

**GUIDELINES OF THE VOLUNTEER REGIONAL
SERVICE COMMITTEE, INC.
OF NARCOTICS ANONYMOUS**

Revised June 2011

Table of Contents

ARTICLE I: NAME	4
ARTICLE II: SERVICE AREA	4
ARTICLE III: PURPOSE	4
Section 1: The purpose of the Volunteer Regional Service Committee Inc.:	4
Section 2: The VRSC services three basic functions:	4
ARTICLE IV: MEMBERSHIP OF THE VRSC	4
Section 1: Definitions of an N.A. Area	4
Section 2: Committee Members, Meeting Schedules, and Place	4
Section 3: Active Voting Participants Requirements	5
Section 4: Loss of Voting Privileges	5
Section 5: Regaining Voting Privileges	5
ARTICLE V: OBSERVERS	5
ARTICLE VI: ELECTION OF OFFICERS FOR THE VRSC	5
Section 1: Elected Trusted Servants of the VRSC	5
Section 2: Nominations	5
Section 3: Election Dates and Terms of Office	6
Section 4: Voting (See ARTICLE X: VOTING)	6
ARTICLE VII: REMOVAL OF OFFICERS	7
Section 1: Voting	7
Section 2: Definition of Non-Compliance	7
Section 3: Notice of Removal	7
Section 4: Area Group Conscience	7
Section 5: Suspension	7
ARTICLE VIII: QUALIFICATIONS AND RESPONSIBILITIES OF THE VRSC OFFICERS	7
Section 1: General Qualifications and Responsibilities	7
Section 2: Specific Qualifications and Responsibilities	7
A. Chairperson	7
B. Vice-Chairperson	8
C. Secretary	9
D. Alternate Secretary	9
E. Treasurer	10
F. Alternate Treasurer	10
G. Regional Delegate	11
H. Regional Delegate Alternate	11
I. Information Technology and Communications Coordinator	12
J. Subcommittee Chairpersons	12
ARTICLE IX: MEETING	13
Section 1: Time and Place	13
Section 2: Special Meetings	13
Section 3: Administrative Committee Meetings	13
Section 4: Attendees	13
Section 5: Discussion	13
Section 6: Makers of Motions	13
Section 7: Motion Seconds	13
Section 8: Recognition to Speak	13
Section 9: Quorum	14
Section 10: Discussion of Motion	14
Section 11: Format of the VRSC Meeting	14
Section 12: Agenda of the VRSC Meeting	15

Section 13: Motion Submission	15
ARTICLE X: VOTING	15
Section 1: General Voting Provisions	15
Section 2: Voting in Elections	16
Section 3: Voting On Motions	16
Section 4: Recording The Vote	16
ARTICLE XI: FUNDING	17
Section 1: Placement Of Funds	17
Section 2: Pending Funds	17
Section 3: Payment Of Expenditures and Prudent Reserve	17
Section 4: Check Signatures	17
Section 5: Proof Of Expenditures	17
Section 6: Changing The Prudent Reserve	17
Section 7: Annual Budgets	17
Section 8: Availability Of Funds	17
Section 9: VRSC Auditing Committee	17
Section 10: Volunteer Region Convention Auditing Committee	17
Section 11: Request For Money Or Establis2ing A Budget	18
Section 12: Presently Approved Funding/Budgets	18
Section 13: Volunteer Regional Convention Disbursement Of Funds	19
Section 14: Funding For VRSC Meeting Place	19
Section 15: Funding For RCM's and Area Subcommittee Chairs Travel	19
ARTICLE XII: STANDING COMMITTEES	19
Section 1: Establishment Of Subcommittees	19
Section 2: Subcommittee Guidelines	19
Section 3: Communicating With WSO Committees	19
Section 4: Subcommittee Guidelines Approval	20
Section 5: Use Of Subcommittees	20
Section 6: Subcommittee Finances	20
Section 7: Property And Supplies	20
Section 8: Purpose Of Each Standing Subcommittee	20
A. Hospitals & Institutions	20
B. Literature	20
C. Public Relations	20
D. Policy and Procedure	21
Section 9: Ad-Hoc And Temporary Committees	21
ARTICLE XIII: AMENDMENT TO THE GUIDELINES	21
Section 1: Voting	21
Section 2: Procedure For Amending The Guidelines	21
ARTICLE XIV: SPIRITUAL GUIDELINES	22
Section 1: Conflicts	22
Section 2: Order Of Governing Documents	22

