



Narcotics Anonymous

Guidelines of the Rogue Redwood Area Service Committee

Article I – NAME

The name of the assembly shall be the Rogue Redwood Area Service Committee of the fellowship of Narcotics Anonymous, hereafter referred to as the RRASC.

Article II – PURPOSE

The purpose of the RRASC is to be supportive of the Area and groups and their primary purpose, by associating a group with other groups by helping a group with their situations and needs, always remembering that each group has but one primary purpose: to carry the message to the addict that still suffers.

Article III – MEMBERSHIP

Section 1. General membership in the RRASC shall be open to all recovering addicts.

Section 2. Voting membership in the RRASC shall be open to the group service representatives (GSRs). In the event that there is not a Quorum of the GSR'S, the area admin would be able to vote. The trusted servants of the RRASC shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, and Alternate Regional Committee Member.

- A. A quorum must be established to conduct business. The quorum of the RRASC is 51% of the active groups. After establishing a quorum, if the number of active participants should fall below quorum, business is not interrupted unless there is a lack of Quorum. The Area admin would be able to vote.
- B. Members qualified to vote are GSRs, ASC Officers and representatives of standing Subcommittees. Representatives of Ad Hoc committees are not qualified to vote.
 - i. A voting participant is a qualified member that votes for or against a motion. Only “yes” or “no” votes are counted. An abstention is a decision not to participate in the vote (i.e. A motion receives 10 votes yes, 5 votes no and 7 abstentions. The motion passes by a vote of 10 to 5.)
 - ii. A 2/3 majority of the voting participants in favor of a motion is required to pass any matters of policy. Matters of policy are: changes to Guidelines, matters referred to the groups by ASC,

- matters referred to the ASC from the RSC, removal of elected officers. Administrative members and subcommittee representatives must abstain from voting on matters of policy.
- iii. For all non-policy matters, a simple majority of all voting participants is required.
 - iv. All motions that affect or change Guidelines, which have been seconded and on which discussion had been held, will automatically be tabled for one ASC so that the GSRs can take the matter back to their groups for their input.
 - v. The Chairperson can vote only in the event of a tie.
 - vi. Qualified members of the ASC, other than the Chairperson, can make motions.
 - vii. Ad Hoc Subcommittee Chairpersons may only make motions pertaining to the assignments of their committee but may not vote.
 - viii. A group is represented by its Group Service Representative (GSR) or alternate Group Service Representative (alt-GSR).
 - ix. If a group is not represented at (2) consecutive ASC meetings, it shall be dropped from the quorum after the second meeting and will be considered inactive.
 - x. Inactive groups will remain in the Meeting Directory as long as the group is known to be in existence and is following The Twelve Traditions of Narcotics Anonymous.
 - xi. A group is considered active once a GSR or Alternate GSR attends a regular ASC meeting.
 - xii. Subcommittees and Ad Hoc Subcommittees are directly responsible to the RRASC.

Article IV – FUNCTIONS OF THE AREA SERVICE COMMITTEE

- A. Conduct a monthly business meeting.
- B. Encourage a spirit of cooperation, participation and unity within the Rogue Redwood Area and NA service structure as a whole.
- C. Support Standing Subcommittees, Recurring Subcommittees, and Ad Hoc Subcommittees and service functions of the Rogue Redwood Area.
- D. Maintain an inventory of NA fellowship approved literature and oversee its distribution and sale, at cost, at the monthly ASC meeting.
- E. Act as a trustee of all ASC funds.
- F. Maintain a mailing address and Phone line.
- G. Produce a Meeting Directory listing all regularly scheduled NA meetings and subcommittee meetings in the Rogue Redwood Area. The Online Meeting Directory is to be updated as requested by groups, and printed schedules to be produced as needed.
- H. Participate in the Pacific Cascade Regional Service Committee (RSC) and the NA service structure as a whole.
- I. Ensure that all of the responsibilities of the ASC trusted servants are carried out.
- J. Perform an annual audit of the ASC Treasurer, Literature Sales, and the Activities Subcommittee
 - i. The audit team will consist of the ASC-appointed team leader to be appointed in May of each year.
 - ii. The audit will review June through May.
 - iii. The ASC Administrative Officers (Admin) will audit the NA Marathon Subcommittee within 60 days of their respective event.

Article V - DUTIES AND REQUIREMENTS OF ACTIVE PARTICIPANTS OF THE RRASC

An understanding of The Twelve Steps, Twelve Traditions and The Twelve Concepts of Service in Narcotics Anonymous is an essential requirement for service in the ASC.

