

AD
URSC Officer and Sub-Committee Chairpersons:

Please read through and be ready to discuss at the next Region meeting, August 28, Sunday, 5:00 p.m. at Fellowship Hall. We will not vote at this time, or entertain any motions to dispense with our old By-Laws at this meeting. Each area and Sub-Committee needs time to go over these By-Laws.

If any questions or wish to discuss see me sometimes at this campvention. Others on this By-Laws Committee are Ray, Mark, Charlie, Jim Lou and Jeanie - Lou and Jeannie were advisors.

Dean M.,
Region Chairperson
Ad-Hoc By-Laws Chairperson

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GUIDELINES OF
THE UTAH REGION SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS

ARTICLE I

NAME

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

ARTICLE II

BOUNDARIES

Section 1. The state of Utah and Snake River Area of Idaho excluding areas participating in other Regional Service Committees.

Section 2. We shall have the option of including neighboring areas when necessary, in the absence of other regional service committees covering said areas.

ARTICLE III

PURPOSES

Section 1. Unify the areas within this region thru guidance and experience; carry the NA message of recovery thru RSC public information subcommittees; contribute to the growth of NA, both by initiating much of the work to be finalized at the WSC and by helping to support our World Services.

Section 2. We are here to respond to needs and services of our Region, as they arise, and to maintain the Twelve Traditions in all our functions.

3 support

ARTICLE IV

PARTICIPANTS

Section 1. This committee shall have two (2) classes of participants only, that of voting, and other non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

Section 2. Voting Participants

Option 1 The voting participants of the Utah Regional Service Committee shall be the Area Service Representatives, or in their absence, the ASR Alternate. The Chairperson shall vote only in the event of a tie.

Option 2 The voting participants of the Utah Regional Service Committee shall be the Area Service Representatives, or in their absence the ASR Alternate, and including one vote from the combined conscience of the Secretary, Treasurer, and Vice Chairperson. The Chairperson shall vote only in the event of a tie.

Section 3 Non-voting participants - Any non-voting participants of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by an Area Service Representative or this motion dies.

ARTICLE V

OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. - Narcotics Anonymous members only shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

ARTICLE VI

ELECTION OF OFFICERS

Section 1. Definition of officers of the Committee area: Chairperson, Vice-Chairperson, Secretary, Treasurer, Region Service Representative, and Region Service Representative Alternate.

Section 2. Elections:

A. Elections are to be held every ^{ONE} two years in November with officers to begin terms in January of the following year.

B. A term of office shall be ^{ONE} two years, reaffirmed yearly by the voting participants.

C. No officer will serve more than two consecutive terms in the same office.

D. A election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson. In the case of a vacancy in the office of Region Service Representative, the Region Service Representative Alternate shall assume the duties of Area Service Representative until the start of the regular meeting following the election for a Region Service Representative.

E All Elected must be A KNOWN RESIDENT FOR ONE YEAR OF RES
Section 3. Nominations are open from the floor for any qualified individual with a second from a voting participant.

ARTICLE VII

REMOVAL OF OFFICERS

Section 1. A Service member may be removed from their position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of the duties of their position
- C. Absence at two (2) regular meeting of the URSC without prior notification to the URSC Chairperson.

Section 2. An officer of this committee may resign by providing written notice to the URSC Chairperson at least one (1) month in advance of the upcoming regular meeting of the committee.

Section 3. A three (3) month moratorium will be required for any officer resigning or dismissed from office prior to completion of that term of office. The only exception is when that resignation is intended to perform a newly elected position.

ARTICLE VIII

DUTIES OF THE OFFICERS

Section 1. Chairperon

A. Requirements:

- (1) Suggested minimum of four (4) year clean time.
- (2) Service experience at the Regional level..
- (3) Working knowledge of the 12 Steps and 12 Traditions and the Service Guide.

B. Duties

- (1) To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
- (2) To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- (3) To recognize members or observers who are entitled to the floor.
- (4) To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- (5) To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- (6) To enforce the rules relating to debate and to order and decorum within the assembly when appropriate.
- (7) To expedite business in every way compatible with the rights of members and observers.
- (8) To decide all questions of order, subject to appeal - unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- (9) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.

- (10) To authenticate by the Chairperson's signature, when necessary, all acts, order, and proceedings of the assembly.
- (11) To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- (12) To arrange the agenda for each meeting.
- (13) To conduct the general correspondence of the committee.
- (14) To be a co-signer of the committee's bank account.
- (15) To sign all certified copies of acts of the committee.
- (16) To make a report of the years work at the annual meeting.
- (17) To conduct the meetings with impartiality and fairness.
- (18) To appoint all ad-hoc committees.
- (19) To appoint P O Box responsibility.

Section 2. Vice Chairperson

A. Requirements:

- (1) Suggested minimum of 3 years clean time.
- (2) Working knowledge of 12 Steps and 12 Traditions and the Service Guide.