GUIDELINES OF THE VOLUNTEER REGIONAL SERVICE COMMITTEE, INC. OF NARCOTICS ANONYMOUS

ARTICLE I: NAME

The name of this committee shall be the Volunteer Regional Service Committee Inc., of Narcotics Anonymous hereinafter called the VRSC or Committee.

ARTICLE II: SERVICE AREA

The service area shall include, but not limit to the geographical area defined by the geographical boundaries of the State of Tennessee.

ARTICLE III: PURPOSE

Section 1: The purpose of the Volunteer Regional Service Committee Inc.:

Is to be supportive to an N.A. region and its primary purpose by associating with areas within the region and helping deal with its situations and needs.

Section 2: The VRSC services three basic functions:

- A. The primary function of this committee is to unify the areas within its region, and to provide help and support to individual areas.
- B. The secondary function of the VRSC is to carry the message of recovery through its various subcommittees.
- C. The third function of the VRSC is to contribute to the growth of, and enhance the quality of Narcotics Anonymous as a whole, by helping support the Volunteer Region.

ARTICLE IV: MEMBERSHIP OF THE VRSC

Intent: To Insure A Consistently Informed Quorum

Section 1: Definitions of an N.A. Area

For the purpose of this committee, an N.A. area is any local area, committee or town with a significant numbers of N.A. groups who, due to their common needs combine efforts by forming an area service committee made up of representatives (GSR's) from groups within a designated area, which meets regularly for the express purpose of serving the specific needs of its groups.

Section 2: Committee Members, Meeting Schedules, and Place

The VRSC is a committee made up of Regional Committee Members (RCM's) from all the Areas within the Volunteer Region, which meets bi-monthly for the express purpose of serving the specific needs of its member areas. The VRSC holds its meetings regularly and consistently in the Volunteer Region.

Section 3: Active Voting Participants Requirements

Area may become an active voting participant of the VRSC after:

- A. Registering with the VRSC.

Section 4: Loss of Voting Privileges

If an area is not represented at two consecutive meetings, it shall lose its privilege to vote.

Section 5: Regaining Voting Privileges

An area shall regain its status as an active voting participant after following the new area procedure.

ARTICLE V: OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. N.A. members only shall have the specific right to request the floor. The chairperson has the exclusive right to grant or deny such request. The chair's decision is subject to appeal, by a voting member and may be overturned by a two-third majority vote.

ARTICLE VI: ELECTION OF OFFICERS FOR THE VRSC

Section 1: Elected Trusted Servants of the VRSC

The Trusted Servant positions elected by the VRSC shall consist of the VRSC Officers, which are Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Delegate (RD), Alternate Regional Delegate and Information Technology and Communications Coordinator (ITCC). The VRSC Officers, Ad-Hoc Chairpersons, Temporary Subcommittee Chairpersons, and Subcommittee Chairpersons, hereinafter it may be referred to as the Administrative Committee.

Section 2: Nominations

A. Nominees for the Administrative Committee are to come first from the current RCM's or anyone who has ever completed a VRSC service commitment. If no nominee is available, then nominations should be solicited by a "Group Conscience" of each area in the region. The ad-hoc and temporary subcommittee positions would not be affected by this requirement since they are appointed by the VRSC Chair. All nominees must meet the qualifications specified for the respective position as defined in ARTICLE VIII herein below.

B. Only participating members of the VRSC may nominate a qualified individual for a VRSC position (See ARTICLE IV, Section 3).