1. Group Service Representative (GSR) and Alternate Group Service Representative (Alt-GSR):

The ASC suggests:

- a. The group elects or appoints a GSR.
- b. GSRs attend the ASC meetings from beginning to end.
- c. GSRs vote their group's conscience and not their own.
- d. GSRs participate in an Area subcommittee.
- e. GSRs accept the responsibilities and duties of the GSR position as set forth in NA fellowship approved literature, "The Group Booklet" and "A Guide to Local Services".

2. Administrative Officers:

All members of the ASC Administrative Committee should be aware of the responsibilities and be sure they are carried out.

General Requirements:

- a. ASC officers must attend Rogue Redwood Area NA recovery meetings and support functions of the Rogue Redwood Area.
- b. ASC officers are expected to attend all ASC meetings and submit a written report and an oral summary of their service since the last ASC meeting.
- c. ASC officers will not accept additional service positions, which may negatively impact their ability to continue to serve the ASC.
- d. Candidates for administrative offices should have a clear understanding of the responsibilities of the position and both the ability and willingness to promote quality service to the Area, as necessary.

CHAIRPERSON:

The Chairperson shall have a minimum of two years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous RRASC experience. The chairperson is responsible for conducting the RRASC meetings. Responsibilities are as follows:

1. Ensures meeting place is available and ready. Calls the meeting to order on time as scheduled.
2. Arranging an agenda and keeping the meeting to the agenda. The chairperson may alter the agenda if needed.
3. Recognizing RRASC and NA members who wish to speak.
4. Enforcing rules relating to debate and to order, per Rogue Redwood Rules of Order.
5. Responding to questions RRASC members have about procedures or points of order and using consensus when appropriate.
6. Accepting motions from the floor. Once a motion is seconded, the chairperson calls for discussion. After the vote is taken the minority will be heard, after which if any member of the majority vote wishes to change their vote, a re-vote will be taken.
7. Making sure everyone who votes is eligible to do so.

8. Represent RRASC at the RSC when neither the RCM or Alt-RCM can attend.
9. Represent the RRASC in correspondence.
10. Co-signer on the RRASC bank account.
11. Appoint all special committees.
12. Declare a meeting adjourned when the committee votes to do so, emergency situations as they arise, or when the meeting reaches the allotted time of two hours.
13. Maintain the RRASC archives.
14. Prepares a monthly written report to be read at each RRASC meeting.
15. Chairs the alternating yearly Guideline Review Committee.
16. Chairs the yearly Budget Review Committee.
17. Holds a key to the Area's storage unit.

VICE CHAIRPERSON:

The Vice Chairperson shall have a minimum of two years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous RRASC experience. The chairperson is responsible for conducting the RRASC meetings. Responsibilities are as follows:

1. Serves as Chairperson if the Chairperson is absent.
2. Co-signer on the RRASC bank account.
3. Acts as a liaison between all subcommittees and ad hoc committee meetings to ensure cooperation and responsibility.
4. Acts as Secretary or Treasurer, if either is absent.
5. Prepares a monthly written report to be read at each RRASC meeting.
6. Attends the alternating yearly Guideline Review Committee.
7. Attends the yearly Budget Review Committee.
8. Acts as a parliamentarian.

SECRETARY:

The secretary shall have a minimum of 1-year continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous NA service experience. Responsibilities are as follows:

1. Conducts a verbal roll call of the RRASC.
2. Assists the chairperson with correspondence.
3. Emails &/or hand delivers copies of the minutes from the previous RRASC meetings to all GSRs, RRASC members, and subcommittee chairs, at the following RRASC meeting.
4. Keeps records described as follows:
 - A. Minutes of all RRASC meetings and any amendments to those minutes.
 - B. These guidelines plus any amendments or additions to them.
5. Co-holder of the RRASC post office box key.
6. Maintain a contact list of RRASC Administrative Members, Subcommittee Chairpersons, GSRs and Alt GSRs.
7. Attends the alternating yearly Guideline Review Committee.
8. Attends the yearly Budget Review Committee.
9. Has New GSRs Packets available at RRASC Meeting. (one on hand)
10. Holds a copy of the RRASC Post Office box key.

11. Ensures that copies of the ASC Guidelines are made available on the RRASC website.
12. All amendments to the ASC Guidelines shall be incorporated into the Guidelines, copied, made available to all participants at the next ASC meeting as well updated on the RRASC website.

