

SFRNA

**SOUTH FLORIDA REGION
of NARCOTICS ANONYMOUS**

**43 S. Powerline Road, #262
Pompano Beach, FL 33069**

REGIONAL SERVICE COMMITTEE

POLICY MANUAL



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I. REGIONAL SERVICE COMMITTEE

A. Purpose

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups with their basic situations and needs; and by encouraging the growth of the fellowship.

B. Composition

The RSC is a committee made up of the Regional Committee Members (RCM) from each Area within the South Florida Region of NARCOTICS ANONYMOUS (SFRNA). The RSC is designed to provide service to its member Areas.

C. Function

An Area Service Committee, (ASC) and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member groups, the South Florida Region serves three basic functions:

1. The primary function of an RSC is to unify the Areas within its region.
2. The secondary function of an RSC is to carry the message of recovery through subcommittee actions.
3. The third function of an RSC is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference and by helping our World Services.

D. Tradition Nine

This tradition states that we “ought never be organized, but we may create service boards or committees directly responsible to those they serve”. For the purpose of this tradition, “organized” means having management or control. This tells us our trusted servants will never rule, censor, or dictate to us. However, it does all our committees good to write guidelines to make their efforts more effective. The purpose of laying out these committees in an orderly form, showing what they do and how they can relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method by which the services necessary to NA can be provided and performed with the minimum of confusion. In a sense, these regional guidelines are keeping with our Ninth Tradition.



II. RSC MEETINGS (Regional Weekend)

A. General

1. The RSC meeting shall not be held at any convention.
2. All RSC business shall be conducted in 2 days:
 - a. Saturday is for Subcommittee meetings, Administration Committee (Admin), and any other workshops as needed at same location (9am to 5pm).
 - b. Sunday is for the RSC meeting (9am to 6pm).
3. There should be a Recovery Meeting prior to or at the Saturday night activity.
4. Every October RSC is designated for a RCM Learning Day.
5. Hurricane Contingency Plans: if a hurricane warning has been issued for an area where the RSC weekend has been scheduled, the following must take place by the hosting RCM/ADMIN:
 - a. RCM must contact the Chair or Vice Chair of the RSC to update them on the current situation.
 - b. RSC Chair or Vice Chair will instruct the RCM to contact the hotel about the Act of God Clause if a hurricane will strike the area or an evacuation is ordered.
 - c. At the earliest possible time the RCM will inform the RSC Chair or Vice Chair of an evacuation who will then cancel RSC weekend.
 - d. RSC Chair or Vice Chair will contact the Secretary to inform the RCMs of the cancellation.
 - e. If a new date can be set, Admin will follow emergency procedures as referenced on page 10, number 7), to decide if RSC will be rescheduled.

B. Host Area

1. The RSC Weekend shall rotate among the member Areas on a two-year rotation based upon a request process. A requesting Area will attend the ADMIN meeting and provide the ADMIN Committee with a completed hotel form and questionnaire at minimum six months (at maximum ten months) prior to the weekend they wish to host the RSC.
2. If there is more than one Area at the same time requesting to host an RSC on the same weekend then the Admin committee will select one based on their last hosting of an RSC, financial prudence and fair rotation between the geographic boundaries of the Region.
3. Should an Area be unable to host the RSC for any reason; or if there is no request to hold the RSC six months prior then the responsibility shall be for the Admin to host the weekend at the most feasible location. The June RSC shall be given a priority bid for the benefit of SFRNA; at the convention site if it falls within RSC site guidelines The Regional Admin will prepare a flyer, with all



details of the RSC, including schedule of meetings, directions, and map, so that it is included in the Regional Activities Calendar.

4. It will be the responsibility of each RSC Subcommittee Chair to notify the RSC Chair or Vice-Chair of any changes or additions on the meeting time of their respective Subcommittee. This must be done no less than 1 week prior to RSC. Anyone requesting a workshop at the RSC should make a motion to do so.

C. Site

1. Our experience has shown that it is preferable to hold an RSC at a hotel. If a hotel is chosen, these are some of the considerations to have in mind:
 - a. Try to locate lower-cost hotel rooms.
 - b. Negotiate with hotel for group-rate:
 - i. On East Coast: 15 room-nights
 - ii. On West Coast: 22 room-nights
 - iii. In the Keys/ Orlando: 55 room-nights.
 - iv. Ensure that 1-2 handicapped accessible rooms are included in the block and that the hotel is handicapped accessible. Also ensure there are enough refrigerators for those with medication needs.
 - c. Negotiate with hotel for space(s) for Saturday's meetings, Saturday night activity and Sunday's meeting with the specific times we need to end each activity.
2. The meeting set up for Saturday's subcommittee will be three separate rooms (to accommodate 25 people each) or a space with partitions that would insure noise reduction.
3. The meeting space required for Sunday would be able to accommodate 50 people.
4. If an Area chooses not to host the RSC in a hotel:
 - a. Locate a reasonably priced hotel near the RSC site and include this information in any RSC flyer.
 - b. Secure meeting space that meets requirements outlined in #3 & #4.

D. Costs

1. Region will pay for the costs of meeting space and flyers, as follows:
 - a. Rental for the weekend meeting space, whether in a hotel or not, should not exceed \$1,800.00 without prior RSC approval.
 - b. The RSC Admin may produce the announcement/schedule flyers.
2. All funds raised at the Saturday night activity go to the Host Area, to be used as they see fit.



3. If an Area chooses to hold an Activity at a location other than the RSC meeting place, it would be the Host Area's responsibility to bear this expense.

E. Format

1. Open Meeting with the Serenity Prayer.
2. Read Twelve Traditions (Vice-Chairperson).
3. Read the Twelve Concepts.
4. Roll Call (Administrative Committee, Standing Committees, Ad-Hoc committees, and Areas).
5. Quorum Determination
6. Secretary's report.
7. RCMs report (alphabetically).
8. RDs report.
9. ADs report.
10. Recess for set time (optional) noted in the meeting report.
11. Standing and Ad-Hoc committee reports (alphabetically).
12. Recess for set time (optional) noted in the meeting report.
13. Nominations and Elections.
14. Old Business.
15. Open Forum: The floor is open to any NA member. The secretary shall prepare a list of those willing to speak.
16. Treasurer's Report.
17. New Business (Note: All new business motions excluding procedural motions must be in before the beginning of New Business.)
18. Money motions.
19. WSC, SEZF Donation.
20. Announcements and plans for the next RSC Weekend are discussed.
21. Budgets (Post yearly in October meeting report).
22. Close Meeting with the Serenity Prayer

F. Agenda

The Chairperson, in conjunction with the secretary, will arrange the agenda prior to each meeting.



G. Discussion Limits and Motions

1. The following have a voice on the floor:
 - (a) Administrative Committee Members
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Secretary
 - iv. Alternate Secretary
 - v. Treasurer
 - vi. Alternate Treasurer
 - vii. Member at Large
 - viii. Regional Delegate (RD)
 - ix. Alternate Delegate (AD)
 - (b) RCMs or their RCM Alternate (in absence of RCM.)
 - (c) Standing Committee Chairpersons or their Vice Chairperson (in absence of Chair.)
2. The following can make or second motions:
 - (a) RCMs or their RCM Alternate (in absence of RCM.)
 - (b) Standing Committee Chairpersons or their Vice Chairperson (in absence of Chair.)
 - (c) Vice-Chairperson, Member At Large (MAL), Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Regional Delegate (RD) or Alternate Delegate if R.D. is not present.
3. Participation limits on motions:
 - (a) Main Motion: 2 pros /2 cons
 - (b) Amendment: 2 pros /2 cons
 - (c) Reconsider a previous question: 2 pros/ 2 cons
4. All motion seconds must come from the floor.
5. The motion maker for all motions must be present (on the regional floor) to make the motion.
6. All motions that change or initiate policy shall:
 - (a) Contain the policy that is affected.
 - (b) Be referred to the Admin for discussion at the next Admin Committee meeting prior to being presented at the following RSC to be voted on at the next RSC.
 - (c) Shall go back to Areas after the Admin committee has reviewed any recommendation regarding conflicts in policy.
7. All motions sent back to the ASCs concerning money shall have a dollar figure.
8. All motions sent back to the ASCs shall have an intent included.



9. All motions sent back to the ASCs shall include a one sentence summary of the Pros and of the Cons. The Chairperson shall ask one of the Pros and one of the Cons to give a one sentence summary to be placed in the minutes to go back to the Areas.
10. If two members, having a voice at the RSC decide that there is an emergency which requires the Chairperson to poll the RSC voting members, the following procedures shall apply:
 - (a) The Chairperson will request the emergency motion to be made for the specific reason why the motion is an emergency and cannot wait until the next Region.
 - (b) The Chairperson will contact through any available means – every trusted servant who has a voice in the RSC to vote in favor of or against the motion being considered an emergency.
 - (c) A simple majority in favor is needed for the Chairperson to proceed with the emergency motion.
 - (d) The Chairperson will take votes on the motion from the RCMs.
11. All money motions proposing to send money outside of the Region and not including NAWS donation must be sent back to Areas to be voted on.
12. All motions that ask to accomplish something outside the normal course of regional business will go back to ASCs for discussion. “We define the normal course of regional business as any action or course of action that is in direct support of its member areas and in turn their groups.”

H. Quorum

1. Quorum shall be established at the start of the RSC and shall remain until adjournment or until quorum is called for.
2. Quorum is one more than half of the member Areas.
3. Only duly elected alternates/designated representatives are eligible for quorum in the representative’s absence.
4. Quorum must be reached by thirty (30) minutes after scheduled starting time.
5. If the quorum is not reached reports can be given, but no motions can be made.
6. Any Areas that are not present for two consecutive RSC meetings will be removed from the roll call and no longer be considered for quorum determination at the third consecutive missed meeting.
7. Any Area that has been removed from the roll call will be added back at their next attended regional meeting and will be considered for quorum determination.
8. Any RCM or Subcommittee Chairperson leaving the RSC before its end should notify the Secretary upon leaving.

I. Voting

1. RCM'S only. In the case of a tie, the ADMIN will be polled. RCMs (or designated Alternate RCM) and the ADMIN committee members shall have a vote.



2. Voting will be done by a show of hands. A roll call vote can be called at any time by the voting participants. Roll call vote will be reflected in the minutes.
3. Any motion either requiring a simple majority or 2/3 will be counted as votes cast.
 - a. An abstention is a failure to cast a vote. Therefore, abstentions do not count toward the number of votes cast. (Example: With 11 Areas present, there are 2 abstentions and 9 votes cast. 2/3 of votes cast is now 6).
 - b. In the event abstentions are more than the prevailing vote, the motion is automatically tabled.
4. Any new Area that comes to the RSC may start voting and be recognized that day.

III. REPORTS

A. RSC Meeting Reports

1. All reports should be limited to ten minutes per report.
2. All reports should be submitted to the RSC secretary by end of RSC meeting.