C. All nominations require a second from an active voting member.

D. An individual must be present at the time of the nomination, and must either accept or decline the nomination.

E. Each nominee shall state:

1. Their willingness and desire to serve.
2. Their clean time in Narcotics Anonymous.
3. Their past service experience in Narcotics Anonymous, and whether such commitments were completed.
4. Any such skill or talent they feel will be beneficial to that service position.

F. Each nominee shall answer questions asked by any member of the fellowship.

G. Nominations shall be closed at the regularly scheduled VRSC meeting two months prior to election.

H. At the time of election, all nominees shall be present in order to accept their position. Any nominee who is absent at the time scheduled for election for their nominated position will have their nomination rescinded.

Section 3: Election Dates and Terms of Office

A. In order to assure the fellowship of a smooth and orderly transition of Trusted Servants, the VRSC shall elect its Trusted Servants by having two annual elections, in the following manner:

1. All chairs of standing subcommittees, excluding convention chair for VRSC, shall be elected at the regular scheduled VRSC meeting in the month of December.
2. VRSC Officers (Chair, Vice-Chair, Secretary and Alternate, Treasurer, Alternate Treasurer and Information Technology and Communications Coordinator) shall be elected at the regularly scheduled meeting in the month of June.
3. VRC Chair be nominated in August and elected in October as bid proposal is presented, if possible. Prospective chair must be present and already have been elected by planning committee. They also must meet all the requirements.
4. RD & RD-Alt shall be elected at the regularly scheduled meeting in the month of June in odd years

B. Officers or Subcommittee Chairs, newly elected, shall start their term of office at the start of the regularly scheduled VRSC meeting following the meeting at which they were elected (i.e.: February and August). With the exception of the convention chair for VRC, who will start their term of office upon their election to their position.

C. No individual shall serve more than two consecutive terms in the same position.

D. No individual shall serve in more than one VRSC Trusted Servant position at the same time.

E. Although Individuals who share the same living residence shall be allowed to serve as officers of the VRSC, this arrangement would not allow both to be signers of any VRSC checking account. In this case the secretary would be granted signing duties unless the same condition would apply.

F. VRSC Officers or Subcommittee Chairs may be elected as needed to fill vacant positions. Their term of office shall be for the remainder of their predecessor's term of office and shall conclude at the annual elections. If that interim officer is re-elected at the annual election, it shall not be considered their second term of office. (See this ARTICLE VI, Section 3, item C). They will assume their position immediately upon being elected to that position.

G. Any member nominated for a position at the VRSC shall be elected by a simple majority vote.

Section 4: Voting (See ARTICLE X: VOTING)

ARTICLE VII: REMOVAL OF OFFICERS

Section 1: Voting

An officer of the VRSC shall be removed from their position for non-compliance, by a two-thirds vote.

Section 2: Definition of Non-Compliance

Non-compliance includes, but is not limited to the following:

- A. Loss of abstinence.
- B. Non-fulfillment of their duties.
- C. Absence from two consecutive regular VRSC meetings (without prior notification to the Chair or Vice-Chair).
- D. Absence from two consecutive regular Subcommittee meetings (for Subcommittee Chairs) without prior notification to the Subcommittees Vice-Chair or the VRSC Chair/Vice-Chair.
- E. Misuse and/or misappropriation of any N.A. funds.

Section 3: Notice of Removal

Prior removal from office, the VRSC shall receive the following:

- A. Written notice from the VRSC Chair indicating the exact nature of the non-compliance and the proposed action, ten days prior to the next VRSC meeting.
- B. An opportunity to be heard relative to the alleged non-compliance.

Section 4: Area Group Conscience

After notice and an opportunity to be heard, the final vote relative to removal of the VRSC officer shall be referred back to the areas for a “Group Conscience”.

Section 5: Suspension

In extreme circumstances, a VRSC Officer may be suspended pending the resolution of this question upon a two-thirds majority vote.

ARTICLE VIII: QUALIFICATIONS AND RESPONSIBILITIES OF THE VRSC OFFICERS

Section 1: General Qualifications and Responsibilities

All administrative committee members are expected to have the following:

- A. The desire and willingness to serve.
- B. Time and resources necessary to carry out the functions of their office.
- C. The ability to communicate and organize.
- D. A working knowledge of the Twelve Traditions of N.A., the VRSC Guidelines, and the Twelve Concepts of N.A.