TREASURER:

The Treasurer shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous RRASC experience. Responsibilities are as follows:

1. Takes care of all RRASC funds, not entrusted to other trusted servants or committees.
2. Prepares a written financial report to be read at the monthly RRASC Meeting. Receipts and disbursements will be made available upon request. Bank statements will be provided monthly.
3. Disburse funds in accordance with RRASC budget, in a timely manner.
4. Maintains RRASC financial records.
5. Co-Signer on the RRASC bank account.
6. Co-Holder of the RRASC post office box key.
7. Checks the post office box regularly.
8. Attend the bi-yearly Guideline Review Committee.
9. Attend the yearly Budget Review Committee. Co-Chairs all budget review committees for the RRASC.
10. Assists Subcommittee treasurers with preparing their monthly financial reports as needed.
11. Attends all RRASC meetings.
12. Give groups receipts for donations.
13. Will update the Secretary of State on all changes to Non Profit Organization (NPO).
14. Maintain, and be the primary signatory, on the ASC checking account, which will serve as the principal repository for all funds of the ASC.
15. Maintain a check register of deposits and debits, which reflects the status of ASC funds, at all times.
16. The check register shall be available for inspection by any member of the ASC.
17. The Treasurer must not sign any checks on which he/she is the payee.
18. Ensures that the Area's Insurance Policy is renewed and/or adjusted on an annual basis.

REGIONAL COMMITTEE MEMBER (RCM):

The RCM shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous Area Service Committee (ASC) experience. The RCM's duties as an ASC member are to represent the RRASC by carrying the ASC's conscience to the Regional Service Committee (RSC) and conducting themselves in a mature and responsible manner. Responsibilities are as follows:

1. Attends all RRASC and RSC meetings and other related service conferences and assemblies.
2. Notify the Alt-RCM if they cannot attend the RRASC or RSC meeting. If the Alt-RCM is also unable to attend, the RCM must notify the chairperson.
3. Prepare a written report of the activities of the RSC to be read at each RRASC meeting.
4. Provide for feedback (as needed) on current RSC issues.
5. Act as Chairperson if the chairperson and vice chairperson are absent.
6. Acts as a liaison between all groups to ensure cooperation and responsibility.
7. Attends the bi-yearly Guideline Review Committee.
8. Attends the yearly Budget Review Committee.
9. Holds an annual RSC Budget Review meeting and CAR Workshop as needed.

10. Attend the Regional Conference Agenda Report (CAR) Assembly and present a report to the ASC.
11. Represent the group conscience of the ASC at the RSC to the best of his/her ability.
12. Act as the primary point of contact between the ASC and the RSC.

ALTERNATE REGIONAL COMMITTEE MEMBER (Alt-RCM):

The Alt-RCM shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous Area Service Committee experience. Responsibilities are as follows:

1. Serves as RCM, if the RCM is absent.
2. Attends all RRASC and RSC meetings and other related service conferences and assemblies.
3. Prepares a written report to be read at each RRASC meeting.
4. Attends the bi-yearly Guideline Review Committee.
5. Attends the yearly Budget Review Committee.
6. Works closely with the RCM in fulfilling the RCM's duties.
7. Attend the Regional Conference Agenda Report (CAR) Assembly.
8. Be willing to become the RCM upon approval, the following year.
9. Co-represent the ASC at the RSC meetings, with the same responsibilities as the RCM.

LITERATURE REPRESENTATIVE:

The Literature Representative shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous NA experience. Responsibilities are as follows:

1. Store and transport all literature inventory items to the ASC meeting.
2. Maintain an inventory of NA fellowship approved literature and medallions as directed by the ASC. Make them available at ASC meetings.
3. Keep Stater Kits available for distribution at ASC meetings.
4. Keep detailed records of all sales, to be provided to the ASC upon request.
5. Keep a detailed inventory of all items in stock and on order.
6. Take a physical inventory every six (6) month with assistance from an ASC administrative officer and at least one (1) volunteer GSR.
7. To ensure that GSRs receive literature & receipts for their groups.
8. Attends all RRASC and other related service conferences and assemblies.
9. Prepares a written report to be read at each RRASC meeting.
10. Attends the bi-yearly Guideline Review Committee.

ASSISTANT LITERATURE REPRESENTATIVE:

The Assistant Literature Representative shall have a minimum of 1 year continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts. Responsibilities are as follows:

1. Assists the Literature Representative with all of their duties.
2. Has a willingness to being nominated for the position of Literature Representative the following year.
3. Attends all RRASC and other related service conferences and assemblies.
4. Attends the bi-yearly Guideline Review Committee.
5. Attends all quarterly ASC literature inventories.

Article VI – STARTER KITS

After a new meeting is started by NA members, that group may request a Starter Kit from the ASC. A new meeting Starter Kit includes:

- a. One (1) Group Treasurer’s Workbook / Record Pad.
- b. One (1) Group Booklet.
- c. One (1) each of IP numbers 1, 2, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 22, 23 and 24
- d. One (1) New group registration form.
- e. One (1) NA White Book and
- f. The Group Readings

Article VII – AGENDA

The exact agenda will be at the discretion of the Chairperson. The ASC meeting is a service meeting, not a recovery meeting; therefore, we do not have 7th Tradition collection. The items listed below will be included on the agenda, except under unusual circumstances.

