

UTAH REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
GUIDELINES

(Adopted 12/9/2006)  
(Revised 2/2008, 4/2010, 10/2013, 12/2015)

**ARTICLE I**  
NAME

The name of this committee shall be the Utah Regional Service Committee of  
Narcotics Anonymous (URSC).

**ARTICLE II**  
BOUNDARIES

***All areas within the Utah State boundaries and any other areas which choose  
To participate in the URSC.***

**ARTICLE III**  
SPIRITUAL GUIDELINES  
ORDER OF GUIDING DOCUMENTS

1. The Twelve Traditions
2. The URSC Current Fellowship Approved Guidelines
3. The Twelve Concepts of NA Services
4. The Guide to Local Service (2002)

The URSC shall not make or take any action that conflicts with the Guiding documents.

**ARTICLE IV**  
PURPOSES

1. To fulfill the service needs of the participating areas and foster Unity wherever possible with those areas.
2. Upon yearly approval, (to be decided during February elections) participate in Rocky Mountain Zonal Forum (RMZF).
3. To keep the communication link open between Narcotics Anonymous Work Services (NAWS) and the URSC through participation in the World Services Conference (WSC).

**ARTICLE V**  
**MEETINGS**

1. URSC meetings will be held the second Saturday of each month at a place and time determined by the chair. Meetings will be held every other month, beginning in February. This means February, April, June, August, October and December.

**ARTICLE VI**  
**FINANCIAL MANAGEMENT**

1. URSC prudent reserve will be \$500.00.
2. The beginning of the fiscal year shall begin on January 1.
3. The RD (regional delegate) and treasurer will be issued a debit card.
4. Anyone handling NA funds will be responsible for reviewing the anti-theft policy at the end of these guidelines and fill out and sign the memorandum of financial responsibility for located there also.
5. The financial documents will be held in the URSC achieves.

**ARTICLE VII**  
**PARTICIPANTS**

1. Participants of the URSC will consist of:
  - a. Regional Committee Members (RCM's) elected from each area within the region.
  - b. Any NA member.

**ARTICLE VIII**  
**REGIONAL PRIORITIES**

1. Hospitals and Institutions (H&I)
2. Public Information (PI)
3. Outreach
4. Regional operating costs
5. RD, RDA travel
6. Regional Activities

**ARTICLE IX**  
Voting/Motions

1. In order to conduct business and voting at URSC meetings, a 50% +1 quorum of the current Utah region areas must be present at the URSC meeting.
2. All regional participants have a voice in the decision making process.
3. All decisions made at the URSC will be made by group conscience.
4. Any NA Area or Regional committee member, excluding the chair, may introduce motions (in writing) as well as participate in debate and/or discussion.
5. Any motion made by a subcommittee chair must be seconded by an RCM.
6. In the event there is a tie vote on any item, the motion is to be taken back to the area for a re-vote. After two (2) ties, the motion will fail due to lack of simple majority.
7. All voting will be in a yes or no format.
8. All other decisions are decided by a simple majority vote.
9. Approved motions of the URSC are determined by a majority vote of RCM's
  - a. Majority vote means at least 50 percent plus one of RCM's present.
10. One vote per area is allowed.
11. Area motions do not have to be seconded.
12. The only way a motion can be ruled out of order is if it violates a Tradition.
13. Discussion made at the time motion is presented only. The time allotted per person will be five (5) minutes and it is to be used for clarification or information purposes. Any extra time cannot be given to following people.
14. The motion then goes to the areas for Group Conscience. When the motion returns, votes are tallied without discussion. It can, however, be discussed if new information pertinent to the motion is presented. If an RCM was absent at previous Regional meeting and would like clarification, five (5) minutes will be allotted. The vote will then proceed.
15. An Abstention is NOT a vote in the majority tally.

**ARTICLE X**  
ELECTIONS

1. Elections will be held annually in February. With the elections of the RD, RDA, Webmaster, H&I, PI and Outreach occurring in the odd numbered years.
2. Positions up for elections will include Chair person, secretary, treasurer, alternate treasurer, webmaster, RD and RDA, H&I, PI and Outreach chairs.
3. URCNA Chair and URICNA Chair must be affirmed by simple majority of RCM's following their election.
4. To avoid a conflict of interest, the following positions may not hold an RCM position during their term of service: RD, RDA, URCNA Chair, URICNA Chair, Treasurer and Chairperson.
5. Only RCM's may vote.
  - a. The position will be determined in favor of the person with the most votes.

