

UTAH REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES
(Adopted ___)

Article I - Name

Utah Region of Narcotics Anonymous (URICNA) ~~Convention~~ Guidelines
Indoor Convention

Article II- Purpose

- A. To celebrate recovery, keeping within the Twelve Traditions and all the principles of Narcotics Anonymous at all times.
- B. To encourage unity and fellowship between our region and all its members.
- C. To hold meetings, workshops, and other activities in the interest of creating fellowship.

Article III - Boundaries

Membership on URICNA is limited to residency within the boundaries of the Utah Region and acknowledged membership in Narcotics Anonymous

Article IV- Meetings

in December

- A. The first URICNA meeting after URICNA (~~in August~~), both the old and new committees will meet together.
- B. Meetings will be held Monthly at a place and time to be determined by the Chairperson. A schedule of location and time will be set and provided by the Chairperson at the meeting following the election and will be posted on the regional website.
- C. As the event nears, it is advisable to meet more frequently to ensure adequate communication.
- D. At least one meeting should be conducted at the convention site.
- E. Additional meetings may be requested by any member to handle special concerns or problems. Notice of special meetings shall be given to all other voting members of the committee at least 10 days prior to the meeting.

Article V- Spiritual Guidance

- A. The URICNA, its officers and subcommittees shall not make any motion or take any action that conflicts with the Twelve Traditions, or the Twelve Concepts of Service in NA.
- B. In accordance with the 9th Tradition of Narcotics Anonymous, the URICNA is directly responsible to those they serve and shall be respectful of the Guiding Documents in all its affairs and matters of business, keeping the interest of the Narcotics Anonymous fellowship in the Utah region and around the world ever at heart.
- C. The URICNA will comply in all its actions with the following documents in order of priority as listed below
 - 1. The Twelve Traditions
 - 2. The Twelve Concepts
 - 3. The current URSC Guidelines and passed motions.
 - 4. The current URICNA Guidelines and passed motions.
 - 5. Guide to Local Service and other NA approved handbooks.

Article VI-Decision Making

- A. A consensus-based process will make decisions, with the facilitator conducting the discussions until a consensus is reached. All decisions should be consistent with the 12 Traditions, these guidelines, and any special rules the Committee may adopt.
- B. Section 2. Basic outline for consensus decision making
 1. Motion / Topic is introduced.
 2. The Chair opens the dialogue. Begin with the maker of the proposal / topic.
 3. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the Motion/topic. This is not the time for general discussion
 4. The chair asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal/topic in an effort to address expressed reservations or concerns.
 5. Chair asks for Consensus

Article VII- Financial Management

- A. America First Credit Union will host regional accounts.
- B. Signers on the bank account will be the Regional Treasurer, Convention Treasurer, and Convention Chairperson.
- C. The regional treasurer will facilitate all signing and releasing of account members.
- D. America First “minute template” will be used for account changes for consistency and expedition, see in Approved & Recognized Forms & Documents
- E. Oncoming signatories must have bank account documents signed within 30 days of election/affirmation.
- F. URICNA prudent reserve will be \$10,000
- G. Conventions are self-supporting. Any funds above subcommittee prudent reserve will be donated back to the regional general fund following the final audit. If the events operate at a deficit the committee will make up the difference through fundraising efforts.
- H. All monies accumulated from fundraisers, registration, merchandising and other NA sources shall be maintained in a bank account general fund with bookkeeping of individual committee funds, subject to disbursement by the convention treasurer for paying obligations.
- I. The convention treasurer will be issued a debit card.
- J. All bills should be paid by at least 50% upfront and the remainder to be paid in a timely manner.
- K. 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 see in Approved & Recognized Forms & Documents.
- L. All financial documents/Statements will be held in the URICNA achieves.

Article VIII- Financial Contracting

- A. Three bids/proposals are ^{preferred} required for all contracted activities (i.e. location, catering, merchandise, etc.). **In the case where it's not practical to receive multiple bids, the committee must compare any bids to established budgets and/or prior year bids for similar activities.**
- B. All literature materials supplied through the committee must be WSO approved.
- C. Prudent doesn't necessarily mean cheapest, a better fit for our events, as determined by the trusted servants of an event's subcommittee, is preferable beyond considering cost alone
- D. ~~May enter into multi year contracts if it is in the best interest of the deciding body. In the event of a multi year contract, the contract should notate a rotating committee.~~

Multi year contracts are highly discouraged and have proven to be difficult to manage and ultimately have led to loss of funds.

Article IX- Audit

The February Region meeting will complete an audit and the following positions must be present: incoming and outgoing treasurer, an RCM, and Committee Chair. This audit should include an examination of receipts, bank statements, and bank balances.

Article X- Participation

Any NA member may participate in discussion.