- A. The meeting should open with The Serenity Prayer and close with The Third Step Prayer.
- B. The Twelve Traditions and The Twelve Concepts of Service will be read at the start of each meeting.
- C. Introduction / Welcome (new GSRs, Alternate GSRs, visitors)
 - (1) Committee Reports:
 - (a) Secretary distributes previous month’s meeting minutes and submits for approval.
 - (b) Subcommittees / active Ad Hoc committees
 - (c) Administrative officers
 - (2) Group Reports (GSRs or Alt-GSRs)
 - (3) Quorum/Old Business/New Business/Open Forum

Article VIII – STANDING SUBCOMMITTEES

Section 1. The standing subcommittees of the RRASC are:

- A. Activities**
- B. Public Relations (PR)**

Section 2.

- A. All Standing subcommittees shall be governed by guidelines.
- B. The ASC must approve the annual version of each Standing Committee’s Guidelines and are directly responsible to the ASC.
- C. Standing subcommittees are established to serve specific needs as directed by the ASC and are directly responsible to the ASC.

- D. Standing subcommittees shall elect their own officers. The Chairperson of each subcommittee needs to be reaffirmed by a vote at the ASC.
- E. Standing subcommittees shall conduct regularly scheduled meetings and keep minutes and financial records.
- F. Standing subcommittee chairpersons are expected to submit a written report to be given at each regularly scheduled ASC meetings.
- G. If the standing subcommittee chairpersons is unable to attend the ASC meeting, the vice chairperson of each subcommittee will attend.
- H. Any subcommittee that handles money must read a financial statement at the monthly ASC meeting.
- I. All RRASC subcommittee financial statements will be turned in to the RRASC for the annual Budget review.
- J. Subcommittee Chairpersons need to attend the bi-yearly Guideline Review Committee.
- K. Subcommittee Chairpersons need to attend the annual Budget Review Committee.
- L. A representative of Public Relations (PR) must attend the Western States Learning Days and submit a travel reimbursement up to \$300 when attending in person.

Article IX – SPECIAL COMMITTEES

The RRASC may want to create a special committee to study or work on some issues. Typically, such a committee meets a few times to study or work on a problem. It then comes back and gives the RRASC a report that includes its' findings and recommendations. These committees are made up of RRASC Administrative Members and RRASC Subcommittee Chairpersons and any other NA members who wish to participate. Of course, any action to be taken on these findings and recommendations must be approved by the voting RRASC members. Special Ad-Hoc committees will be disbanded upon completion of their work.

- 1. Ad Hoc Committees shall submit final financial reports with copies for the GSRs (to be funded by the ASC).
- 2. All Subcommittees and Ad Hoc Committees should be conscious of any flyers produced by their committees.
 - A. All flyers distributed through the ASC must have the approval of at least one member of the ASC Administrative Committee. All flyers must have:
 - i. A trademark NA logo
 - ii. Rogue Redwood Area of Narcotics Anonymous
 - iii. Name of sponsoring Committee or group
 - iv. Rogue Redwood Area NA website (www.rogueredwoodna.com)
 - v. Group or committee contact info
 - B. No flyers may have:
 - i. Endorsements of any religion or other outside enterprise.
 - ii. Sexually explicit content.
 - C. Any group that distributes a flyer through the ASC must be financially accountable to the ASC (i.e. a closing spreadsheet to include the expense report and income report).

Article X – ELECTIONS

Section 1. Election of trusted servants and standing subcommittee chairpersons for the RRASC will be held annually at the regular May RRASC meeting, with nominations accepted in March, April and May.

Section 2. No trusted servant or subcommittee chairperson shall hold more than one RRASC position at a time, and no administrative member shall be eligible to serve more than two terms consecutively in the same position.

Section 3. Interim trusted servants may be elected as required. Their term of service shall be for the remainder of the predecessor's term of service and shall conclude at the annual election.

Section 4. Any member of NA, except for the acting chairperson, may nominate a suitable individual for any RRASC position. RRASC members can second nominations; only RRASC members can vote.

Section 5. All administrative positions are elected by a majority vote of the ASC. If no nominee receives a majority of the votes cast, a runoff election is held between the top two choices.

Section 6. Anyone nominated or elected to a RRASC position, must be present at the RRASC meeting. All nominees must give verbal service qualifications at the time of nomination.

Section 7. Elections for new officers and Subcommittee Chairpersons are held prior to the inventory process, to allow new officers the benefit the inventory input.

Section 8. All officers shall be elected to a term of thirteen (13) months. Outgoing officers are expected to provide all reasonable assistance to the incoming officers during their transition.

Section 9. No one may serve more than six (6) consecutive years as an administrative officer. This is done to practice the principle of rotation of service and to encourage others to serve.