- b. A vote is taken in a show of hands.
6. Items requiring a majority of votes to pass:
  - a. Removal of any Trusted Servant with just cause:
    - Gross violations of Traditions
    - Neglect of Duty
    - Changes to these guidelines
7. Immediate **removal**:
  - a. Relapse
  - b. Theft of NA funds or property

**ARTICLE XI**  
Committee Members

1. Regional Chairperson
2. Recording Secretary
3. Treasurer
4. Alternate Treasurer
5. Regional Delegate (RD)
6. Regional Delegate Alternate (RDA)
7. Utah Regional Campvention (URCNA) Chair
8. Utah Regional Indoor Convention (URICNA) Chair
9. Webmaster
10. H&I Chair
11. PI Chair
12. Outreach

**ARTICLE XII**  
URSC COMMITTEE MEMBER QUALIFICATIONS & DUTIES)

**CHAIRPERSON**

Qualifications:

1. Suggested clean time is five (5) years.
2. Term of service is one (1) year.

Duties:

1. Sets the agenda and chairs the meetings.
  - a. Determines the place and time of next scheduled URSC meeting.
2. A signor on the URSC bank account.
3. Holds, in possession, a key to the storage shed and PO Box.

4. To serve on the Directors sub-committee and follow the duties as outlined in Article XIII.

### **RECORDING SECRETARY**

Qualifications:

1. Suggested clean time is three (3) years.
2. Term of service is one (1) year.

Duties:

1. Takes minutes of all regional meetings, providing them to the participants within one (1) week. The minutes shall include the following:
  - a. Reports from all officers and subcommittees, as well as any action items will be dealt with at the meeting.
  - b. Is responsible for all regional correspondence and for maintaining the regional achieves.
  - c. Maintains contact information for all members of the URSC.
  - d. All motions made.
2. To serve on the Directors sub-committee and follow the duties as outlined in Article XIII.

### **TREASURER**

Qualifications:

1. Suggested clean time is five (5) years.
2. Term of service is one (1) year.

Duties:

1. Trains the alternate treasurer in all responsibilities of treasurer.
2. Responsible for the URSC monies.
  - a. All regional financial responsibilities to be taken care of first before sending any funds outside of the Region.
  - b. 15% of all donations will be used to provide literature for correction facilities within the state of Utah. 10% of all donations will be donated directly to the United States Service Conference and 5% of all donations directly to NAWS.
  - c. To assist in support of the RMZF, The Utah Region will host the RMZF meeting on a rotational basis, and on that year, will cover meeting and other expenses.
  - d. Rent for regional meeting.
  - e. Maintain a regional PO Box.

- Holds the key to the PO Box and brings contents to every URSC meeting to be examined and distributed.
  - f. RD and RDA travel expenses.
  - g. Maintain payment for the website.
  - h. Maintain rental of storage shed for URSC.
3. A signor on the URSC bank account.
  4. Provides a written financial report, to include copies of all bank activity with the aid of the secretary at every URSC meeting.
  5. Acts as chair if chair is absent.
  6. Conducts and annual financial audit on the URSC and its subcommittees.
    - a. The audit should include an examination of receipts, bank statements and bank balances. Committees can decide whether to have an internal or external audit performed, but the critical factor is that the audit be performed. In an internal audit the treasurer must be present along with at least two (2) of the following positions: Chair, RD, RDA and secretary.
  7. To serve on the Directors sub-committee and follow the duties as outlined in Article XIII.

### **ALTERNATE TREASURER**

#### Qualifications:

1. Suggested clean time is five (5) years.
2. Term of service is one (1) year as alternate and one (1) year as treasurer.

#### Duties:

1. Assumes all responsibilities of the treasurer position in the treasurer's absence.

### **REGIONAL DELEGATE (RD)**

#### Qualifications:

1. Suggested clean time is seven (7) years.
2. Term of service is two (2) years.
3. May serve for a maximum of two (2) terms.

#### Duties:

1. Attends the World Service Conference (WSC) where he/she carries the group conscience and only the group conscience of the region and will vote the group conscience of the region.
2. Serves as Chairperson in absence of the chair and the treasurer.
3. Facilitates the Conference Agenda Report (CAR) workshop(s).
4. Should have experience as RDA.
5. Regional Motions for the CAR cannot be modified without regional conscience.

6. To be considered for election, nominee must submit a written resume of NA experience to the URSC at the meeting prior to Elections in February.
7. To serve on the Directors sub-committee and follow the duties as outlined in Article XIII.