Article XI- Elections and Nominations

- A. Nominations and elections for the URICNA committee shall be held at the convention. The regional body at the meeting following the elections must confirm the newly nominated URICNA chairperson.
- B. All nominees of trusted servant positions must be present either physically or virtually at the time of nomination and voting.
- C. URICNA trusted servant positions serve a one (1) year term.
- D. A trusted servant of URICNA may serve a second year in that position if nominated and elected. No one person shall serve more than thirty (30) months total in any single URICNA service position.
- E. An election to fill a vacancy in any position will occur at the following URICNA committee meeting. It will be the duty of the URICNA chairperson to notify the URSC secretary of the vacancy, so intent to fill the vacancy can be given to the fellowship.
- F. Anyone elected midterm (with the exception of temporary subcommittee chairs) will serve the remainder of the regular term of office.

Article XII- Duties and Qualification of Executive Body

- A. Convention Chairperson
 - 1. One year commitment
 - 2. Requires a minimum of three (3) years clean time
 - 3. Time and commitment to fulfill duties.
 - 4. Working knowledge of 12 traditions.
 - 5. Reports on progress at every regional meeting.
 - 6. Possesses P.O box key and combination/key to storage unit
 - 7. Will sign a legal financial responsibility contract
 - 8. Obtains a signed memorandum of financial responsibility contract from all committee members and includes them in the regional minutes as record.
 - 9. Submits to region a convention budget for review and approval the cycle following confirmation
 - 10. The Chairperson must be confirmed by the URSC at the meeting following their respective election.
 - 11. Participate in storage unit inventory
 - 12. Participate in Audit
 - 13. Prior URICNA or other convention experience is preferred.

14. Chairs the committee meetings as well as the convention.
15. Appoints all ad hoc committees when needed.
16. Always upholds the URICNA and URSC bylaws.
17. Sets the agenda and facilitates all regularly scheduled and special meetings.
18. With help of committee, and acting within the guidelines for financial contracting, selects a location for the event.
19. After a location has been selected, contact the facility host and establish a relationship with them.
20. Obtain a list of location rules, regulations, and inform the facility of our planned itinerary and activities.
21. Make sure the facility understands all our activities, including music, sound systems, and merchandising requirements.
22. Will be in charge of all negotiations of contracts with the facility, including meals. All contracts must be in writing and signed by the facility representative.
23. Must present the convention committee a menu of all meals as well as proposed cost of meals for the registration package.
24. Be in charge of presenting the URICNA committee the completed contract for final approval and signing of said contracts, including any separate agreements for the set up of a hospitality room and banquet facilities

B. Vice Chairperson

1. One year commitment.
2. Requires a minimum of two (2) years clean time
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Reports on progress at regional meetings, in the absence of chairperson.
7. Assume responsibility for vacant positions.
8. Support all subcommittees and provide leadership as requested.

C. Secretary

1. One year commitment
2. Requires a minimum of one (1) year clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Takes minutes of all meetings, providing them to the participants within one (1) week. The minutes shall include the reports from all officers and subcommittees, financial reporting, any action items to be dealt with at the meeting, and all motions made.
7. Is responsible for all regional correspondence and for maintaining the committee archives.
8. Maintains contact information for all members of the URICNA .

9. Maintains guidelines: updates in a timely manner.
10. Participates in bi-annual storage unit inventory
11. In the event special meetings are called, or changes are made to regularly scheduled meetings, notify all committee members of the changes in a reasonable time.

D. Treasurer

1. One year commitment
2. Requires a minimum of three (3) years clean time
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. To be a co-signer of the URICNA America First bank account
7. Provides a written financial report, to include copies of all bank activity with the aid of the secretary at every URICNA meeting.
8. Conducts the annual financial audit on the URICNA and its subcommittees.
9. Work with committee members to develop accurate budgets for subcommittees. Writes out checks and maintains a record of all disbursements, including appropriate receipts.
10. Pay approved bills, as funds are available.
11. During URICNA , works closely with subcommittees to help them organize their finances. This means double counting of money received from merchandise sales, registration, raffles and other issues dealing with money.
12. Any Point of Sale system must be tied to the URICNA bank account, no personal account usage. Cash transactions may also be tracked through this system, and are encouraged for accurate record keeping.
13. Assume final responsibility for keeping accurate financial records at URICNA , and make sure all money is deposited correctly in the bank.
14. Cash deposits should be made in a timely manner, within two business days of collection. Treasurer is responsible for this money, so more frequent deposits are encouraged.

Article XIII- Subcommittees

A. Fundraising & Raffle

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. Must provide service to the various area fundraising committees or entertainment committees, for events specifically carried out for the benefit of the convention, must have your participation or members of your subcommittee in all phases of the event, beginning to end.

8. Fundraisers do not have to raise a lot of money to be considered successful. Generating fellowship interest and support is equally, if not more important than actual funds raised.
9. Deliver all raffle money collected at the event during the convention to the URICNA treasurer periodically throughout the day and immediately after it closes.
10. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

B. Registration

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. design and set up of a Pre-Registration form
8. Be responsible for preparing and distributing a complete registration package
9. Be responsible for setting up and maintaining a registration table at all Fundraising events once the pre-registration form is complete.
10. Be responsible for setting up and maintaining a registration table at the convention.
11. Deliver all registration money collected at the registration table during the convention to the URICNA treasurer periodically throughout the day and immediately after it closes.
12. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

C. Convention Information

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. Be in charge of informing all surrounding N.A. communities of the upcoming convention and all upcoming fundraising events.
8. Be in charge of informing N.A. Way and N.A. Times as well as any other related publications, of the upcoming convention and fundraising events.
9. Be responsible for supplying convention information to webmasters for the Utah Region and World Service websites.
10. Be in charge of informing all area Hospitals and Institutions committees of the upcoming convention and fundraising events. Make information about the number of attendees from any hospitals or institutions available to the Registration subcommittee.

