSC will take the matter up as soon as a review form is submitted. If present, the CRSC Officer or Work Group Leader being reviewed will have the opportunity to respond. If not present, he or she may respond as a re-dress no later than the next CRSC meeting within the spirit of the *Tenth Concept for NA Service*. The members of the CRSC will have five minutes to ask questions. The matter may then be dropped or a vote of no confidence may be consented to. If the members of CRSC consent to no confidence, the individual will resign and elections will take place as per Article Fifteen: Rules & Process of Elections.

ARTICLE 11: KEY HOLDERS FOR CONFERENCE ROOM

The key holders for CSO conference room are:

1. Facilitator;
2. Facilitator Alternate;
3. Secretary;
4. Treasurer;
5. Regional Delegate;
6. Work Group Chairperson(s);
7. Special Workers;
8. BOD, as needed.

ARTICLE 12: DONATIONS

All monies above and beyond the annual CRSC budget shall be donated to the WSC on a quarterly basis.

ARTICLE 13: MEMBERS ALLOWED TO VOTE AND QUORUM DEFINITION

The members who are allowed to vote are:

1. Regional Committee Members;
2. Secretary;
3. Treasurer;
4. Regional Delegate;
5. Regional Delegate Alternate (only if Regional Delegate is absent);
6. Work Group Chairs (HIPR, CRC, BOD, etc.)

Quorum is defined as 60% of all voting members on the roll call. Any member holding two positions or representing two positions will only be able to vote once.

ARTICLE 14: ADMINISTRATIVE COMMITTEE

A. ADMINISTRATIVE COMMITTEE CRSC OFFICERS

The following six CRSC Officers shall also serve on the Administrative Committee (EC):

1. Facilitator;
2. Facilitator Alternate;
3. Secretary;
4. Treasurer;
5. Regional Delegate;
6. BOD Member;

B. ADMINISTRATIVE COMMITTEE RESPONSIBILITIES

1. Serve as liaison between the CRSC and CSO Board of Directors;
2. Serve as liaison between the CRSC and the CSO Board of Directors;

3. Serve as liaison between the CRSC and the CRSC Work Groups;
4. Between meetings of the CRSC, and if warranted by special circumstances, the EC will act on behalf of the CRSC. Special circumstances may include, but are not limited to, public information or HIPR opportunities, budget or fiduciary matters, theft of CRSC or CSO resources, website or technical matters, CSO Board of Directors concerns, CSO concerns, Member Area Service Committee concerns or other events unanticipated at the previous CRSC meeting;
5. For consensus, 5 votes are necessary and a quorum requires 60% of EC members.

C. ADMINISTRATIVE COMMITTEE MEETINGS

1. The CRSC Facilitator can call a meeting of the EC;
2. In addition, any two members of the Administrative Committee can call a meeting;
3. Meetings of the EC shall be held 48-hours after its members have been contacted, except in extenuating circumstances;
4. The EC shall only conduct business when 50% of the EC's members are present in person or via teleconference;
5. The RCMs shall be notified in advance of all EC meetings and of the purpose of the meetings. Such notice may be via telephone, fax, email or other forms of timely communication;
6. Any member of Narcotics Anonymous may attend but only EC members can vote at EC meetings.

ARTICLE 15: RULES AND PROCESS OF ELECTIONS

A. ELECTION RULES

1. Elections will be held as officers' terms expire and/or as needed;

2. Two months prior to the elections, flyers announcing the elections shall be handed out;
3. In the event of a vacancy, a notice needs to be submitted. Elections shall be held on the second CRSC meeting following the notice;
4. To be elected, candidates must receive 60% of the votes of the voting members present;
5. A member may not be elected to two concurrent positions on the BOD and CRSC;
6. The Facilitator may appoint an existing member of the CRSC to fill a vacant position on the CRSC for up to three months. The Facilitator may extend the appointment after a review with the full EC Committee;
7. No voting member can hold more than one Regional position;
8. If a CRSC trusted servant is elected to a second position, that trusted servant has two months to resign from the previous position and shall have only one vote on the floor during this interim period.