B. Yearly Meeting Reports

1. Yearly reports will represent the term just completed; therefore, reports cover the October RSC through the August RSC with the exception of the SFRC financial statement. These reports will be submitted to the Secretary for submission in the August minutes.
2. Requested RCMs report – A request to compile a report on your Area consisting of the following information to aid the Region in its service to its member areas:
 - a) Number of meetings: H&I and total number of meetings.
 - b) Size of local fellowship.
 - c) H&I Activity.
 - d) Public Relations activity.
 - e) Other Committee Activity.
 - f) Major accomplishments (Public Relations services, Area Service Office(s), etc.)
 - g) Specific problems or situations.
 - h) Plans for the coming year.
 - i) Brief summary of what your Area would like to accomplish at the WSC.



IV. NOMINATIONS and ELECTIONS

A. April RSC

1. At the April RSC, the following positions get a priority vote of confidence: AD, Vice-Chair, Alternate Secretary and Alternate Treasurer.
2. The vote of confidence requires a 2/3 majority. Anyone not receiving a 2/3 majority becomes a nominee for their respective position.
3. Upon election, member shall resign any regional, administrative committee, subcommittee chair position as well as BOD President and Vice President.
4. No member shall hold two region-elect positions with the exception the SFRCNA BOD, not to include the SFRCNA President and Vice President.

B. June and August RSC

1. All Nominations are brought in June. Elections are held in August, except for SFRCNA Board positions.
2. One-year terms begin at the close of business of the August RSC and end at the close of business of the following August RSC.
3. A member must be present at nominations and election.
4. Voting is done by roll call vote.
5. During the voting process, nominees are asked to leave the room.
6. Upon election, the member shall resign any area position where there is a conflict due to voting.
7. When there are more than two nominations, if no candidate gets a clear majority, the following procedure will be followed:
 - a. Nominees will be asked to state their qualifications.
 - b. Anyone with a voice on the regional floor may ask the nominee a question except someone who has been nominated and is running against that person for the same position.
 - c. A vote will be taken.
 - d. The nominee with the least number of votes will be eliminated.
 - e. The process continues until there are two nominees.
 - f. The nominee with the most votes is elected.

C. October and December RSC

1. The RSC Chair will appoint a liaison from our region to the ECCNA Advisory Board at the October RSC.



2. SFRCNA Board positions are nominated in October and are elected at the December RSC.
3. The term of office for SFRC Inc. Board members is two (2) years, except for the Host Committee Chair (who will be in the 2nd year of a two (2) year term).
 - a. Four (4) of the nine (9) RSC elected Board members are elected in even numbered years.
 - b. Five (5) of the nine (9) RSC elected Board members are elected in odd numbered years.
 - c. In the event of a vacancy on the Board, the RSC will replace the vacant seat to finish the corresponding odd or even term.
5. All SFRC Inc. Board members will be elected by the RSC. Exception: the Host Committee Chair and Vice-Chair, who are elected by the SFRC Inc. BOD.
6. During the October Admin meeting, the single point of accountability will be assigned by the admin committee for the following responsibilities and tasks:
7. Decide which member of admin will be responsible for holding all equipment needed to host a hybrid region. This includes, but may not be limited to, all extension cords and any technology the region has purchased such as laptops, audio and visual equipment, extension cords, WIFI hotspots, etc.
8. Decide which member of admin maintains regional mailbox including rental payment and mail collection on a monthly basis. On the months where no region is held they will forward time-sensitive mail to appropriate committee members; otherwise, mail will be delivered to the RSC.
9. All regional donations mailed to the mailbox which are deposited to the regional bank account as quickly as possible gets to the treasurer the same business day.
10. Decide whom shall be the direct line of communication to the Florida region for the purpose of discussing any items of common interest and/or shared services. They will report on any such items to the RSC.
11. Decide who will coordinate changing signers on the bank account to keep the region's accounts up to date and accurate. All signers should be updated before the December RSC.
12. A specific plan will be created to update Sunbiz and file any required tax documents.

D. Nomination and Term Limits

1. All qualifications for regional nominations must be in written form, to include clean time, and prior NA service commitments.
2. There will be a limit of 2 consecutive terms in any one regionally elected position with the exception of the SFRCNA BOD.
3. No trusted servant may serve more than four (4) consecutive terms in total for regionally elected positions except for the SFRCNA BOD.



V. REMOVAL OF OFFICERS

A. Resignation

1. Notification of resignation to RSC Chairperson or loss of clean time.
2. After two consecutive RSC meetings missed the position is declared open.

B. Removal

1. An RCM can move for removal with a stated cause.
2. 2/3 majority required and a roll call vote.

VI. TRAVEL POLICY

A. Outside the Region

1. The RSC will pay travel and per diem for the AD to go to the WSC based on a vote at the RSC prior to the event.
2. To receive funding for travel, trusted servants must submit a budget proposal to the RSC Administrative Committee for recommendations. The RSC will have the final vote of approval.
 - a. The Administrative Committee may recommend total funding, partial funding or no funding for a proposed travel expense based on the priority of the trip to the region and available funds, but the RSC shall have the final authority.
 - b. Subcommittees are permitted travel expenses for out of region functions, not to exceed \$350.00 per committee (SEE _____lows VIII A2). This is to be included in their budgets. These funds are not to be used to attend the WSC annual meeting in April.

B. Procedure for Travel Outside the Region

1. All travel, which requires transportation by common air carrier, will be secured in the following manner.
 - a. The individual trusted servant will be responsible for arranging his or her own travel itinerary.
 - b. All airfares should be arranged far enough in advance to obtain the best possible advance purchase, Saturday night stay available. The individual will be locked into the lowest fare.



If any other arrangement is to be made it is the responsibility of the party who is traveling to pay the additional cost.

- c. All advance hotel reservations made by the trusted servant will be paid in check form to the facility by the RSC Treasurer in advance.
 - d. RSC Per Diem will be \$45.00 per day. This will be paid to the individual by check, in advance.
 - e. The Region will pay for one room for both the RD and the AD. When the RD and the AD are of different gender and “Buddy System” is not workable, only then will the region pay for two rooms.
2. For the CAR workshop in Macon, GA the So. FL Region will pay for 2 rooms, one for males, one for females; ground transportation will also be supplied by the So. FL Region, one van from the east coast, one van from the west coast.

C. Travel to RSC

1. An RSC trusted servant (Subcommittee chair or Admin member) may be reimbursed as follows for attending an RSC:
 - a. If they use their own car or public transportation, may be reimbursed at the current Federal Mileage rate as of RSC per mile.
 - b. If they travel 86 or more miles each way, they may be reimbursed up to \$300.00 for lodging against receipts for actual individual expenses.
2. Any RSC trusted servant receiving full travel funding for an RSC weekend must attend all RSC meetings as set forth in the individual’s job descriptions. If he/she fails to attend all meetings they can be reimbursed for gas, with receipts.
3. An Area may submit for travel reimbursement of their respective RCM and sub-committee chairs for attendance to RSC weekend responsibilities if they travel 86 or more miles each way. Reimbursement can include:
 - a. At the current Federal Mileage rate per mile as of the RSC.
 - b. Up to \$200.00 for one night’s lodging against receipts for actual individual expenses.
 - c. Reimbursements to Area trusted servants will be paid directly to that trusted servant, and not to the area requesting it.

VII. PARLIAMENTARY PROCEDURES

A. General



1. The following is intended to be a simple, easy to understand explanation of the procedures utilized at RSC meetings for the RCM. As an RCM, your input to the RSC is essential to both your Area and your Region, so it is important that you can meaningfully participate.
2. A Regional Service Committee meeting is composed of different parts. There is an Agenda that is usually followed. The opening of the meeting, the Secretary's and Treasurer's reports, and the reports from the various Areas are parts of the meeting that are structured. Remembering that it is your Regional Service Committee, you should pay close attention to these reports because you will be asked to either accept or reject the reports or accept them with corrections (for example the Secretary may have made an error recording a portion of last month's meeting, or the Treasurer may have inaccurately reported your Area's contribution to the RSC.)
3. The way you participate in the meeting will be governed by the principles set out below. The following procedural authority will guide regional business:
 - a. The Twelve Traditions of Narcotics Anonymous.
 - b. The Twelve Concepts of Narcotics Anonymous.
 - c. The Procedural Guidelines of the South Florida Region.
 - d. Additional rules that the body may adopt.
 - e. Robert's Rules of Order newly revised; in that order. The Chairperson, to ensure a smooth and orderly meeting, will adhere to these rules. The Chairperson is empowered to keep discussion focused on the topic and within a reasonable time frame.
4. You can only be recognized by the Chairperson; this is done by raising your hand. The Chairperson must acknowledge you for you to speak. When you have something to say it generally must be relevant and timely to what is going on in the meeting, with some limited, specific exceptions.
5. A main motion must be submitted in writing and comes up for discussion during New Business. Another member of the RSC must second this motion before the other people at the RSC meeting can consider it. A "second" is an indication by the person making the second that the idea deserves consideration by the members of the RSC. If there is no second, the matter will die.
6. Once seconded, it becomes the business of the RCMs of the RSC to consider the motion and discuss its pros and cons. The Chairperson will usually call upon the sponsor of the motion to explain the intent of the motion. When he or she is through, the Chairperson will ask for others who wish to speak for or against the motion. There will usually be two pros and two cons. Under limited circumstances, debate may be extended.
7. Unless an amendment to the motion is proposed, seconded, and accepted, or the motion is tabled or referred to committee, debate is then concluded and it is time to vote (a 2/3 vote is required to close, limit or extend debate). A majority of the votes cast by the RCMs is required for the motion to pass (a majority means more than half of the votes cast).
8. Certain motions require a 2/3 vote to pass, these include:
 - a. To add or amend the guidelines.
 - b. To prevent the introduction of a motion.
 - c. To close, limit or extend debate.
 - d. To close nominations.



- e. To remove a trusted servant of the RSC from their position.
 - f. To change the order of business.
 - g. To take business away from a committee which has not made a decision or a report on it and return that business to discussion on the floor.
9. In many cases a simple voice vote of the RCMs is sufficient. For example, when a vote is called to accept the minutes or a Treasurer's report, all those in favor may signify by saying 'aye' and those opposed may signify by saying 'nay'. However, when a vote count is required, RCMs must raise their hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at the Chair's discretion or may call for the matter to be returned to the Areas for a Group Conscience decision and be brought back to the next RSC.
10. If any RCM thinks that the vote is close, a roll call vote may be called for wherein every RCM is individually polled, and an accurate tally taken. The request for a roll call vote is itself a motion that must be seconded, is not debatable and requires a simple majority to be passed.
11. A policy motion takes effect immediately upon its adoption unless the motion specifies a future date for adoption.

B. Definitions

1. **Main Motion:** A main motion is a motion whose introduction brings business before the RSC. Such a motion can only be made when no other motion is pending.
2. **Amendments:** An amendment is a motion to modify the wording and within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.
3. **Motions to Table:** A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is given. A motion that is tabled remains on the table until taken up by the RSC by a motion to do so, or until the close of the next RSC meeting. This motion is not intended to kill a main motion or suppress debate on it. The Motion to Table is in order for:
 - a. To get further information
 - b. More pressing business to be dealt with.
4. **Motions to Refer to Committee:** When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, or a committee, so that a question may be carefully investigated and put into better condition for the RSC to consider. Unless specified, the committee will bring up the issue at the next RSC meeting. Debate on a motion to refer to committee will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two (2) pros and two (2) cons on the original motion so as to obtain information to give direction to the committee.
5. **Motions to Refer to ASC's:** When a motion to refer to ASC's is made, it is to send an item of business to the Area Service Committees for their consideration. The issue will be voted on at the



next RSC meeting. Debate on a motion to refer to ASCs will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two (2) pros and two (2) cons on the original motion to give information to bring back to the Areas. The chair shall ask one of the Pro's and one of the Con's to give a one sentence summary to be placed in the minutes to go back to the Areas.