11. Make press packets available at the convention, in coordination with the URSC Public Relations subcommittee.
12. Always remember Attraction Rather than Promotion.
13. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

D. Merchandise

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract.
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. URICNA Logo and Theme Contest. Set a deadline for the contest, and collect entries.
8. Be responsible to obtain a release from all persons submitting artwork, written materials, etc., used by URICNA, releasing all rights and privileges of ownership to URICNA. The donating person must sign such a release, or the material will be returned and not used.
9. Have a URICNA Banner printed, suitable for display at URICNA.
10. Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to convention committee.
11. Be in charge of the sales of all current year merchandise.
12. See that the sale of all commercial merchandise is prohibited.
13. Oversee the sales of all other fellowship merchandise.
14. Be responsible for the operation of a store at the convention, where merchandise can be sold.
15. Must give a report of all left over merchandise at the first regular URICNA meeting following the convention.
16. Deliver all merchandise money collected at the merchandise table during the convention to the URICNA treasurer periodically throughout the day and immediately after it closes.
17. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

E. Program & Entertainment

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract

6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. Inform the N.A. community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming convention.
8. Be responsible for the scheduling of all convention events. Must submit a convention program outline, to the committee, ninety (90) days prior to the convention for approval.
9. Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. Speakers must have a minimum of five (5) years clean; workshop speakers must have a minimum of three (3) years clean.
10. A written report must be completed and handed in at all URICNA Meetings, except at special order of business meetings if not pertaining to their position.
11. Coordinate all entertainment functions at URICNA
12. A timetable should show when events start and end. Time management of activities is crucial to an orderly flow of events.

F. Blood, Sweat and Tears

1. One year commitment
2. Requires a minimum of two (2) years clean time.
3. Time and commitment to fulfill duties.
4. Working knowledge of 12 traditions.
5. Will sign a legal financial responsibility contract
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. Formulate a policy on children at the convention. This is to be done in conjunction with the convention committee, and management of the convention facility. Each year the full convention committee will vote on this policy.
8. Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the convention, along with the chairperson.
9. Coordinate the use of volunteers to assist subcommittee with duties as needed.
10. Be a point of contact for facility staff during the convention.

Article XIV- AD HOC

- A. Appointed by facilitator
- B. Reports on progress at every regional meeting.
- C. No specific time commitment outlined, committee will dissolve once the function is complete
- D. Will sign a legal financial responsibility contract if handling funds.

Article XV- Removal of officer

Trusted Servants may be removed from office for any of the following reasons:

- A. Relapse
- B. Two or more unexcused in a row without alternate representation or report
- C. Neglect of duties

- D. Disregard for Group Conscience
- E. Disrespect for the Guiding Documents
- F. Misuse of funds
- G. Falsification of financial reports

Article XVI - Alternate Merchandise Policy

An alternative merchandise session will be scheduled on the Sunday of the convention (time to be determined) in order to provide an opportunity for NA Groups, NA committee, NA areas, and NA regions to sell Narcotics Anonymous merchandise for future events and/or to recoup the costs of producing Narcotics Anonymous merchandise previously offered for sale and left over from past events, activities, and programs. Funds from the above sales will benefit the fellowship 100% and are not for personal profit. In order to provide necessary space; groups, committees, areas, and regions must apply for space at least 30 days prior to the event along with their Pre/Registration to the convention. Applications can be mailed to the regional post office box or emailed to the current regional event chairperson. Utah Region of Narcotics Anonymous P.O. Box 1409 Salt Lake City, UT 84110 Groups, areas, or regions should conform to the state and local regulations regarding sales tax and business licensing applicable to the selling of merchandise at the event. The convention committee is not responsible for, nor do they grant vendors license' to sell under any permission/licensing that they have obtained for the event from the applicable state and local agencies.

Article XVII- Amendment of Guidelines

All motions that make or change guidelines shall be sent to the Areas and require a two thirds (2/3) majority of quorum vote to pass.

Article XVIII- Theft Policy

Please refer to Article XVII of the Utah Regional Service Committee of Narcotics Anonymous Guidelines.

Article XIX- Approved & Recognized Forms & Documents

Article XX - Licensed NA Vendors

As determined and selected by the committee, only licensed NA vendors should be allowed to participate in the event to provide goods and/or services. This includes, but not limited to; jewelry vendors, recording services, and merchandise vendors. The committee should determine the best times and locations to not detract from event merchandise sales. Also, it is suggested to work with these vendors prior to the event, to determine how the vendor will support the event. Possibilities include, but not limited to; merchandise donations for the raffle / auction, a percentage of their sales, a flat rate cost for use of the space.



MEMORANDUM OF FINANCIAL RESPONSIBILITY

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/Committee 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.