B. ELECTION PROCESS

1. To be considered for a trusted servant position, all candidates must be present at the CRSC meeting when a vote is taken;
2. The Facilitator shall open the floor for nominations or volunteers;
3. Each candidate shall have up to five minutes to present their credentials;
4. The CRSC shall have five minutes to ask questions of each candidate;
5. All elections shall be conducted by a secret written ballot;
6. The Secretary shall provide and then count the ballots cast.

ARTICLE 16: THEFT OF CRSC FUNDS

The proper handling of money is extremely important in Narcotics Anonymous.

1. Theft or misappropriation of funds will result in implementation of Article Sixteen's Review Process: Theft of CRSC Funds and may be prosecuted;
2. All allegations of theft of funds shall be discussed on the floor of CRSC;
3. At the discretion of the CRSC, the Facilitator shall file a complaint with appropriate authorities;
4. All thefts of CRSC funds shall be prosecuted to the fullest extent of the law.

ADDENDUM: TRAVEL POLICY GUIDELINES

The following sections will attempt to answer most questions you may have concerning reimbursement and advances for expenses incurred while you are fulfilling your service commitment.

SIX BASIC RULES TO KEEP IN MIND

1. All requests for funds must be submitted on a Reimbursement Request Form. Forms can be obtained from the NA.org website or upon request from the Regional Secretary;
2. All reimbursement requests must be submitted no later than 60 days after the last travel day of the trip or event. Submissions after 60 days will be automatically denied. Any advances not accounted for within this time period must be returned to the Regional Treasurer. Please note that any advances accounted for will become accounts receivable and will be reported to the CRSC;
3. You will be reimbursed only for travel on the days you were scheduled to travel or attend an event. All other extensions must receive prior approval and be reviewed on a case-by-case basis. If prior approval is not obtained, no reimbursement for such extensions will be made;

4. Other than meals, all requests for expense reimbursement must include a receipt for each reimbursable item;
5. All original documents, including receipts, should be submitted to the CRSC;
6. Travel expenses are typically reimbursable for start-to-finish expenses, but the CRSC does not reimburse the expense for personal phone calls;

MEALS

The maximum meal and tip allowance is \$60 per day. This applies to both the event as well as travel days to and from the event. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

TRAVEL

You must turn in receipts for all travel expenses, including airfare, cab fare, shuttle service, mileage or other ground transportation. Parking and tolls are reimbursable. If normal receipts are not available, a handwritten, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car as this can save money. Please note that when using your own car, mileage reimbursement for CRSC travel shall be equal to the current IRS mileage reimbursement rate for the current year. In addition, any expenses in excess of \$500 will require regional approval prior to reimbursement.

ADVANCES

If you receive an advance, you must submit a reimbursement request, even if no money is due you. This is done to correctly account for the funds. Alternatively, you need to include any unused funds. No funds will be advanced or reimbursed to you if any previous advances that are outstanding for 60 days or more have not been accounted for.

REIMBURSEMENT FOR TRUSTED SERVANTS' NON-TRAVEL EXPENSES

Most reasonable expenses incurred in order to fulfill your service commitment should be reimbursable. All required receipts must be submitted within 60 days of purchase. Some examples of non-travel expenses include supplies, phone or fax, postage, copy/fax paper, printer cartridges, etc. You should submit these expenses under “other” on the Reimbursement Request Form and please include receipt(s). These expenses must fall within the project, board or committee budget allocation as stated above.

A WORD TO THE WISE

If, after reading this CRSC Travel Guidelines, you are uncertain about some particular item as to whether or not it is or would be reimbursable, please contact the CRSC for clarification. A good rule of thumb to use is if something is not addressed clearly in the CRSC Travel Guidelines, it most likely will require prior approval if you plan on requesting reimbursement. As with all policies, these requests will be considered on a case-by-case basis.