6. **Motions to Reconsider:** A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous actions, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by an RCM who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the RSC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.
7. **Unanimous Consent:** This is a method that allows the RSC to move quickly through routine business for questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, the Chair will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.
8. **Withdraw or Modify:** A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After a motion is made, it belongs to the RSC, and the maker must request the RSC's permission. The Chair treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is no objection, the Chairperson automatically puts the request to a vote, which is not debatable.
9. **Motion to Call A Vote:** A motion to call a vote must be seconded and allows for only one (1) pro and one (1) con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.
10. **Point of Information:** A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and is not to make a statement or give information.
11. **Point of Order:** When a member feels that the rules, policy, or guidelines of the RSC are not being adhered to, he can make a "Point of Order", which in effect is asking the Chair to determine whether the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of other members' remarks, but instead is to bring to the attention of the Chair that a member feels that the proper procedure is not being followed.
12. **Suspend the Rules:** A motion to suspend the rules is made when a member of the RSC would like to waive a certain RSC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a 2/3 majority.
13. **Appeal the Decision of Chair:** By electing the RSC Chairperson, the RSC delegates the authority and the duty to make the necessary rulings on questions of parliamentary procedure. But any two members have the right to appeal his decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the RSC



for a final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one (1) minute each.

VIII. STANDING COMMITTEES

A. General

To minimize time debating in conference meetings, the South Florida RSC uses a committee system. It is important to note that the committees cannot do the day-to-day work. Only members can do this, which means each committee covers a large geographical region and meets only six times a year, unless a special session is requested. By need, most of the work must be done in committees. Initiation and finalizing of these projects take place at the RSC meeting.

B. Duties and Responsibilities

1. Each committee should submit a report to the Administrative Committee at the administrative committee meeting. This report should include minutes of committee meetings, plans, ideas, motions for initiation, finalizing, or implementation of projects or events and a financial report to include any financial requests.
2. All South Florida Region Subcommittee Chairs and BOD President are required to attend the RSC in its entirety.
3. All Subcommittees will submit budgets for the upcoming calendar year at the October RSC, for a December RSC approval. ([SEE Section VI, A, 5, k – Administrative Subcommittee Duties - Treasurer](#))
4. All regional subcommittees must, prior to scheduling events, review the online calendar or contact the Region PR Subcommittee to ensure the date is open.
5. All Subcommittees must keep a roll call of their meetings and include these in their reports to be submitted for the minutes.
6. At the December RSC in the year prior to the WSC, sub-committee chairs will report to the RSC the past year's activity, accomplishments, specific problems, situations, financial record and plans for the coming year.
7. Elimination of standing committees is made by a motion requiring a 2/3 majority.
8. Subcommittees can put on workshops when space is available. Subcommittee Chairs should contact the RSC Vice Chairperson who will schedule the workshop.
9. No raffles where the winner wins money shall be held at any South Florida Region function.



C. Qualifications

1. Time and resources necessary to be an active participant.
2. Minimum of one (1) year NA service involvement.
3. Understanding of the 12 Traditions of NA through application.
4. Previous involvement with this committee on some level at 3 consecutive RSC meetings.
5. Minimum of two (2) years clean time.

IX. ADMINISTRATIVE SUBCOMMITTEE

A. Duties and Responsibilities

1. Chairperson
 - a. Compiles an agenda prior to each RSC meeting.
 - b. Presides over RSC.
 - c. Enforces the rules of decorum, discipline, and parliamentary procedure.
 - d. Must be fair and impartial.
 - e. Must refrain from discussing a motion when presiding.
 - f. Co-signer on the Regional bank account and is required to be authorized as such by the bank no later than the RSC after their election. Has full access to online banking.
 - g. Creates, per suggestion of the RSC as a whole, ad-hoc committees appointing necessary members.
2. Vice Chairperson
 - a. Performs all duties and the authority of the Chairperson in the absence of the Chairperson.
 - b. Is a member of all subcommittees, and a liaison for standing committees to assure proper functioning of said committees per RSC Guidelines.
 - c. Acts as parliamentarian at all RSC Meetings.
 - d. Attends as many ASCs as possible.
 - e. Co-signer on the Regional bank account and is required to be authorized as such by the bank no later than the RSC after their election. Has full access to online banking.
 - f. Facilitates policy review per suggestion of RSC.
 - g. The Vice Chair shall chair old business.



3. Secretary

- a. Is responsible for the written record of RSC meetings.
- b. Keeps a contact list of all RSC trusted servants, RCMs and RCM Alternates, to be included in the minutes.
- c. Is responsible for typing minutes so they can be distributed two weeks following each RSC meeting at the latest.
- d. Digitizes records and files of the region and stores on the regional website with the assistance of the web servant allowing access to any NA member.
- e. Coordinates with MAL and web servant to update the policy on the website after each RSC.

4. Alternate Secretary

- a. Has all the same responsibilities as the RSC Secretary.
- b. Assume all responsibilities of the RSC Secretary in his or her absence.

5. Treasurer

- a. Keeps an accurate record of all transactions, including receipts for income and disbursements.
- b. Prepares a financial report due at each RSC meeting.
- c. Disburses monies as per group conscience of the RSC.
- d. Collects all donations from Groups, Areas, individuals, or committees. All such monies collected shall be deposited by close of business the following Friday.
- e. Print list of all itemized annual budgets of all subcommittees and admin to insert with RSC minutes.
- f. Has view only access to online banking.
- g. A copy of the current bank statements with account number blocked out along with the corresponding reconciliation shall be attached to the treasurer's financial report and included in the regional minutes.
- h. The treasurer will supply all subcommittee chairs with a report of unused budget amounts per line item.
- i. The Regional Treasurer, as part of the administrative committee, will make an annual projected budget, with a suggested prudent reserve after the new budgets have been approved in December. The amount of this region's prudent reserve should be in the Regional Guidelines, \$21,000.00.
- j. Must have working knowledge of current RSC financial software, which is now Quicken.
- k. All Subcommittees will submit budgets for the upcoming calendar year at the October RSC, for a December RSC approval, as follows:
 - i. Budget must be itemized.



- ii. Funds requested against approved budget will not need further RSC approval, unless they exceed either the total approved amount or the particular line item, in which case the request must be presented in the form of a motion.
- iii. Each Subcommittee Chair, with the help of the regional treasurer, shall provide in the minutes, along with budget requests for each year, the previous 12 months' budget along with current spending figures.
- iv. Each Subcommittee will provide a written explanation for the budget increases or additions that are not reflected in the previous year's budget.

I. RSC Bank Debit Card.

- i. The Treasurer will hold the debit card and only use it after direction of the Admin Committee, only after the Chairperson unlocks the card.
- ii. The Chairperson will only unlock RSC debit card by majority vote of admin committee or for approved recurring expenses and will re-lock the card immediately after the transaction has been processed.

6. Alternate Treasurer

- a. Has all the same responsibilities as the RSC Treasurer.
- b. Assume all the responsibilities of the RSC Treasurer in his or her absence.

7. Regional Delegate

- a. The primary purpose of the RD is to link our region with world services.
- b. Presents minutes of the World Service Conference (WSC) and the World Board, activities of the SE Zonal Forum and other regional information available from the NAWS News and any other region's news (i.e., conventions, conferences, etc.).
- c. Attends as many ASCs as possible.
- d. Attends as many SFRNA functions as possible.
- e. Attends the WSC in accordance with the schedule provided by the WSC.
- f. Co-signer on the Regional bank account and is required to be authorized as such by the bank no later than the RSC after their election. Has full access to online banking.
- g. Conduct CAR Workshops and a CAT Discussion on WSC years as follows:
 - i. CAR Workshops
 - 1. 3 multi-Area workshops shall be conducted from the beginning of January through March. The workshops shall be held to cover three geographical areas of the South Florida Region as follows: the west coast, Broward County with South Palm Beach County, and Dade County with the Keys.
 - 2. Any Area may request additional Conference Agenda Report (CAR) workshops to be presented by the RD/AD to their respective Areas. Ballots will be passed out at the February RSC meeting to the RCMs to take back to their respective Areas.



3. At the April RSC, each RCM shall provide the RD and AD with their groups' ballots.
 - ii. CAT Discussion
 1. Will be held on the Saturday of the April RSC beginning at 1 PM until completion.
 2. Those in attendance will give our RD/AD direction on those issues in the CAT. This direction will be nonbinding.
8. Alternate Delegate
- a. Works closely with the RD.
 - b. Has all the same responsibilities as the RD.
 - c. Will not accept any nominations on the world level upon election that would upon election conflict with future RD position.
 - d. Co-signer on the Regional bank account and is required to be authorized as such by the bank no later than the RSC after their election. Has full access to online banking.
 - e. Maintains liability insurance coverage for groups' meeting facility as required. Maintains liability insurance coverage for all regional events as required. Maintains liability coverage for all area or groups' events as required to be paid by requesting body.
9. Member At Large
- a. Will help and advise the RSC Vice-Chair in matters dealing with policy.
 - b. Will assist in the scheduling and hosting of the regional weekends.
 - i. Coordinating with hosting areas for workshops needed (Local areas if hosted by Admin) and subcommittee chairs.
 - ii. After coordinating, will draft a schedule to be reviewed, approved and/or edited if necessary, at the Admin committee two RSC's prior for discussion.
 - iii. After the schedule has been approved, the MAL will create a flyer to reflect the schedule, which should be printed and distributed at the RSC prior. It should also be posted on the regional website one RSC prior.
 - c. Coordinates with the Secretary and web-servant to update the policy on the website after each RSC.
 - d. Is responsible for any duties that a member of the administrative subcommittee is unable to perform, and any duties assigned by the admin subcommittee.

B. Qualifications

1. Administrative Committee
 - a. Time and resources necessary to be an active participant.



- b. Understanding of the Twelve Traditions of NA and the RSC policy.
 - c. All admin positions should have one (1) year NA service experience.
 - d. Clean time minimums:
 - i. One (1) year for Alternate Secretary
 - ii. Two (2) years clean time for Secretary and Alternate Treasurer
 - iii. Three (3) years clean time for Chairperson, Vice Chairperson, Treasurer, and Member at Large.
 - e. RSC Experience minimums: (e.g., RCM, Sub-Committee Chairperson, or other RSC administrative experience) minimums:
 - i. Two (2) years RSC experience for Member at Large
 - ii. One (1) year RSC experience for Vice Chairperson or Chairperson
 - f. Upon election, is expected to attend all RSCs and admin meetings.
2. Regional Delegate and Alternate Delegate
- a. Time and resources necessary to be an active participant.
 - b. Understanding of the twelve traditions and twelve concepts of NA and the RSC policy.
 - c. Terms will be the same as one WSC cycle per position, one as AD, one as RD.
 - d. Minimum of four (4) years clean time for Alternate Delegate and five (5) years clean time for RD.
 - e. Minimum of two (2) years NA service involvement in addition to 2 years RSC experience.
 - f. Understanding of the Twelve Traditions and Twelve Concepts of NA through application.