B. Duties.

- (1) In the absence of the Chairperson, to serve as Chairperson.
- (2) To coordinate the functions of the committees.
- (3) To be co-signer of the committee's bank accounts.
- (4) To make a report of the year's work at the annual meeting.
- (5) To manage the registration of members.
- (6) To be an ex officio, a non-voting member of all committees.
- (7) To act as parliamentarian for the RSC meetings, unless this task is specifically assigned to another individual.

Section 3. Secretary

A. Requirements.

- (1) Suggested minimum of two (2) years clean time.
- (2) Working knowledge of 12 Steps and 12 Traditions and the Service Guide.

B. Duties.

- (1) In the absence of the Chairperson, the Vice Chairperson, and the Regional Service Representative, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- (2) To keep a record of all the proceedings of the committee.
- (3) To keep on file all committee reports.
- (4) To maintain the committees files and archives.
- (5) To keep and update the committee's official membership list; and to call the roll where it is required.
- (6) To make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.
- (7) To notify officers, committee members, and delegates of their election or appointment and, to furnish committees with whatever documents are required for the performance of their duties.
- (8) To sign all certified copies of acts of the committee.
- (9) To maintain record book (s) in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book (s) on hand at every meeting.

(10) To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the committee.

(11) To type and mail the correspondence of the committee which is not a function proper to other officers, or to committees.

(12) To prepare, prior to each meeting and in conjunction with the chairperson, an order of business for the use of the presiding officer, showing in their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times for which they are set.

(13) To distribute copies of the minutes and agenda for next meeting to each officer and member no later than 10 days following each meeting.

(14) Co-signer of the RSC bank accounts.

Section 4. Treasurer

A. Requirements

(1) Suggested minimum clean time 3 years.

(2) Working knowledge of 12 Traditions and 12 Steps and Service Guide.

B. Duties.

(1) To be the custodian of the committee's funds.

(2) To be a co-signer of the committee's bank accounts.

(3) To make a report of receipts and disbursements at each regular meeting.

(4) To make a full financial report at the annual meeting to be audited by an appointed committee.

(5) To disburse funds as necessary in accordance with committee decisions when the funds are available.

(6) To make quarterly budget report:

(7) To conduct quarterly budget portion of RSC meeting

Section 5. Regional Service Representative

A. Requirements

(1) Suggested minimum clean time of five (5) years.

(2) Service at Regional level.

(3) Working knowledge of 12 Steps and 12 Traditions and Service guides.

(4) Time and commitment to fulfill duties of this service position.

B. Duties

(1) In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.

(2) To represent the committee at each World Service Conference.

(3) To provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the URSC.

(4) To make a written report to the assembly at next regular meeting covering the business of previous WSC.

(5) Give frequent report of Committee elected to at WSC.

Section 6. Regional Service Representative Alternate

A. Requirements

(1) Suggested minimum clean time of four (4) years.

(2) Service at Regional level.

(3) Working knowledge of 12 Steps, 12 Traditions and Service guides.

B. Duties

- (1) In the absence of the Regional Service Representative, to serve as Regional Service Representative.
- (2) To attend each World Service Conference.
- (3) To attend all URSC meetings.
- (4) Work closely with Regional Service Representative.

Section 7 Officers are encouraged (or expected) to actively participate in fund raising activities.

ARTICLE IX

MEETINGS

Section 1. The regular meetings of the committee shall be held on the first Sunday of each month unless otherwise ordered by the committee.

Section 2. Special meetings may be called by the Chairperson of the Committee, and shall be called upon the written request of members of the Committee. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least seven (7) days notice shall be given.

Section 3. Annual meeting to be first business meeting of the year.

Section 4. Quorum - Fifty percent (50%) of the voting participants shall constitute a quorum.

ARTICLE X

STANDING SUBCOMMITTEES

Section 1. The URSC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the URSC. Standing subcommittees may include, but not be limited to public information, hospitals and institutions, literature, entertainment and fund raising, and any other standing subcommittee which shall be deemed necessary to carry on the work of the URSC. At the inception of these standing subcommittees, a Chairperson will be appointed by the Chairperson of the URSC or elected by the voting members of the URSC. Subsequent officers of each standing subcommittee will be elected by the subcommittee membership.

Section 2. All standing subcommittees of this URSC shall create and adopt guidelines which are consistent with the Temporary Working Guide to the Service Structure, the Twelve Traditions of Narcotics Anonymous, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

Section 3. The guidelines of each standing subcommittee shall be subject to approval and review by the URSC as a whole.

Section 4. Elections

A. Elections are to be held every two years in November with officers to begin terms in January of the following year.

B. A term of office shall be two years, reaffirmed yearly by the voting participants.

C. No officer shall serve more than two consecutive terms in the same office.

D. An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson. In the case of a vacancy in the office of Region Service Representative, the Region Service Representative Alternate shall assume the duties of Region Service Representative until the start of the regular meeting following the election for a Region Service Representative.