Section 10. A motion to remove any elected officer shall be treated as a policy matter.

Section 11. If an administrative position becomes vacant during the year, a special election will be held the following month. Nominees must be present to qualify themselves in order to be eligible for election.

Article XI – ASC GUIDELINES

Amendment and Additional Procedures

Section 1. GSRs, RRASC administrative members (except the Chairperson) or Subcommittee Chairpersons may propose amendments or additions to these guidelines at a regular RRASC meeting. This is the procedure for amendments or additions to the guidelines:

- a. Any member (except for the Chairperson) can propose an Amendment to the guidelines for the RRASC to consider.

- b. If at least 2/3 of the voting members present at a RRASC meeting agree to consider the proposal; it goes back to the groups for a group conscience vote.
- c. All other motions must be passed by 2/3 present majority.
- d. The proposal is accepted as an amendment if at least 2/3 of the voting members present at the next RRASC meeting approves the proposed guideline change.

Section 2. The amendment shall go into effect immediately upon its adoption unless the motion adopted specifies at a time otherwise.

Section 3. The RRSC guidelines shall be revised and presented for approval at the regular May RRASC meeting (unless it has been called for earlier by the RRASC Chairperson). A 2/3 majority of voting members present shall be required for approval.

Article XII – ASC INVENTORY

Section 1. The purpose of the ASC inventory is similar to the purpose of a 4th Step inventory in our personal recovery. It allows the ASC to take stock of where it is and how well it is carrying out its purpose. This inventory could include an assessment by the ASC of how well the ASC as a whole is fulfilling its collective purpose, as well as an assessment by all trusted servants at the ASC of how well they are performing their individual responsibilities.

Section 2. The Administrative Committee will distribute a written inventory outline to the GSRs at the May ASC meeting to solicit input from groups. The ASC inventory will take place on an annual basis.

Section 3. At the June ASC meeting, the outgoing Administrative Committee conducts the inventory process.

Section 4. The incoming Administrative Committee of the ASC will take responsibility for preparing a summary of the inventory. A written and oral report of the inventory, including the appropriate recommendations, will be made to the ASC at the July meeting.

Article XIII – BUDGET

Section 1. The budget for the upcoming fiscal year shall be prepared immediately following the May ASC meeting. All outgoing and incoming ASC Admin members and Subcommittee Chairs are required to attend.

Section 2. The budget shall be based solely on the projected 7th Tradition income, to avoid relying on fundraising activities for basic operation.

Section 3. At the June ASC meeting, the outgoing Administrative Committee conducts the inventory process. This projection is based upon the previous year's actual yearly total for 7th Traditions and 75% of donations from Activities and NA Marathons.

Section 4. A prudent reserve shall be set at the annual budget.

Section 5. All monies above the prudent reserve at the end of the ASC business each month will be donated to the Regional Service Committee.

Section 6. Literature expense is solely used for the tracking of literature expenses, and it is not considered as part of the budget total.

Section 7. A prudent reserve will be set and earmarked for the NA Marathons.

Article XIV – REMOVAL OF TRUSTED SERVANTS AND OR SUBCOMMITTEE CHAIRPERSONS

Section 1. A service member may be removed from their position for non-compliance after due notification by the RRASC. Non-compliance includes, but is not limited to:

1. Non-fulfillment of the duties of their positions.
2. Second absence from a regular meeting of the RRASC during their term without prior notification to the Area Chairperson or Vice Chairperson.
3. Loss of clean time.
4. Theft of Narcotics Anonymous funds or other resources.

Section 2. In the event of an absence, a written report shall be submitted to the Chairperson or Vice Chairperson.

Article XV – 10TH CONCEPT

1. Any member feeling entitled to a “redress of a personal grievance,” under the 10th Concept for NA service, must submit their grievance in writing to the ASC Chairperson prior to any regular ASC meeting.
2. The ASC Chairperson will make provision on the agenda for presentations of the grievance to the ASC.
3. The member who makes the request for redress will provide copies of the specific grievance to all members of the ASC.
4. The ASC will discuss the grievance and make such a resolution, as it deemed appropriate.

Article XVI – MEETINGS

Section 1. The RRASC shall meet monthly on the 4th Sunday of the month. If the RRASC meeting falls on a weekend when the RSC/GSR assembly meets; the RRASC will meet on the 3rd Sunday of the month. The RRASC meeting date and/or time may be changed as needed by a majority vote of voting members present at any RRASC meeting.

Section 2. Voting on all RRASC motions affecting budget or guidelines will be by GSRs only, or their alternate if the GSR is absent, on a one vote per group basis. A 2/3 Majority vote prevails.