C. Administrative Subcommittee Meetings

1. Responsibilities
- a. The Regional Vice-Chair will have the responsibility of presiding over the Admin Meeting with an agenda.
 - b. The Regional Secretary will take minutes and prepare a report to be submitted by the RSC Vice Chair at the RSC meeting.
2. Participation
- a. Participation is open to any NA member.
 - b. Motions can only be made by RSC trusted servants or RCM's.
 - c. Voting is done by Admin members only. Simple majority is needed to pass an internal motion and 2/3 necessary for a policy recommendation.



3. Format For Admin Meetings

- a. Open meeting with the Serenity Prayer.
- b. Reading of the 12 Traditions
- c. Roll Call (Admin Subcommittee members)
- d. Admin Concerns or Remarks
- e. Standing Committee Reports
- f. Ad Hoc Committee Reports
- g. RD Report
- h. AD Report
- i. Old Business
- j. Items Referred from previous RSC meeting.
- k. New Business
- l. Plans for next RSCs (See Section II B: Host Area)
- m. Close meeting with the Serenity Prayer

4. Emergency Meetings and RD/AD Contingency Plan

- a. If an emergency issue arises between meetings, the Admin Chair can coordinate discussion that can take place in person or via telephone or the internet. 2/3 vote will be necessary to take any action.
- b. In the event the RD/AD cannot attend the WSC, the selection process will be as follows:
 - i. Former RD or ADs
 - ii. RCMs
 - iii. SFRNA Admin.

X. HOSPITALS and INSTITUTIONS SUBCOMMITTEE

A. Duties and Responsibilities

1. General Purpose

Many of us who are now recovering in Narcotics Anonymous first heard the message of recovery while we were in a hospital or institution. We of this service body acknowledge the vital importance to carry the message through our experience, strength and hope. We recognize our responsibility



to support and facilitate the growth of the H&I effort in the South Florida Region. It is for this purpose that we have created the H&I subcommittee as part of the Regional Service Committee.

2. Subcommittee Functions

- a. Maintains an updated list of all appropriate facilities within the region and records which ones are served by which Area Sub-committees and the type of services that are being performed.
- b. Conducts workshops to address the problems that member Areas are experiencing and/or to discuss new methods of H&I work.
- c. Maintains communication with the Area H&I Sub-committees so that member Areas may be informed of its activities and the communication flows both ways through the Area and the regional sub-committee.
- d. Performs any other activities that benefit the H&I effort in the South Florida Region.

B. Qualifications and Responsibilities of Trusted Servants

1. Chairperson

- a. Is elected by the group conscience of the RSC as per their guidelines.
- b. Complete abstinence from all drugs as per regional guidelines.
- c. Mediates all the sub-committee meetings with the general understanding of Parliamentary Procedure.
- d. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I Sub-committee.
- e. Coordinates and is responsible for all work done by the sub-committee.
- f. Is available to answer questions from all Area H&I sub-committees.
- g. Maintains communication with the Area H&I Sub-committees.
- h. Prepares a budget with the sub-committee to be submitted for approval of the RSC for the upcoming year.
- i. If necessary, may be removed by the RSC as outlined in the guidelines.
- j. Will administer Basic Text Project as follows.
 - i. H&I chair may purchase up to five (5) cases of texts at a time.
 - ii. Texts are offered for sale at NA functions with prior committee chair approval.
 - iii. All monies must be given to the RSC treasurer at the next available RSC, along with receipts and a financial report of books sold.
 - iv. Project money may only be handled by Regional H&I Chair or Vice-Chair



2. Vice Chairperson

- a. Is elected by the H&I Sub-committee.
- b. Complete abstinence from all drugs for 2 years.
- c. Must have 1 year experience in Regional H&I work and a working knowledge of the 12 Steps & 12 Traditions through application.
- d. Works with the Chairperson to ensure the smooth operation of the H&I Subcommittee.
- e. Performs the duties of the Chairperson when absent.
- f. If necessary, may be removed by a 2/3-majority vote of the sub-committee.

3. Secretary

- a. Is elected by the H&I sub-committee.
- b. Complete abstinence from all drugs for 1 year.
- c. Must have 6 months experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
- d. Must have clerical skills.
- e. Must keep an accurate set of minutes of all H&I sub-committee meetings and learning session topics discussed; they should be ready for distribution to all sub-committee members within 14 days.
- f. Works with the Chairperson to ensure the smooth operation of the H&I subcommittee.
- g. If necessary, may be removed by a simple majority of the sub-committee.

C. Voting Membership

1. Consists of the Regional H&I Chairperson, Vice-Chairperson, Secretary, and our member Areas H&I Chairperson or their representatives; Regional Chair only votes in case of a tie.
2. Motions may be made by any member of the RSC H&I Subcommittee.
3. Motions will be carried by a simple majority vote.
4. One Area – one vote

D. Subcommittee Budget

1. The proposed budget will be submitted in a general session of the October RSC.
2. Budget approval by the RCMs at the December RSC and disbursed through the Region Treasurer.



E. Subcommittee Policy Amendments

1. Amendments to these guidelines may be made in the subcommittee.
2. Amendments must be submitted to RSC for approval.

XI. LITERATURE SUBCOMMITTEE

A. Duties and Responsibilities

1. General Purpose

The purpose of the South Florida RSC Literature Sub-committee is to carry the message of recovery from addiction in Narcotics Anonymous through the written word.

2. Subcommittee Functions

- a. Coordinate the distribution of "Review and Input" literature, and "Approval Form" literature.
- b. Formulate criteria and procedures for the evaluation of "Review and Input" literature, and "Approval Form" literature.
- c. Conducts and supports Literature workshops at the Area and Regional levels within the South Florida Region in order to review all phases of "Review and Input" literature and "Approval Form" literature.
- d. Formulates recommendations on Review and Input literature and Approval Form literature from Areas within the South Florida Region and forwards those recommendations to the World Service level.
- e. Seeks input from members, Groups and Areas, compiles the material and forwards it to the World Service level for their use.
- f. Provides a forum for Area Literature and Literature Distribution Sub-Committees for their experience, strength and hope.
- g. To develop an A & B list for literature development within the South Florida Region.

B. Membership and Voting

1. Members

- a. Membership of the RSC Literature Sub-Committee shall be composed of the RSC Literature Chairperson, Vice-Chairperson, Secretary, and Chairpersons from all Area Literature and Area Literature Distribution Committees within the South Florida Region.



- b. Any member of the fellowship who wishes to carry the message of recovery from addiction that is found in Narcotics Anonymous through the written word.

2. Administrative Committee

- a. The Administrative Committee shall consist of the Regional Literature Chair, Vice Chairperson and Secretary.

3. Voting Members

- a. The voting members of the Sub-Committee will consist of the following:
 - i. Vice-Chair and Secretary of the South Florida RSC Literature Committee.
 - ii. Each Area Literature or Area Literature Distribution Chairperson or appointed representative.
- b. Any member who attends two (2) consecutive meetings acquires voting privileges upon attendance at their third meeting.
- c. Absence from two (2) consecutive meetings constitutes loss of voting privileges with reinstatement contingent upon compliance with the previously stated requirements. Registered Area Literature and Area Literature Distribution Chairpersons automatically have voting privileges.

4. Voting Guidelines

- a. Voting members can only make and second motions.
- b. Motions may be amended or withdrawn at any time prior to voting on said motion. A motion amended in this manner must have a second.
- c. The floor of the RSC Literature Committee is open to any NA member who is present.
- d. The voting membership for literature workshops is open to any NA member who is present.
- e. The required number of votes to pass all motions shall be adopted from RSC policy.
- f. The Literature Committee Chairperson will break any ties.
- g. Any voting member may propose an amendment to these Guidelines at any regular meeting of the SFRSCLC. The proposal must be seconded and submitted in writing at said meeting and must meet all SFRSC Policy requirements.
- h. The amendment shall go into effect upon approval by the South Florida RSC.

C. Qualifications and Responsibilities of Trusted Servants

1. Chairperson

- a. Shall meet all requirements of the South Florida RSC Policy.
- b. Is elected by group conscience of the South Florida RSC.



- c. Conducts all Sub-Committee meetings within the South Florida Literature Committee Guidelines.
 - d. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice for the Regional Literature Committee.
 - e. Coordinates and is responsible for all work done by the Sub-Committee.
 - f. Is available to answer questions from Area Literature, Area Literature Distribution, and Area Newsletter Chairpersons.
 - g. Maintains communications with World Services.
 - h. Prepares an annual budget with the Sub-Committee to be submitted for approval by the South Florida RSC.
 - i. Prepares annual report of the Sub-Committee to be submitted to the RSC.
2. Vice Chairperson
- a. Shall meet all requirements of the Chairperson as per South Florida RSC policy.
 - b. Is elected by the group conscience of the South Florida RSC Literature Committee.
 - c. Must have at least one year's experience in the Regional Literature Committee.
 - d. Must attend all meetings of the Sub-Committee as well as the South Florida RSC meeting.
 - e. Works with Chair to ensure the smooth operation of the Sub-Committee.
 - f. In the event of the Chairs absence, conducts and performs all duties of the Chairperson.
3. Secretary
- a. Is elected by the group conscience of the South Florida RSC Literature Subcommittee.
 - b. Must have at least one year of clean time.
 - c. Must have at least six (6) months experience in the Regional Literature Subcommittee.
 - d. Have a working knowledge of the Twelve Steps and Traditions of NA.
 - e. Must have a desire and willingness to serve.
 - f. Must keep an accurate set of minutes of all Sub-Committee meetings and workshops. They should be ready for the approval of the Chair within twenty-one (21) days for distribution to all Sub-Committee members.
 - g. Works with the Chair and Vice-Chair to ensure the smooth operation of the Sub-Committee.

D. Election and Removal of Trusted Servants

1. Elections
 - a. Any member of the Committee can nominate a qualified individual for a South Florida RSC Literature Committee position.



- b. The officers shall be elected to serve a one-year term or until their successors are elected, and their term of service shall begin at the close of the meeting in which they were elected.
- c. No member shall hold more than one South Florida RSC Literature Committee position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- d. The committee, except the Chairperson, who is elected by the RSC, shall elect South Florida RSCLC officer positions annually.

2. Removal

- a. Any trusted servant may be removed from their position for non-compliance. A two-thirds (2/3) vote of members present is required for removal.
- b. Noncompliance includes, but is not limited to the following:
 - i. Loss of clean-time, relapse (automatic resignation).
 - ii. Non-fulfillment of their duties.
 - iii. Non-attendance at regular SFRSCLC meetings without prior notification to the SFRSCLC Admin. Committee.
 - iv. Non-attendance at regular SFRSCLC meetings for two (2) consecutive unexcused meetings (automatic resignation).

E. Spiritual Guidance

This committee shall not make any motions or take any action that conflicts with the Spiritual Principles of the Twelve Steps or Twelve Traditions of Narcotics Anonymous.