### **REGIONAL DELEGATE ALTERNATE (RDA)**

#### Qualifications:

1. Suggested clean time is seven (7) years.
2. Term of service is two (2) years as RDA and through rotation of service, be nominated as RD.

#### Duties:

1. Fills in for RD in his/her absence.
2. Attends WSC, if approved by the region.
3. To be considered for election, will submit a written resume of NA experience to the URSC at the meeting prior to Elections in February.
4. To serve on the Directors sub-committee and follow the duties as outlined in Article XIII.

### **UTAH REGIONAL CAMPVENTION OF NARCOTICS ANONYMOUS (URCNA) CHAIR**

#### Qualifications/Duties:

1. Clean time and duties are set by URCNA guidelines.
2. Term of services is one (1) year.
3. Holds in his/her possession, a key to the storage shed.
4. Reports to the Region at every Regional meeting.
5. Obtains signed memorandum of financial responsibility forms from all committee members and includes them in the regional minutes as record.
6. Submits to region a convention budget for review and approval in October.
7. The URCNA Chairperson and Treasurer must be confirmed by the URSC at the meeting following their respective elections.

### **UTAH REGIONAL INDOOR CONVENTION OF NARCOTICS ANONYMOUS (URICNA) CHAIR**

#### Qualifications/Duties:

1. Clean time and duties are set by URICNA guidelines.
2. Term of service is one (1) year.
3. Reports to the URSC at every meeting.
4. Holds in his/her possession, a key to storage shed.

5. Obtains signed memorandum of financial responsibility forms from all committee members and includes them in the regional minutes as record.
6. Submits to region a convention budget for review and approval in February.
7. The URICNA Chairperson and Treasurer must be confirmed by the URSC at the meeting following their respective elections.

### **WEBMASTER**

#### Qualifications:

1. Suggested clean time two (2) years, but experience with web management and willingness to fulfill duties are more important than clean time for this position.
2. Term of service is two (2) years. May serve for more than one term.

#### Duties:

1. Responsible for maintaining and updating minutes to the URSC website ([www.utahna.info](http://www.utahna.info)) within (24) hours of receiving them.
  - a. Website shall include a regularly updated regional meeting list and other relevant NA announcements.
2. Notifies the URSC when the website domain name and hosting needs to be renewed.
3. Responsive to the requests from the areas and regional committees as to changes in website content.
4. May also suggest improvements (chat lines, message boards, format changes) for consideration by the region.
5. Does not actively handle funds.
6. May also be appointed by the URSC if a vacancy occurs between elections.

### **ARTICLE XIII**

#### **URSC SUBCOMMITTEES/AD-HOC COMMITTEES**

A representative from each subcommittee must attend each URSC meeting to give a report and be available for any questions to provide accountability.

Other standing subcommittees may be formed for a specific purpose by the URSC.

Ad-hoc committees can be established and appointed by the RCM's per the Guide to Local Service. Ad-hoc committees usually last just long enough to fulfill their appointed duties. Ad-hoc chair reports to the URSC regularly on project progress. Standing subcommittees will be maintained by the region.

Standing subcommittees currently are:

- Outreach
- Public Information (PI)
- Hospitals and Institutions (H&I)
- Utah Regional Campvention of NA (URCNA)
- Utah Regional Indoor Convention of NA (URICNA)
- Directors Committee of the URSC

### **OUTREACH CHAIR**

Qualifications:

1. Suggested clean time is five (5) years.
2. Prior outreach experience is a must.
3. Term of service is two (2) years.

Duties:

1. To maintain at a minimum, quarterly contact with each area's Outreach subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues.
2. To facilitate an annual Outreach Learning Day with experienced Outreach members.
3. Reports on progress at every regional meeting.

### **PUBLIC INFORMATION CHAIR**

Qualifications:

1. Suggested clean time is five (5) years.
2. Prior PI experience is a must.
3. Term of service is two (2) years.

Duties:

1. To maintain at a minimum, quarterly contact with each area's PI subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues.
2. To facilitate an annual workshops and PI Learning days with experienced PI members.
3. Reports on progress at every regional meeting.

### **HOSPITALS AND INSTITUTION CHAIR**

Qualifications:

1. Suggested clean time is five (5) years.
2. Prior HI experience is a must.
3. Term of service is two (2) years.

Duties:

1. To maintain at a minimum, quarterly contact with each area's H&I subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues.
2. To facilitate an annual workshop. This workshop shall consist of experienced H & I members.
3. Reports on progress at every regional meeting.