E. Nominations are open from the floor for any qualified individual with a second from a voting participant.

ARTICLE XI

AD-HOC COMMITTEE

Section 1. The Chairperson of the Region Service Committee shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and duration of existence of any such AD-Hoc Committee shall be specifically designated by the Chairperson at the time of appointment.

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall be utilized to expedite the business of the committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions, these guidelines and any special rules the committee may adopt.

ARTICLE XIII

AMENDMENT OF GUIDELINES

Section 1. Amendments and additions to the URSC Guidelines may be proposed by any URSC officer excluding the Chairperson. The proposals must be submitted in writing (exact wording) to the URSC Chairperson at the regular URSC meeting. The proposal will be voted on at the next URSC meeting. A two-thirds majority vote from the voting participants present is necessary to amend or add on.

Section 2. The amendment shall go into effect immediately upon its adoption unless otherwise specified in the amendment.

ARTICLE XIV

FINANCIAL MANAGEMENT

Section 1. All monies accumulated from Area contributions and other NA Sources shall be maintained in a bank account general fund with separate bookkeeping of individual committee funds, subject to disbursement by the Regional Treasurer for paying obligations.

Section 2. A monthly disbursement of at least \$10.00 will be sent to WSO.

Section 3. All expenditures made by the Committee shall be paid by check.

Section 4. All checks shall be required to have two signatures; that of the treasurers and one of the following:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

Section 5. In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another authorized signature is required.

Section 6. No regular expenditure shall be made from the Treasury without receipt or itemized listing of accountability.

Section 7. The Committee shall make available funds to assist the Regional Service Representative and the Regional Service Representative Alternate with designated expenses accrued due to attendance of the WSC each year.

Section 8. The treasury shall maintain a prudent reserve equivalent to three months operating expenses.

Section 9. Annual and Quarterly bills due will be budgeted quarterly. These accounts will be earmarked/or secured in a credit balance to the General Fund; Example:

RSR Travel	\$ 50.00
Campvention	100.00
NA Times	40.00
Region Schedules	30.00
	<u>\$ 220.00</u>

Monthly expenses will be approved by ASR's in a monthly budget;

Example: Entertainment	\$ 30.00
Public Information	60.00
Hot Line	150.00
	<u>\$ 240.00</u>

Section 10. All motions requiring new monetary expenditures require a 2/3 majority vote.

Section 11. The treasurer's books shall be audited annually by a committee consisting of the URSC Chairperson, Vice-Chairperson and the Secretary. Said Committee shall perform the duties prescribed by the Temporary Working Guide to the Service Structure and its successors

SUGGESTED GUIDELINES FOR ASR REPORTS

- A. Reporting of pertinent area business, including area's experiences that would benefit other areas and/or the region. This should include any recent problems and resolutions.
- B. Report of growth since last URSC meeting, i.e. average attendance and general welfare of area.
- C. Limit report to two(2) minutes of speaking and $\frac{1}{2}$ page of typewritten double-spaced pages or one (1) handwritten page.
- D. Include ASR's current and complete address and phone number, and last name if willing.
- E. Current area meeting time and place.
- F. Donation to Region and financial status of area.
- G. Cut the extraneous B.S.; avoid superlatives, adjectives and adverbs. Keep It Simple and Smile.

SUGGESTED GUIDELINES FOR REGION SUBCOMMITTEE REPORTS

- A. General reporting of workshop progress during previous month.
- B. General reporting of communication with areas subcommittee Chairs.
- C. Reporting of committee meetings and current activities of committee.
- D. Limit report to five (5) minutes of speaking and one (1) typewritten, double-spaced page or two (2) handwritten pages.
- E. Cut the extraneous B. S.: avoid superlatives, adjectives, and adverbs, etc.
- F. Include subcommittee Chair's current and complete address and phone number, last name if willing.
- G. Report of financial expenditures where region reimbursement is required.

SUGGESTED GUIDELINES FOR REGION OFFICER REPORTS.

A. Reporting of business during previous month.

1. VICE-CHAIR: General report of subcommittee communications.

2. SECRETARY: Report on secretary expenditures and communications with ASR's.

3. TREASURER: Expenses and income of previous month, projected expenses for upcoming month, and balance.

4. RSR: Pertinent communication from WSO/WSC. Notification of voting issues to be taken to the WSC.

B. Limit report to four (4) minutes of speaking and $\frac{1}{2}$ typewritten double-spaced pages or one (1) handwritten page.

C. Cut the extraneous B.S.: Avoid superlatives, adjectives, and adverbs, etc.

D. Include officer's current and complete address and phone number, last name if willing.

E. Report of financial expenditures where region reimbursement is required.