F. Literature Subcommittee Meeting Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Read Literature Dedication
5. Read Purpose and Function
6. Open Floor
7. Roll Call
8. Secretary's Report
9. Admin. Comm. Report
10. Area Reports



11. Old Business
12. Elections
13. New Business
14. Review the Business of the Day
15. Announcements
16. Closing

XII. NEWSLETTER SUBCOMMITTEE

A. Duties and Responsibilities

1. General Purpose
To give experience, strength and hope to the regional Areas as a Regional Newsletter
2. Subcommittee Functions
We will meet twice a month to gather information and review for publishing an NA message.

B. Qualifications and Responsibilities of Trust Servants

1. Chairperson
 - a. Elected by RSC
 - b. Two-year clean time requirement.
 - c. Administers sub-committee meeting.
 - d. Gives report to RSC.
 - e. Liaison to NA Way.
 - f. Maintains records of meetings.
2. Vice Chairperson
 - a. Elected by Newsletter subcommittee.
 - b. One-year clean time required.
 - c. Should be involved in subcommittee for at least six months.
 - d. Takes on the responsibility in the absence of the chair.



C. Voting Members

1. Any member who has actively participated on the RSCNL for two consecutive meetings.
2. Chairperson only votes in the case of a tie.

D. Subcommittee Budget

1. The proposed budget will be submitted in a general session of the October RSC.
2. Budget approval by the RCMs at the December RSC and disbursed through the Region Treasurer.

XIII. OUTREACH and ADDITIONAL NEEDS SUBCOMMITTEE

A. Duties and Responsibilities of Chairperson

1. Statement of Purpose

The intent of outreach is simply to ensure that any group, meeting, or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure. Outreach is about OVERCOMING ISOLATION. Isolation comes in many forms: long distances, natural obstacles, cultural differences, prison walls, etc. Outreach does not intend to duplicate the efforts of other service committees. Subcommittee Membership on the Regional Outreach Subcommittee shall consist of the Chairperson and any member of the Fellowship who wishes to better carry the message through Outreach.

2. Chairperson

- a. Shall meet all requirements of subcommittee chairs in the South Florida RSC. Policy.
- b. Is elected by group conscience of the South Florida RSC.
- c. Conducts all Sub-Committee meetings within the South Florida Outreach Committee Guidelines.
- d. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice for the Regional Outreach Committee.
- e. Coordinates and is responsible for all work done by the Sub-Committee.
- f. Is available to answer questions from the Region.
- g. Prepares an annual budget with the Sub-Committee to be submitted for approval by the South Florida RSC.
- h. Prepares annual report of the Sub-Committee to be submitted to the RSC.



B. Duties and Responsibilities of Additional Needs Point of Contact (POC)

1. Statement of Purpose

The primary purpose of the South Florida Regional Public Relations Subcommittees Additional Needs Point of Contact (POC) is to effectively carry the message to the still suffering addict by providing guidance to groups, ASCs, subcommittees, conventions, and the RSC of the South Florida Region on accessibility for members with vision, hearing, mobility impairments and our senior population.

2. Qualifications

- a. Nominated and elected from within the Public Relations Subcommittee for an indefinite term. Votes of acclamation for each one (1) year period.
- b. Minimum of 1-year clean time and experience in accessibility issues.
- c. Minimum involvement with 2 subcommittees associated with Public Relations/Information subcommittee. This may be at area or regional level (can be waived if other experience at regional level).
- d. A working knowledge of NA's IP 26 (Accessibility for those with Additional Needs), Additional Needs Resource Information Booklet, the needs of members with vision, hearing, mobility impairment (to include service dogs) and seniors – both oldtimers and newcomers, and familiarity with Federal ADA/U.S. Code/Rehab Act law and Florida state law.
- e. Time and resources required to fulfill the requirements of the position.

3. Duties

- a. Report and be responsible to the South Florida Regional Public Relations subcommittee.
- b. Educate groups/areas regarding meeting accessibility and update as requested and/or needed.
- c. Provides information when a group/area/region requests it.
- d. Provides workshops for area/region/convention/events as requested, (to include travel).
- e. This can also be done with regularly scheduled PR events. (Travel was requested to be discussed further)
- f. Make suggested guidelines for listing accessibility on meeting lists.
- g. Work with the Regional Emergency Contingency plan (for RSCs and Conventions) for preparations for those with disabilities.
- h. Maintain contact with state and federal agencies except when to do so would compromise the primary purpose of NA.



XIV. PUBLIC RELATIONS SUBCOMMITTEE

A. Duties and Responsibilities

1. Statement of Purpose

The primary purpose of the South Florida Region Public Relations Subcommittee is to effectively carry the message of recovery to the still suffering addict by increasing the recognition of NA and enhancing the credibility of our program of recovery. Public Relations within the South Florida Region encompasses all public information, public relations, helpline, and any such combined subcommittee of the member areas.

2. Functions and Responsibilities

The South Florida Region Public Relations Subcommittee carries out its primary purpose by:

- a. Provide a forum for the area public relations subcommittees within the South Florida Region to discuss problems, solutions, and ideas for carrying the message of Narcotics Anonymous.
- b. Be an effective resource for the area public relations subcommittees within the South Florida Region by providing information and materials necessary to better carry the NA message.
- c. Keep open lines of communication among the area subcommittees, the Region, and NA World Services Public Relations personnel.
- d. Maintain a statewide toll-free Helpline number.
- e. Create, maintain, and implement a Contingency Plan for the Region in the event an RSC weekend or Regional Convention is affected by a disaster, and to support the member areas in the event of a disaster.
- f. Assume responsibility for any region-wide public relations functions or events, engaging in co-operative public relations efforts with the Florida Region, and assisting NA World Services with local public relations efforts.
- g. Assist member areas in the establishment and maintenance of their public relations subcommittees through awareness days, learning days, presentations, and workshops.
- h. Maintain two regional display booths (one stored on the east coast and one on the west coast) and literature inventory.
- i. Insure that the regional website (<http://sfrna.net>) is maintained in accordance with established regional guidelines.
- j. Formulate and submit an annual budget at the October RSC.
- k. Carry out all its efforts in accordance with the Twelve Traditions of NA and the Twelve Concepts for NA Service, and in accordance with the South Florida Regional Guidelines.



- I. Insure that all speakers on behalf of South Florida Region Public Relations Subcommittee meet the following qualifications:
 - i. Four (4) years consecutive clean time.
 - ii. Current membership in any NA public relations / information subcommittee at any level of service.
 - iii. Two (2) years NA service at any level.
 - iv. Always remain accountable to the South Florida Region Service Committee.
- m. Maintain an online calendar of activities and an email list for all members that request the calendar; to be emailed twice a month.

B. Membership and Voting Procedures

1. Membership of the Public Relations Subcommittee shall be composed of all of the chairpersons of the various area public relations subcommittees, together with any interested NA member in attendance at any meeting of the Public Relations Subcommittee. All such members in attendance shall have a voice in the subcommittee.
2. Voting privileges are granted to all area public relations subcommittee chairpersons in attendance (or their vice chairperson or RCM attending in their stead), and any interested NA member who has attended two consecutive Public Relations Subcommittee meetings.
3. If an interested NA member with voting privileges misses two consecutive Public Relations Subcommittee meetings, he or she will lose voting privileges until he or she has again attended two consecutive meetings.
4. The Public Relations Subcommittee Chairperson is entitled to vote only in the case of a tie, at which time the Chairperson may vote to break the tie or may elect to abstain from voting on the issue.
5. Motions may be made and seconded only by members with voting privileges.
6. The Chairperson shall be entitled to limit discussion on any motion. Appeals to the Chairperson's decision are always in order.
7. The vote of a simple majority of voting members in attendance shall carry or defeat a motion.

C. Qualifications and Duties of Trusted Servants

1. Chairperson
 - a. One (1) year commitment
 - b. Qualifications:
 - i. Nominated and elected by the South Florida RSC.
 - ii. Minimum of three (3) years consecutive clean time. iii. Minimum of one (1) year direct involvement with the South Florida Region Public Relations Subcommittee.
 - iii. Minimum of one (1) year experience in any area or regional helpline.



- iv. A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - v. Willingness and desire to serve.
 - vi. Time and resources required to fulfill the requirements of the position.
- c. Duties:
- i. Organize and give direction to the Public Relations Subcommittee.
 - ii. Prepare agenda for and preside over Public Relations Subcommittee meetings.
 - iii. Maintain contact and cooperation with other public relations subcommittees at the area, regional, and world level. iv. Organize and coordinate awareness days, learning days, presentations, information booths, and workshops as needed.
 - iv. Maintain the operations of the toll-free Helpline number. vi. Insure that the regional website (www.soflarscna.org) is maintained in accordance with regional guidelines.
 - v. Attend the Public Relations Subcommittee meetings, the RSC Vice-Chair's meeting with Subcommittee Chairs, and the RSC Meeting at all RSC weekends.
 - vi. Submit a written report at each RSC to include a status on all area public relations subcommittees, updates on ongoing activities and plans and/or expenditures for major projects.
 - vii. Attends or coordinate volunteers to attend all public relations functions and/or activities.

2. Vice Chairperson

- a. Two (2) year commitment
- b. Qualifications
 - i. Nominated and elected from within the Public Relations Subcommittee for a one (1) year term.
 - ii. Minimum of two (2) years consecutive clean time.
 - iii. Minimum of one (1) year involvement with any public relations / information subcommittee at the area or regional level.
 - iv. Minimum of six (6) months experience in any area or regional helpline, as the second year of this commitment (serving as Chairperson) requires one year of such experience.
 - v. A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - vi. Willingness and desire to serve. vii. Time and resources required to fulfill the requirements of the position.
- c. Duties
 - i. Work closely with the Chairperson in facilitating the smooth operation of the subcommittee.



- ii. Attend the Public Relations Subcommittee meetings at all RSC weekends.
- iii. Attendance at the Admin meeting at all RSC weekends is recommended. iv. Assume all duties of the Chairperson in his or her absence.
- iv. Act as subcommittee parliamentarian.
- v. Carry out duties delegated by the Chairperson or the subcommittee as a whole.

3. Secretary

a. One (1) year commitment

b. Qualifications

- i. Nominated and elected from within the Public Relations Subcommittee for a one (1) year term.
- ii. Minimum of one (1) year consecutive clean time.
- iii. Minimum of six (6) months involvement with any public relations / information subcommittee at the area or regional level.
- iv. Experience in any area or regional helpline is suggested.
- v. A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
- vi. Willingness and desire to serve. vii. Time and resources required to fulfill the requirements of the position.
- vii. viii. Ability to develop written material in a clear and concise manner.

c. Duties

- i. Keep accurate minutes of all Public Relations Subcommittee meetings.
- ii. Keep accurate attendance records for voting purposes.
- iii. Handle all correspondence for the subcommittee as requested by the Chairperson, including the distribution of meeting minutes.
- iv. Maintain and update an accurate list of addresses, phone numbers, and email addresses of all subcommittee members.