DIRECTORS COMMITTEE

Qualifications:

1. Is a current member of the executive committee (Chairperson, Recording Secretary, Treasurer, Regional Delegate and Regional Delegate Alternate).
2. Has read, understands the duties, willingness to ensure that responsibilities of this committee will be completed.
3. Any member of the Utah fellowship that the URSC RCM's feels would be needed to ensure that the responsibilities/duties of the directors committee would accomplished. Term set by the RCM's, however not to exceed 1 year without reaffirmation.
4. Willingness to attend all URSC regular meetings.

Duties as per trusted servant:

1. Regional Delegate – Will serve as the registered agent and insure that all filings for the corporation are done as required and will report each cycle on this item. This will be changes to the current directors as the trusted servants fulfill their terms. Will ensure that the forthcoming RD is fully mentored in the process of annual filings and mid-year changes as the URSC directs. Will be available to train a new RD after their term is expired, this is not only accepted, is part of accepting a nomination to serve as the Utah RD.
2. Alternate Regional Delegate – Will help the RD and learn the process to ensure that when the current RD fulfills the term of service they are ready to serve as the registered agent when they become the RD.
3. Facilitator/Chairperson – Will hold in safe keeping any passwords or required information for access to the corporation filing database (internet access) to the Division of Corporation. They will have an agenda item each regular URSC meeting a report of corporate standing (even on a no report/nothing to report meeting)
4. Treasurer – Will ensure that the annual budget includes the renewal fees and ensure that the committee is made aware as expenditures happen.
5. Secretary – Will assist in anyway capable as requested by the URSC body.

STANDING ORDER OF THIS BODY:

There will be at least 3 directors at all times with up to 5 if trusted servant's positions available

Will follow the corporation maintenance duties as follows:

1. To have the registered agent file the annual report/renewal each year for the corporation and the DBA's listing the new directors and change the registered agent as required.
2. If in the middle of the corporate year (this is the 12 month period based on when articles are filed or DBA's applied for) this body directs the registered agent to change the current director(s) or officers(s) for whatever reason (i.e. new committee members, removed, resign, relocate, etc.) or have the registered agent changed to a different individual. This can also happen by one of the current directors.

#### **ARTICLE XIV TRAVEL POLICY**

1. In order to receive travel funds from the URSC, a budget of estimated expenses must be presented to the body at least one (1) regional meeting before travel and voted on by the RCM's.

#### **AMENDMENT TO GUIDELINES**

1. Proposed amendments and additions to the URSC Guidelines must be submitted through the respective RCM of the area. The proposals must be submitted in writing (exact wording) to the URSC Chairperson at the regular URSC meeting. Amendments can only be approved by a 2/3rds majority voted of the group conscience of the entire fellowship. Additions will only need a majority vote by the fellowships group conscience.

#### **ANTI-THEFT POLICY**

The 11<sup>th</sup> Concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The 12<sup>th</sup> Concept gives the URSC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

Should any URSC Participant, Administrative Committee member, Subcommittee Chair, URSC Convention Committee member or any other Regional trusted servant be found to have misappropriated, or misuse of URSC funds, the presiding officer of the URSC, immediately calling the URSC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10<sup>th</sup> Concept right to redress at this time.

### **URSC ACTION**

The Utah Regional Service Committee, once informed of the alleged misuse of funds, may remove individual(s) involved “with cause”. Should the URSC remove a member with cause, said individual(s) participation within the URSC is immediately terminated.

Additionally, any member removed by the URSC for misappropriation of funds may not hold an elected seat on the URSC forever.

### **RESTITUTION**

Individuals removed for misappropriation of funds are expected to make full restitution of all URSC funds within a 90-day period from the time of misappropriation. Should a member removed for misuse of funds fail to make full restitution, said member, will be subject to criminal and/or civil prosecution by the Utah Regional Service Committee.

END OF GUIDELINES

**MEMORANDUM OF FINANCIAL RESPONSIBILITY**

**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the Utah Region of Narcotics Anonymous (NA) agree to use properly and keep safe any money or other assets entrusted to me by the Fellowship of NA.

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

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

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement. I also agree that I will be responsible for any and all legal fees and/or court costs **(to recover funds)**.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. While in service at any time or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the URSC Anti-theft Policy as outlined on the policy.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_ ( Trusted Servant)

Printed Name: \_\_\_\_\_

OFFICER URSC

Date: \_\_\_\_\_

Witness by: \_\_\_\_\_

Position: \_\_\_\_\_

This document was created to implement the URSC Anti-Theft Policy.

The URSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

The agreement shall be held in the URSC Archives.