Section 3. Attendance and discussion at the RRASC are welcome from any recovering addict. Motions and nominations can be made by anyone in attendance except the Area Chairperson. Anyone may second the nominations.

Section 4. Special meetings may be called by the Chairperson of the RRASC and shall be called upon the written request of members of the RRASC. The purpose of the meeting shall be slated. No business other than that which is slated will be conducted.

Section 5. In all areas not covered by these guidelines, the 12 Traditions & 12 Concepts of Narcotics Anonymous, the Guide to Local Service and Rogue Redwood Rules of Order will be used.

Article XVII – FUNDS

Section 1. All monies accumulated by the RRASC from group contributions and all other Narcotics Anonymous sources shall be maintained in a bank subject to disbursement for paying obligations. Signatures of one of the following trusted servants shall be required on all disbursements:

- A. Chairperson
- B. Vice Chairperson
- C. Treasurer

Section 2. Disbursements of RRASC funds shall follow the RRASC budget; unless, an exception (no greater than \$100) is approved by the RRASC Chair.

Section 3. The RRASC budget shall be revised and presented for approval, after review by the groups, at the regular May RRASC meeting. A 2/3 majority of voting members present shall be required for approval.

Section 4. RRASC donations to the RSC shall be as budgeted per month or any amount over the RRASC's prudent reserve, to be disbursed at the RRASC meeting prior to the quarterly RSC.

Section 5. The travel allotments for RSC and the CAR assembly will be disbursed individually. Mileage reimbursement shall be at the prevailing Federal Mileage Reimbursement rate. The rate is generally effective as of January 1st of each year. (The current Federal Mileage Reimbursement as of January 1, 2023 is 65.5 cents per mile.)

The starting mileage and ending mileage of the vehicle will act as a receipt and be provided to the RRASC Treasurer so that financial reimbursement is made.

Section 6. Travel allotment for PR for Western Service Learning Days shall be \$300.00. Attending members to provide expense receipts.

Article XVIII – THEFT POLICY

Anyone elected to a trusted servant position to the Rogue Redwood Area Service Committee of Narcotics Anonymous (RRASC) that handles money or is an Authorized signer on the RRASC bank account, or is an Authorized signer on the RRASC subcommittee bank accounts, shall agree to; but, is not limited to the following:

1. Must have 2 years clean time.
2. Do not make cash withdrawals from any bank account.
3. Keep all receipts.
4. Purchase only what is needed and agreed upon by the RRASC or its subcommittees.
5. Do not sign checks in advance.

The ASC shall hold individuals responsible for Rogue Redwood NA funds and merchandise entrusted in their care.

The 11th Concept for NA Service establishes the sole, absolute priority for the use of NA funds: “to further our primary purpose”. The 11th Concept gives the RRASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by RRASC Trusted Servants must not be tolerated.

Should any RRASC participant or trusted servant be found to have misappropriated, or misused RRASC funds, the presiding officer of the RRASC shall, immediately, upon calling the RRASC meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved.

Any member accused of misuse of funds may exercise their 10th Concept right to redress at that time.

RRASC Action:

- A. The RRASC once informed of an alleged misuse of funds, may remove the individuals(s) involved “with cause” by a 2/3 vote.
 - i. Should the RRASC remove a member with cause, said individual(s) participation within the RRASC is immediately terminated.
- B. Any member removed by the RRASC for misappropriation, or misuse, of funds may not hold an elected seat on the RRASC or its subcommittees for a period of two (2) years.

Restitution:

Individuals removed for misappropriation of funds are expected to make full restitution. 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 RRASC.

ROGUE REDWOOD AREA RULES OF ORDER

Decorum Statement

Meetings will be conducted according to these Rules of Order, adapted from *Robert's Rules of Order*. This time-honored system for conduction of business is the clearest way yet designed for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be use as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our 12 Concepts; please, do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is underway, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate, Limits

Debate is the formal exchange of views of an idea. Unless otherwise specified, debate on both main motions is usually limited to two (2) or three (3) pros and two (2) or three (3) cons (speakers for or against the motion). Speakers addressing the motion in debate usually have two (2) or three (3) minutes in which to speak their minds.

Motions

There are two basic kinds of motions. It is important to understand the difference between them. These kinds of motions are *Main Motions* and *Parliamentary Motions*.

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the Chairperson, the member says: "I move that such-and-such be done by (this committee, one of its' subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it, and its' intent out. This is especially important for long or complicated motions.

Every motion requires a *second* – the backing of another person who either wants the idea put into practice or wants to see further discussion on the idea take place. After one person makes a motion, the Chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says "I second that." If nobody seconds a motion, the chair will say: "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the Chairperson may rule it *out of order*. A motion may be ruled out of order for any one of several reasons; the main motion goes against the committee's standing policy, clearly contradicts one of The 12 Traditions, 12 Concepts of NA Service, the PCRSC By-Laws, or is inappropriate at the

particular point in the meeting at which it is made. *Robert's Rules Of Order* can be consulted for more specific examples of motions that are out at any given time.