4. RSC Web Servant

a. Indefinite commitment

b. Qualifications

- i. When web-servant is hired as special worker, contracted, SEE “d. Guidelines for Special Workers”.
- ii. When web-servant is nominated and elected within PR subcommittee
- iii. Nominated and elected from within the Public Relations Subcommittee for an indefinite term. Votes of acclamation to be held for each one (1) year period.



- iv. Minimum of two (2) years consecutive clean time.
 - v. Minimum of one (1) year involvement with any public relations / information subcommittee at the area or regional level.
 - vi. A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - vii. A working knowledge of the internet/worldwide web, FITP, copyright laws and NAWJ Internet Technologies section of the PR Guidelines.
 - viii. Personal experience in writing the appropriate languages used for the regional website.
 - ix. Willingness and desire to serve.
 - x. Has completed 3 consecutive RSC commitments prior to nomination.
 - xi. Time and resources required to fulfill the requirements of the position.
 - xii. Must be able to attend all RSCs at their own cost.
- c. Duties
- i. Maintain the regional website (sfrna.net) in accordance with the guidelines set forth by the South Florida Region.
 - ii. Update the pages of the regional website on a continuing regular basis.
 - iii. Post information, minutes, flyers, and other material in a timely manner as requested by the RSC or the Public Relations Subcommittee.
 - iv. Safeguard all password and account information.
 - v. Periodically check links from the website to ensure that they are active links and that the pages linked do not violate the guidelines set forth by the South Florida Region.
- d. Guidelines for Special Workers
- i. When web-servant a hired special worker. That special worker maintains the duties as above.
 - ii. The special worker would be paid from RSC Public Relations Subcommittee budget.
 - iii. The special workers report to the RSC Public Relations Chairperson.
 - iv. Must have a working knowledge of the internet/worldwide web, FITP, copyright laws and NAWJ Internet Technologies section of the PR Guidelines.
 - v. Must have personal experience in writing the appropriate languages to use in the regional website.
 - vi. Time and resources required to fulfill the requirements of the position.
 - vii. The hiring or removal of special workers will be facilitated by the RSC admin committee, with approval of the RCMs at the RSC meeting.

5. RSC Web Contact Person

- a. Indefinite commitment



- b. Qualifications
 - i. Nominated and elected from within the Public Relations Subcommittee for an indefinite term. Votes of acclamation to be held for each one (1) year period.
 - ii. Minimum of two (2) years consecutive clean time.
 - iii. Minimum of one (1) year involvement with any public relations subcommittee at the area or regional level.
 - iv. A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - v. Willingness and desire to serve. A completed 3 consecutive RSC commitments prior to nomination.
 - vi. Time and resources required to fulfill the requirements of the position.
 - vii. Must be able to attend all RSCs at their own cost.
- c. Duties
 - i. Update meeting changes on the www.na.org meeting locator for all member areas which do not have their own web contact person.
 - ii. Update the South Florida Regional online meeting locator with any changes provided by member areas.

6. All Subcommittee Members

- a. Willingness to serve and participate in subcommittee meetings, activities and functions.
- b. Working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- c. Working knowledge of the guidelines for public relations as detailed in the Guide to Public Information and the NA Public Relations Handbook.

D. Regional Display Booth Guidelines

1. Statement of Purpose

These guidelines are meant to provide a chain of accountability and a system for prioritizing the use of the regional display booths. Any Narcotics Anonymous group or subcommittee within the South Florida Region may request the use of a regional display booth through their subcommittee chairperson or RCM.

2. Regional Display Booth Equipment

- a. The fold out booth, together with lights and signage.
- b. The table skirt with NA logo.
- c. Two literature racks.



3. Criteria for Usage of Booth

- a. The event must be sponsored by an Area within the South Florida Region, or by the South Florida Region.
- b. Request for use of the Booth must be submitted to the Public Relations Subcommittee as far in advance as possible, on the form provided by the subcommittee.
- c. Requests for the booth will be prioritized as follows:
 - i. Public relations events take precedence over non-public relations events (conventions and other internal NA functions).
 - ii. Region-sponsored events take precedence over Area-sponsored events.
 - iii. Area-sponsored events take precedence over group-sponsored events.
 - iv. All other criteria being equal, the earliest request will take precedence.

4. Accountability and Responsibility for Usage

- a. Requests for usage of the Booth shall be submitted through an area public relations chairperson or RCM.
- b. Usage of the Booth by any area or group shall NOT include any literature except where the requesting area specifically asks for literature to be included. A request for literature should specify what literature is needed.
- c. Upon transferring of the Booth, the area that has signed for it accepts complete responsibility for the following:
 - i. To return the Booth in the same condition in which it was received.
 - ii. To return the Booth to the regional Public Relations Chairperson (or a designated representative) within the time period designated at the time of acceptance of the Booth.
 - iii. To replace any display items which have been lost, damaged, or destroyed.
 - iv. THE PUBLIC RELATIONS SUBCOMMITTEE STRONGLY SUGGESTS THAT INDIVIDUAL AREA PUBLIC RELATIONS SUBCOMMITTEES DEVELOP INTERNAL GUIDELINES FOR PROPER HANDLING OF AND ACCOUNTABILITY FOR THE REGIONAL DISPLAY BOOTH.

E. Website Guidelines

1. The domain name sfrna.net and the web hosting account shall be owned by and registered in the name of the South Florida Region of Narcotics Anonymous.
2. All fees and costs for hosting and maintaining the website shall be paid by the South Florida Region through funds allocated in the Public Relations Subcommittee budget.



3. At least two (2) members of the Public Relations Subcommittee and one (1) member of the RSC Admin Committee shall be privy to all account information and passwords required to access the hosting account.
4. The Public Relations Subcommittee shall approve any changes to the content of the website pages.
5. The website may provide links to www.na.org, regional NA websites within the State of Florida, and websites for Areas within the State of Florida.
6. The website may NOT link to any website which ultimately links to either social networking sites, personal pages and websites or commercial endeavors. Exceptions to this would include mapping utilities or documents created for download or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.
7. The contents of the South Florida Region website shall include the following categories of information:
 - a. Home Page: this category will include a general information/welcome message, contact information for the Region, and links to other pages on the website.
 - b. Meeting Information: this category will include a meeting locator for meetings in the member areas, to be updated on an as-needed basis. Areas are urged to transmit changes to the web servant as soon as is practicable.
 - c. Helpline Information: this category will include all Helpline numbers maintained by the region and its member areas, as well as those of the Florida region and its areas, and a link to the WSO maintained "International Helpline Directory." The phone numbers listed should be checked regularly and updated as needed.
 - d. Activities Information: The South Florida Region Activities calendar online shall be updated upon submission. Any NA member submitting a personal phone number to the web servant for inclusion in the calendar is deemed to have consented to its inclusion in the online calendar UNLESS he or she specifies that the phone number is NOT TO BE PUBLISHED ONLINE.
 - e. SFRCNA: At the request of the SFRCNA BOD, the web servant will set aside a website page for convention flyers and other convention information.
 - f. Announcements: this category shall include any NA-related information not included in other categories, such as upcoming or recently World Service Conference information.
 - g. RSC Trusted Servant Information: This category shall include the names of all regional trusted servants and a link by which to send each an email, RSC meeting minutes, guidelines, RSC Weekend information, and a link to the archived minutes of the South Florida RSC.
 - h. Recovery Links: this category shall provide links to other NA websites as permitted by these guidelines.
 - i. Resource Archive: this category shall provide an archive where Area, Group, Sub-Committee or Regional resource can be stored and is available to the NA community. Resources would include but not be limited to guidelines, worksheets, forms, presentations, checklists, and letters. All posted resources will be reviewed by their respective subcommittees and approved by the Regional PR Subcommittee.



- j. Regional Bulletin Board: this category shall provide a bulletin board where Regional Service Committee elected servants (Newsletter Chair, Lit Review Chair, AD/RD, Public Relations Chair, H&I Chair) can post relevant information, requests or comments to these topics. The RSC or Admin would have the right to redact or remove any postings considered inappropriate. These rules would be posted to the site: “Although the administrators and moderators of the South Florida Regional Service Bulletin Board will attempt to keep all objectionable messages off this forum, it is impossible for us to review all messages. All messages express the views of the author, and the South Florida Region will not be held responsible for the content of any message. By agreeing to these rules, you warrant that you will not post any messages that are obscene, vulgar, sexually-oriented, hateful, threatening, or otherwise vocative of any laws. The South Florida Region reserves the right to remove, edit, move or close any thread for any reason.”
8. Any changes to, additions to, or deletions from the above categories shall be approved by the RSC.
9. Meeting minutes, which may contain the names and contact information of members, must be kept private through password protection. The login and password for this protected directory will be stated in the Regional Public Relations Subcommittee report to be included in the Regional Secretary’s distribution of the RSC minutes.

F. Poster Day Guidelines and Distribution

1. Refrain from provocative, promotional statements or artwork that may convey a negative image of NA or appear to be promotional.
2. Always ask permission before posting.
3. Preferably go in groups of two (never do public information alone)
4. Don’t act as a spokesperson for NA – you are only one member.
5. Don’t accept contributions, donations, free services, or products.
6. Don’t take a stand on any controversial or public issues while distributing posters.
7. Don’t refer to any agency or other fellowship – either positively or negatively.
8. Do present a positive image of recovery – dress appropriately, avoid foul language etc.
9. Don’t disclose personal information – the purpose of a poster day is to tell the public about NA, not about individual members.
10. Refer any questions to the Public Relations Subcommittee

G. Calendar Contents and Attachments

1. Calendar shall include: Any event given by any Area or Group of the South Florida Region, or Florida Region, or any committee directly responsible to them. Event details will include at minimum, the date, presenting entity, Description of event, location, and contact number.
2. Calendars sent via e-mail will include a link to the regional website page.



XV. SOUTH FLORIDA REGIONAL CONVENTION, INC.

A. Purpose

The purpose of the SFRC, Inc., Board of Directors shall be the financial and/or contractual responsibility of the annual convention to be held on Labor Day weekend except when to do so, it is determined to be more cost efficient on an alternate date. This shall be accomplished in accordance with the Bylaws of SFRC, Inc. (13.02). All Directors and Officers of this Corporation shall be and are subject to and will abide by the Twelve Traditions of NA and shall further abide by motions adopted at each meeting of the SFRSC of NA and implement decisions reached by the RSC as they pertain to the Corporation.

B. Membership

The membership shall consist of eleven (11) members-9 members are elected by the RSC with 2 elected by the BOD, all of whom are elected by the SFRSC, with the exception of the Host Committee Chair and Vice-Chair, who are elected by the B.O.D, then it becomes 11 members. No regional elect BOD member shall hold a SFRSCNA host committee chair or admin position. In November, the following. the Board will elect the following officers from among its members: President, Vice President, Secretary and Treasurer (CFO).

C. Site Zones

The three zones are as follows. Southeast (Conch Republic, North Dade, Beach & Bay, South Dade, Bahamas, and Area de Habla Hispana), Northeast (Mid Coast, South Atlantic, South Broward, Gold Coast, Unity Springs, and East Central): and the West Coast (Sunset Coast, Peace River, Shark Coast, Gulf Coast, and Central Florida). The convention may alternate between the zones.

D. Requirements for Board of Directors

1. **President:** Minimum of five (5) years clean time, four (4) years of service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.
2. **Vice President:** Minimum of four (4) years clean time, two (2) years of service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.
3. **Secretary:** Minimum of three (3) years clean time, one (1) year service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.



4. **CFO:** Minimum of five (5) years clean time, one (1) year of service experience as a convention committee treasurer and accounting skills. Needs to have a working knowledge of Quickbooks.
5. **General Members:** Minimum of three (3) years clean time, working knowledge of the Twelve Steps and Twelve Traditions of NA. One (1) year service experience on a convention committee.
6. **All board members** must attend monthly BOD meetings. When a board member misses 2 consecutive unexcused meetings, their position will be open for nomination in accordance with RSC policy.

E. Duties of Board Officers

1. President:

- a. Presides at all Board of Directors meetings.
- b. Cosigner of SFRC, Inc. bank account.
- c. Is the primary liaison between SFRC and the host committee.
- d. Signer for the Board on all contracts between the Corporation and any hotels, vendors, etc., upon approval by Board.
- e. Prepares monthly reports to the Board and the Host Committee Chairperson on the status of any negotiations, etc., which have yet to be completed.
- f. Board liaison to the RSC.
- g. Only votes in the event of a tie.
- h. Reports to Region and region Admin on status, challenges, and requests help as needed.
- i. Copy to all BOD members.
- j. This is a 1-year term.

2. Vice President:

- a. Will assume the responsibilities of the President in the event of his/her absence.
- b. Assist the President in overall coordination.
- c. Is secondary liaison between the SFRC Board and the Host Committee.
- d. Cosigner of SFRC bank account.
- e. Prepares a monthly report to the President as to the status of the Board Liaison activities to be included in the President's report to the Board.
- f. Liaison to the RSC in the President's absence
- g. To collect the Host Committee computer credit card machine at the end of the convention to be given to the newly elected host committee and BOD.
- h. This is a one-year term with 2-year commitment with possible acclimation to president.



3. Secretary:

- a. Shall record all minutes of the Board.
- b. Will maintain files of all minutes and coordinate their distribution to the Board and the Host Committee, within two (2) weeks following the Board of Directors meeting.
- c. This is a 1-year term.

4. Chief Financial Officer (CFO):

- a. Shall maintain the corporate bank accounts.
- b. Shall prepare and distribute monthly financial statements.
- c. Works with the Host Committee in the preparation of budgets for each subcommittee.
- d. Maintains the files of all receipts made for expenditures of corporate funds and works with the Host Committee Treasurer in maintaining their files and bank account.
- e. Works with the Host Committee Treasurer for the transfer of funds to the Host Committee.
- f. At SFRC events, while accepting a check, an address and phone number will be provided.
- g. The only money to be deposited in the Host Committee account will be funds transferred from the BOD. All SFRC funds (Host and BOD) shall be deposited within 72 hours into the BOD account.
- h. Shall be responsible for credit card machines, card processing, and maintain all processing accounts including PayPal.
- i. CFO will send secretary all backup files.
- j. Have a working knowledge of quick books and prepare monthly reports based off actual to budget.
- k. Treasurer and accounting skills.
- l. This is a 1-year term.

F. Board of Directors Responsibilities

1. Approves the sites and dates for the annual convention. (See site selection for additional guidelines).
2. Approves all contracts for hotels, merchandise, entertainment, and other services necessary to provide for the annual convention once submitted by the Host Committee and reviewed by all Board of Directors members.
3. Sets the prices for pre-registration, registrations, banquets, and special activities for the annual conventions.



4. Is responsible for obtaining the necessary insurance for the annual convention and the convention fund-raisers.
5. Sets the selling price on merchandise sold at the convention and the convention fundraisers. Also, makes the final decision on the quantity and type of merchandise sold at the annual convention.
6. Board will maintain the PO Box.
7. The Programming Committee will submit three (3) Bids from prospective taping Companies to the BOD for final approval of the taping company.
8. The Board will approve a final budget for the Host Committee.
9. The Board will submit a complete annual financial report at the October RSC, as the fiscal year ends November 30. (6/99)
10. The Board will approve all merchandise and outside vendors for the convention.
11. The Board elects all the Administrative Committee and Subcommittee Chairs of the Host Committee. (See Host Guidelines for further details).
12. Makes the final selection of all main speakers for the convention. (SEE Program Committee for further details).
13. The Board will approve all alternate store vendors at the convention.
14. Donation baskets should go around at all main speaker meetings (Fri, Sat, Sun, and Mon morning) counted by BOD members.
15. In all BOD minutes, motions will have a disposition listed and exact vote count, except for closed ballot counts. In addition, maker of motions and seconded will be listed.
16. Will hire a bookkeeper in addition to the existing CFO and Host Committee Treasurer. The bookkeeper responsibilities and salary are listed as follows: on a quarterly basis using Quick Books the bookkeeper will:
 - a. Enter and categorize checks, deposits, and maintenance fees.
 - b. CFO: Reconcile both the BOD and Host Committee Accounts.
 - c. CFO: Prints quarterly reports to include profit and loss, balance sheets, and check register details.
 - d. CFO: Ensures that annual expenses are made on time for the PO Boxes, storage, business forms, etc.
 - e. CFO: Ensure that State and Federal taxes are prepared, declared and/or paid on time.
 - f. Additional duties to be added as necessary.
17. The bookkeeper will be paid hourly. (3) Bids will be solicited based on duties to be performed. {?
CHANGE TO CFO TAXES TO BE DONE BY OUTSIDE PERSON
18. All members of the BOD and Host Committee shall have the available current Regional Policy and current SFRNA host guidelines at every meeting. All members of the BOD Admin shall have available Hotel/Venue contracts, Vendor Contracts, and current budget at every meeting.



G. Liaisons

1. The convention Board shall create the following liaison positions to set up direct lines of communication between the Host Committee and the Convention Board: Arts & Graphics, Auction, Convention Information, Entertainment, Hospitality, Hotel Liaison, Marathon, Merchandising, Programming, Registration, and Serenity Keepers.
2. These liaison positions will be selected by the President. These liaisons are responsible for lending their experience to the Host Subcommittee. The liaison does not have to attend meetings of the Host Subcommittee but rather uses frequent telephone contact to determine if there are any problems, situations, etc., that will need to be dealt with by the Board or by the Host Committee as a whole. These positions are intended to create direct links between the Board and the Host Committee so that no one individual is responsible for handling all of the situations that always occur in the course of planning a convention.

H. Host Committee

1. This body shall be known as the Host Committee of the South Florida Regional Convention of Narcotics Anonymous and operates under the SFRC, Inc. Board of Directors who in turn is directly responsible to the South Florida Regional Service Committee.
2. The purpose of the Host Committee is to coordinate and conduct the annual South Florida Regional Convention of Narcotics Anonymous.
3. The Host Committee consists of members from the geographical zone hosting the annual convention, except for the Administrative Committee who may live in any part of the South Florida Region. If nominees from the Host zone do not fill all Subcommittee positions, nominees outside the Host zone at the second election meeting may fill them. The SFRC Board at the Board of Directors meeting shall elect administrative positions. The Board of Directors and the Administrative Committee of the Host Committee shall elect all subcommittee chairs. Any administrative member or subcommittee chair who is absent from (2) consecutive meetings without notice of their absence given to the chairperson will have their position open for re-election at the third meeting. The Host Committee will do the re-election. ANY POSITION OPEN AFTER THE FIRST MEETING THE HOST COMMITTEE WILL DO THE ELECTIONS. The BOD will select a standing discussion date for the Board to meet to select trusted servants for the upcoming convention.
4. The Host Committee is made up of a President Chairperson, Vice-President Vice-Chairperson, Secretary, CFO Treasurer, and Hotel Liaison along with the following subcommittees: Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandising, Programming, Registration and Serenity Keepers.
5. The Host Committee meets monthly starting with its creation, except one month prior to the convention when it meets weekly. All convention committee meetings should take place at a regularly scheduled time and place, (if possible, at the main convention site) and follow the current SFRC guidelines. If additional guidance is needed, the committee will follow the current edition of "Robert's Rules of Order". The purpose of these meetings is to get and share information regarding the carrying out of the convention. Host Committee meetings are open to anyone, and an effort



should be made to encourage support, including participation from all members. The only people having a voice on the floor are the Host Committee members and the SFRC Board members. Other NA members only have a voice at the discretion of the Chair. The only voting members are the Host Committee and the Chair in case of a tie.

6. The first responsibility of the Host Committee should be the selection of the theme and logo. After this is accomplished, work should be started on a registration flyer. Each Chairperson needs to set about the formation of their committee, as well as being familiar with the Convention Board liaison to work out any time schedules, budgets, etc. The Subcommittee Chairperson will submit reports, recommendations and other details about their area's responsibility.
7. The only money to be deposited in the Host Committee account will be a check from the BOD. All SFRC funds (Host & BOD) shall be deposited within 72 hours to the BOD account.
8. All SFRCNA Host Committee bank statements will go into Host Committee minutes and into BOD minutes monthly.
9. The Host Committee will submit three ORIGINAL themes and logos ranked in order of their preference to the BOD for consideration. The BOD will be responsible for final approval of the theme and logo. And will become property of SFRC, Inc.

I. Subcommittees

1. Subcommittee Chairpersons should have general qualifications as outlined in the general qualification sections. Specific service or personal experience should be considered prior to election or appointment. It should be duly understood that the Subcommittees have specific service responsibilities to perform.
2. Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. Each Subcommittee has only one Chairperson who then recruits committee members, a list of all committees is provided in these guidelines, although other committees may be established if needed.
3. However, experience has shown that most other responsibilities can be incorporated within the framework provided. EACH SUBCOMMITTEES SHOULD ELECT A VICE CHAIR.
4. Each Subcommittee Chair should be aware of what responsibility each member has assumed, and make sure that every task is carried out. Subcommittees maintain accurate records of the activities of the committee as well as correspondence. Financial reports, including needs, expenditures and records are included with each committee report.
5. The Subcommittees of the Convention Committee work together. At the onset, each committee should decide whether they will use the services of another committee or address that particular Area of business themselves. Although either way is effective, remember cooperation and consideration is the best way to make this work. All Subcommittee actions are subject to the approval of the entire Convention Committee and the Board of Directors must approve all contractual obligations.



J. Requirements for the Host Committee Administration

1. **Chairperson:** Minimum of four (4) years clean time. Two (2) years prior SFRNCA convention experience or other prior experience as a convention chairperson or subcommittee chair position.
2. **Vice-Chair:** Minimum of three (3) years clean time. One (1) year prior SFRNCA convention experience in a host chair position or BOD position.
3. **Secretary:** Minimum of one (1) year clean time.
4. **Treasurer:** Minimum of four (4) years clean time. One (1) year prior convention experience or treasure of an area or region.
5. **Hotel Liaison:** Minimum of four (4) years clean time. One (1) year prior SFRNCA convention experience. Business skills, professional manners and negotiating skills.