Any member of the committee who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described below. If no appeal is made, or if the direction of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be understood as “sub-motions” made during debate on a main motion that affect the motion in some way. There are many more of these than space and practically permit us to include here.

1. Motion to **Amend**

***Simple Majority Required**

***Debatable**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say “*I move to amend the motion*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted; the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has been carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second vote is required, no debate is called for, and no vote need to be taken on the amendment; debate proceeds as if the main motion had formally been amended. This is called making a *friendly amendment*.

2. Call for the **Previous Question**

*** 2/3 Majority Required**

***Not Debatable**

For our purposes, this may be the most important parliamentary motion. Use it often. The motion is made by a member saying: “*I call for the question,*” or “*I move the previous question.*” It is another way of saying “*I move that debate come to a stop right now and that we vote immediately.*” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chair must recognize you when you make this motion, and a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, liberal use of this motion makes it unnecessary for the Chair to be heavy-handed in stopping discussion, because the Chair knows you will stop it soon enough.

3. Motion to **Table**

***Simple Majority**

***Not Debatable**

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying: “*I move that we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to **Remove from the Table** ***Simple Majority** ***Not Debatable**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying: *“I move to remove from the table the motion to such-and-such.”* If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails; the body moves on to the next item of business.

5. Motion to **Refer** ***Simple Majority** ***Debatable**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad-hoc committee for further study. This can be done by a member saying: *“I move to refer the motion to the such-and-such subcommittee.”* If the motion to refer is seconded, the body may debate it before voting. If the motion to refer does not pass; the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has to come up with at the next meeting of the full committee.

6. Motion to **Reconsider or Rescind** ***Majority Required Varies** ***Debatable**

Sometimes a member feels that a motion that committee has passed will prove harmful. That member can either move to *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original vote on the motion.
- The member must have been with the winning side of the original vote.

7. Request to **Withdraw a Motion** ***Unanimous Consent** ***Not Debatable**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The Chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a **Substitute Motion** ***Simple Majority** ***Debatable**

A substitute motion is the same thing as an amendment to a motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to **Adjourn** *** Simple Majority** ***Not Debatable**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the Chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

ORDER OF THE DAY

If a committee member feels that business is going too far astray from the original agenda, that member says: ***“I call for the order of the day.”*** This means: “I move that the Chair brings us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote. The chairperson is obligated to honor the request unless 2/3 of the body tell the Chair otherwise.

POINT OF INFORMATION

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson: ***“Point of information.”*** This means: “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information, it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the Chairperson or another member of the body.

POINT OF ORDER

If it appears to a committee member that something is happening in violation to the rules of order, and if the Chairperson has not yet done anything about it; the member may simply say out loud: ***“Point of order.”*** The Chairperson then says: “What is your point of order?” The member then states the question and asks the Chairperson for clarification. If the Chair agrees that the rules are not being followed, the Chair says: “Your point is well taken,” and restates the appropriate rule. If the Chair does not agree, the Chair says “Overruled.” This decision, as all others, can be appealed.

POINT OF APPEAL

Any time that the Chair makes a decision; that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying: ***“I appeal the decision to the Chair.”*** If the appeal is seconded, the chair then asks: “On what grounds do you appeal my decision?” The Chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is then taken, requiring a simple majority to overrule the original decision of the Chair.

PARLIAMENTARY INQUIRY

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all the member has to do is ask. At any time, a member may simply say out loud: ***“Point of parliamentary inquiry.”*** The Chairperson must immediately recognize the member so that person may ask how to do such and such. The Chair will answer the question, possibly referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted on.

POINT OF PERSONAL PRIVILEGE

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent; you may interrupt the

proceedings by saying: ***“Point of personal privilege.”*** If the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the Chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the Chair to see the hands of all in favor, then all opposed, then by abstaining on each issue. The chair should ask for all three (3) categories every time, just to be thorough, even when the majority is overwhelming.