K. Duties of the Host Committee Administration

1. Chairperson:
 - a. Presides at all Host Committee meetings.
 - b. Attends all SFRC Board meetings as a voting member.
 - c. Prepares an agenda.
 - d. Ensures that committee members are informed of any sudden changes in meeting times or places.
 - e. Is cosigner on Host Committee bank account.
 - f. Only votes in case of a tie.
 - g. Gives updated report to SFRCNA BOD prior to RSC including subcommittee meeting times and places, so BOD liaisons can better coordinate their assistance.
 - h. Clarifies guidelines while presiding at the Host Committee meeting.
 - i. Allows subcommittees to do their jobs while providing guidance and support.
 - j. Allows simple discussion on major issues before calling for a vote.
 - k. Chairperson shall serve only one (1) consecutive term. (Any other office can serve two (2) terms).
2. Vice-Chairperson:
 - a. Will assume the responsibilities of the Chairperson in the event of their absence.
 - b. Attends all SFRC Board meetings as a voting member.
 - c. Assists the Chairperson in overall coordination.
 - d. Is a secondary liaison between the Host Committee and the Convention Board.



- e. Cosigner on the Host Committee bank account.
- f. Coordinates with the Subcommittees to make sure that guidelines are met.
- g. By vote of acclimation by the SFRC Board of Directors, is chair of the following SFRCNA.
- h. Attends as many Subcommittee meetings as possible and maintains regular contact with the Subcommittee Chairs to insure they have all the support they need to do their job.

3. Secretary

- a. Shall maintain and distribute minutes of all Host Committee meetings to Host Committee and Board of Directors President.
- b. Shall maintain files of all Host Committee and Subcommittee minutes.
- c. Shall maintain archives.

4. Treasurer:

- a. Shall maintain the Host Committee bank account.
- b. Is cosigner on the Host Committee bank account.
- c. Keeps records of all income and expenditures. Allocates to correct budget monthly.
- d. Works with the Convention Board CFO in preparation of budgets for each Subcommittee.
- e. Is responsible for the payment of all Host Committee expenses less than \$500.00, or any other expenses approved by the Convention Board.
- f. At the convention, along with the CFO, will be responsible for the collection and deposit of convention funds received.
- g. Coordinates with the Entertainment Committee Chairperson for the collection of funds at the fund-raiser held at the convention site and the functions held at the annual convention.
- h. Coordinates with the Merchandising Committee Chairperson for the collection of funds from the sale of merchandise at the fund-raisers, annual convention and also for the record keeping of inventory on hand at the end of each month.
- i. Prepares a financial statement at the end of the convention to be given by the Chairperson at the next SFRC Board meeting.
- j. At SFRC events, while accepting a check, an address and phone number will be provided.
- k. Any monies collected from any host committee chair will be turned over to the host treasurer prior to the next meeting. The host committee will issue a receipt and record the transaction in the monthly report. The host treasurer of the CFO will deposit the monies into the BOD account within 72 hours (3 business days.) When the deposit is made by the host committee treasurer a copy of the deposit slip will be faxed to the CFO within 72 hours of the deposit.



L. Collection and Handling of Funds

1. The collection and handling of all convention funds, including those collected at fundraising events throughout the year prior to the convention shall be done in accordance with the guidelines listed below.
2. The Chair, President, CFO, Treasurer, and other BOD members as needed shall be responsible for all monies collected by the committee as a whole and shall be accountable for those monies to the South Florida Region. The Subcommittee Chairs for Merchandise, Registration, Fundraising, Auction and Hospitality shall be responsible for all monies collected within their subcommittees and shall be accountable for those monies to the Treasurer.
3. Each subcommittee chair shall maintain a 2-copy receipt book for funds collected within their subcommittee. One copy shall be issued to the Treasurer with each submission of funds for deposit; the other copy shall remain in the book to account for income within their subcommittee. Any discrepancies shall be addressed immediately. Cash register receipts shall be used to show details of the funds collected, if available, and shall be attached to each receipt. Receipt from credit card machine goes in register.
4. ONLY Members with 2 or more years clean shall be allowed to sell merchandise. Each member shall be responsible for all merchandise they have been given to sell. Upon receiving merchandise, the members shall receive a receipt stating exactly what they have received. Receipts shall be signed by both the Merchandise Chair and the committee member. All monies collected and unsold merchandise shall be returned to the Merchandise committee and shall be reconciled against the original receipt. All discrepancies in the reconciliation shall be the responsibility of the committee member who signed out the merchandise.
5. Prior to the start of the convention, a special code shall be determined to designate a money pickup.
6. Prior to the time of pickup, all money to be collected shall be counted by the subcommittee chair or vice-chair (if chair is not present) and one other subcommittee member who has at least 2 years clean. The money shall then be placed in an unsealed envelope, showing the total amount contained within, and a call shall then be made for a pickup by 2 BOD/Host committee members. At the time of pickup, all monies to be collected shall be recounted by the BOD/Host committee members. The envelope is then sealed and initialed by the subcommittee chair or vice-chair and one of the BOD/Host committee members. The BOD/Host committee members making the pickup shall then receive a receipt from the subcommittee chair or vice chair for the amount collected.
7. All monies collected by the committee at pickups shall be taken directly to the room. The CFO shall obtain a room within the hotel which contains a safe and all monies collected shall be kept there. Both the CFO and BOD President together shall be required to deposit or access monies stored within the safe. The CFO shall maintain the only key to the room containing the safe but shall not have the combination or key to the safe. The BOD President shall maintain the combination or key to the safe but shall not possess a key to the room. If either person shall be unavailable at any time during the convention, the BOD vice-president or another BOD member shall temporarily assume the responsibilities of the absent person. At no time shall one person ever have sole access to both the room key and the combination or key to the safe.
8. Two BOD members, one being the CFO, shall prepare daily deposits of funds collected from those pickups. To prepare these deposits, the money shall be taken from the hotel safe, or room safe, and counted in an undisclosed room where a deposit ticket shall be prepared; making sure the amount matches receipts for that day. All monies along with the deposit ticket shall be put into a bank deposit envelope, sealed, and taken directly to the bank for deposit. Prior to going to the bank and making the deposit, any discrepancies must be addressed immediately with the BOD until resolved. All monies collected by Subcommittee members prior to the convention must be given to the Treasurer within 72 hours of receipt, and the CFO/Treasurer/BOD member must deposit said funds within 72 hours of receipt. During the convention, daily deposits shall be made as follows:



Friday's collections shall be deposited on Saturday morning, Saturday's collections shall be deposited Sunday morning, final day's collections shall be deposited immediately after the convention ends.

9. A Cash register and/or receipt book shall be placed at both the Registration and Merchandise tables. Only subcommittee members with 2 years or more clean shall be allowed to work the registers or collect monies. At no time during operation hours shall the Registration or Merchandise table be left unattended.
10. Banquet or breakfast ALL tickets sold prior to the event are refundable up to seven days prior to the event. All banquet or breakfast tickets sold after seven days prior to the event are non-refundable. Reference to this policy shall be clearly stated on all tickets and any promotional literature created for these events. Should be posted on the webpage.
11. Check requests shall be required for all money disbursements made from budgeted funds. Every subcommittee shall be provided with check requests, which must be submitted to the treasurer prior to issuance of any checks.
12. Individual Line-item amounts may be revised within each subcommittee's individual budget if it does not affect the bottom-line figures for their budget. These revisions must be reviewed and approved by the BOD to ensure that they remain in line with the overall budget.
13. The BOD shall immediately inform the RSC admin committee of any unresolved financial discrepancy.

M. Budgeting and Financial Policy

1. Preliminary budgets are prepared by the CFO of the SFRC Board and are submitted to the Host Committee for input. The Host Committee and the CFO will then work together so that the CFO can submit a budget to the BOD for final approval. This final budget will include Host Committee income and expenses as well as BOD expenses. The final budget will be voted on by the Board at its December meeting.
2. After the Board has approved the final budget, it will then be submitted to the RSC in October, for final approval no later than the February RSC. Once the budgets have been approved by the RSC, any requests for funds by the Host Committee that fall within the approved budget will automatically be paid by either the CFO or the Host Committee Treasurer, assuming funds are available. Any requests for funds that include the signing of any contracts must be submitted to the BOD in ample time for the Board to review the contract for any legal issues. Any requests by the Host Committee to go above any line item in the budget, or for any items which are not in the budget, must be approved by the BOD based upon the recommendation of the CFO.
3. Within three months after the convention, SFRC Inc. will turn over to the RSC all profits from the prior year's convention. The BOD will keep \$30,000 seed money for the following convention.
4. The BOD will replenish the host committee's bank account to a balance of \$1000 monthly or as needed per check request from the host treasurer. Should be done by President and CFO notified.

N. RSC/ BOD/ Host Committee Coordination



The following describes the decision-making process as it relates to all decisions regarding the annual convention:

1. All decisions of the Host Committee are subject to be overturned by the SFRC BOD and/or the RSC. All decisions of the SFRC BOD are subject to be overturned by the RSC. Therefore, the SFRC BOD must abide by all decisions of the RSC, and the Host Committee must abide by all decisions of the SFRC BOD and/or the RSC.
2. Care should be taken by the RSC and the SFRC BOD in exercising this capacity to overturn decisions. Unless the SFRC BOD and/or the RSC want to be stuck doing the day-to-day activities of putting on a convention, these bodies should try as best they can to leave the decision making to those who are specified in the rest of these guidelines. For example, the Entertainment Committee is responsible for selecting any bands to be used for dances at the convention. The Host Committee then approves this decision. Care should be taken by the SFRC BOD and/or the RSC in overturning this decision because they might not like the type of music that will be played, even though the SFRC BOD and/or the RSC have the right to do so.
3. Experience has shown that cooperation and mutual respect between the Host Committee, the SFRC BOD and the RSC helps to promote unity of purpose, and this unity helps to promote successful conventions.

O. Site Selection

1. The site selection committee is comprised of three (3) to four (4) members including the Board President, the Host Committee Vice Chair, and Hotel Liaison. The Board President presides over this committee.
2. This subcommittee should contact perspective hotels and collect information for comparison that leads to the selection of
3. the convention site. Usually there is one hotel which stands out from the rest in terms of being easy to work with, offering good room rates, sufficient conference halls for large meetings, workshops, and banquet rates.
4. Spending the time asking questions repeatedly during the negotiations keeps the convention from being overcharged. When negotiating the contract, have it put in writing that individuals are responsible for their sleeping rooms, that the committee is only responsible for the common Areas of the hotel such as the halls, pool areas, lobby, and meeting rooms. Also, that the Hotel will supply all in-house equipment at no cost, such as easels, pads, risers, podiums, microphones, etc. If you need anything that the hotel has to rent, the committee will pay for that.
5. Buffet meals are easier for the hotel staff to move people in and out quicker than normal restaurant food. Explain to the hotel that we eat a lot. Negotiate reasonable prices for those buffets, as that will determine how successful it will be. One suggestion is to have the buffet schedule integrated into the mealtime slots in the program. Try to let the room setup to remain the same throughout the convention as much as possible. This way, all the hotel will need to do is to refresh the rooms during breaks.
6. No rooms shall be accepted by any BOD member from the hotel on the master account or meals shall be accepted by any board member or host committee member except for those members



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needing to be at the convention one day prior to or following the convention, to be determined by board in conjunction with the Host Committee.