Appendix A.	Sample Agenda
Appendix B.	Sample Motion format
Appendix C.	Calendar of regular issues and responsibilities
Appendix D.	ASC Audit Materials and Process
Appendix E.	Monthly Budget

APPENDIX A: SAMPLE AGENDA

RRASC GENERAL MEETING

1. Opening
 - A. Serenity Prayer
 - B. 12 Traditions
 - C. 12 Concepts
 - D. Read and Approve Minutes
 - E. Birthdays
 - F. Introduction of New GSRs
2. Roll Call of Admin, Subcommittees and Groups
3. GSR Reports
4. Admin Reports
5. Old Business
6. New Business
 - A. Motions
7. Closure
 - A. Next ASC date

APPENDIX B – SAMPLE MOTION FORM



**ROGUE REDWOOD AREA OF NARCOTICS ANONYMOUS
MOTION FORM**

Maker: _____ **Date:** _____

Seconded By: _____

Motion: _____

Intent: _____

Vote:

For: _____ **Against:** _____ **Abstain:** _____

Motion Outcome:

Carried: _____ **Failed:** _____ **Withdrawn:** _____ **Tabled:** _____

Referred to:

Groups: _____ **Committee:** _____ **Ad-Hoc:** _____ **Other:** _____

APPENDIX C. CALENDAR OF REGULAR ISSUES AND RESPONSIBILITIES

JUNE

- The outgoing ASC Admin conducts the Area Inventory Process.
- The budget for the upcoming fiscal year shall be presented to the ASC for approval.

JULY

- A written and oral report of the ASC inventory, including appropriate recommendations, will be made to the ASC at the July meeting.
- RRASC Budget as well as the budgets of all Subcommittees is finalized and approved by the ASC.
- Literature physical inventory
- ASC Financial Audit
- Review ASC yearly calendar and confirm there are no conflicts (i.e. Memorial Day, Thanksgiving, Christmas)

AUGUST

- Present results of Literature physical inventory started in July
- Present calendar to ASC members and post online

SEPTEMBER

OCTOBER

- The ASC Chair will create an Ad-Hoc for the NA Marathons. The chair will appoint a Chair for this Ad-Hoc from the list of members who have volunteered to serve on this Ad-Hoc.

NOVEMBER

DECEMBER

JANUARY

- Literature physical inventory

FEBRUARY

- The ASC Admin will audit the NA Marathon Subcommittee
- Present results of Literature physical inventory started in January

MARCH

- Nominees accepted for RRASC Admin
- Solicit input for ASC inventory

APRIL

- Nominees accepted for RRASC Admin
- Announce ASC Admin and Subcommittee Chair elections in May.

MAY

- RRASC Guidelines will be presented for approval at the May RRASC meeting in even numbered years.
- Nominees accepted for RRASC Admin.
- Election of RRASC Admin and Subcommittee Chairs.
- Distribute ASC Inventory questions for the GSRs to get feedback from the groups.
- The budget for the upcoming fiscal year shall be prepared immediately following the May ASC meeting. All outgoing and incoming ASC Admin and Subcommittee Chairs are required to attend.
- ASC Financial Audit to take place after elections. It is suggested that the incoming Treasurer be present as well.

APPENDIX D. ASC AUDIT MATERIALS AND PROCEDURES

Audit should include a review of the following:

- The 12 month audit cycle beginning from the month of July through and including the month of June.
- It is suggested that the incoming Treasurer be present so that he/she can familiarize themselves with the process and learn what is to be expected when it is his/her turn to be audited at the end of their cycle.
- The audit will take place after the June elections and a report given no later than the August ASC meeting.
- Copy of an up-to-date budget to actuals is provided at audit.
- Copy of previous audit provided.
- Copy of monthly Treasurer report be kept with monthly records, and/or printed and provided at audit.
- An up-to-date motion log in hard copy is provided at audit.
- Literature inventory will be counted after every meeting and a running inventory kept throughout the year.
- 7th Tradition receipts, both from email and in-person ASC

APPENDIX E MONTHLY BUDGET

ACTUAL EXPENSES AND RECOMMENDED BUDGET

EXPENSE	2022-2023 ACTUAL COST	2024 ANNUAL / MONTHLY	
1. Phone Lines	\$ 126.72	\$ 138.00	(\$ 11.50)
2. Printing	\$ 1,260.00	\$ 1,300.00	(\$108.00)
3. PO Box	\$ 188.60	\$ 200.00	(\$ 16.67)
4. PR Literature	\$ 1,440.00	\$ 1,500.00	(\$125.00)
5. Travel (RCM)	\$ 1,200.00	\$ 1,600.00	(\$440 x 4)
6. Rent for RRASC	\$ 360.00	\$ 480.00	(\$ 40.00)
7. RRANA Website	\$ 167.88	\$ 167.88	(\$ 13.99)
8. Area Insurance (including non-profit)	\$ 1,869.00	\$ 2,000.00	(\$116.67)
9. Marathons	\$ 420.00	\$ 450.00	(\$ 37.50)
10. Recovery Fair	\$ 50.00	\$ 50.00	(\$ 4.16)
11. WSL PR Travel	\$ 300.00	\$ 300.00	(\$ 25.00)
12. Misc. (Supplies)	\$ 600.00	\$ 600.00	(\$ 50.00)