Section 2: Specific Qualifications and Responsibilities

A. Chairperson

1. Qualifications
 - a. One year commitment.
 - b. Four years continuous abstinence from all drugs.
 - c. Minimum of two years active service involvement in N.A.

2. Responsibilities:

- a. Arrange tentative agendas for and preside over the VRSC meetings.
- b. Handle and, or direct correspondence of the VRSC.
- c. To be one of the four co-signers on the VRSC bank account(s).
- d. Vote in the VRSC in the event of a tie vote.
- e. Enforce the “rules of decorum and discipline” at the committee meetings.
- f. Maintenance of the VRSC files and archives.
- g. Call “Special” VRSC meetings as necessary.
- h. May in times of inclement weather and threatening travel conditions affecting any part of or all of this region, initiate a telephone discussion and vote as to the postponement of this VRSC meeting.
- i. Appoint all Ad-Hoc Committee Chairpersons as needed.
- j. Train the Vice-Chair in the performance of the Chairpersons duties.
- k. Call and Chair Administrative Committee meetings as necessary.
- l. 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.
- m. To recognize members or observers who are entitled to the floor.
- n. To state and 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 results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- o. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- p. To expedite business in every way compatible with the rights of members and observers.
- q. 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.
- r. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- s. To make report of the years work at the annual meeting.
- t. To conduct meeting with impartiality and fairness.
- u. To authenticate by the Chairpersons signature, when necessary, all acts, orders and proceedings of the assembly.
- v. In event of resignation, the Chairperson shall appoint an interim Administration Committee position until the proper nomination and election procedure can be followed (See ARTICLE VI, Section 2).
- w. Will recommend the meeting place for the Bi-monthly VRSC meeting to be approved by the Regional Committee Members.

B. Vice-Chairperson

1. Qualifications:

- a. Two years commitment (one as Vice Chairperson and one year as Chairperson if elected at the next election).
- b. Three years continuous abstinence from all drugs.

- c. Two active service involvement in N.A.
- 2. Responsibilities:
 - a. In the absence of the Chairperson, be prepared to assume his or her duties.
 - b. One of the four co-signers on the VRSC checking account(s).
 - c. Serve as liaison between all standing Subcommittees and Ad-Hoc Committees to insure cooperation and coordination of the functions within the VRSC.
 - d. Act as Parliamentarian of the VRSC meetings.
 - e. To manage the registration and eligibility of new members.

C. Secretary

- 1. Qualifications:
 - a. One year commitment.
 - b. Minimum of three years continuous abstinence from all drugs.
 - c. Minimum of two years active service involvement in N.A.
- 2. Responsibilities:
 - a. Be prepared to assume the duties of the Chair and Vice-Chair in their absence or until a Chair Pro-temp can be elected.
 - b. Keep an accurate record of the proceedings in all VRSC meetings, to include: regular, special and administrative meetings.
 - c. Maintain a file of all VRSC Area and Subcommittee reports submitted.
 - d. Maintain the Committees files and archives at the direction of the Chairperson.
 - e. Mail and, or distribute copies of the minutes to each member of the VRSC, Subcommittee Chairs and Administrative Committee no later than twenty-one days following each regional meeting.
 - f. Maintain an annual updated list of the VRSC membership, showing active and non-active voting participation.
 - g. Maintain a current attendance record for use by the Chairperson in determining quorums, voting privileges, etc.
 - h. Maintain record book(s) in which the VRSC Guidelines, Special Rules of Order, Minutes, etc..., are entered along with any Amendments properly recorded, and to have them on hand at any VRSC meeting for verification when requested.
 - i. Prepare ballot records for all VRSC elections and voting.
 - j. Make available all blank forms in regard to registration, motions, and reports at every VRSC meeting.
 - k. Train the Alternate Secretary as to the performance of duties.
 - l. To sign all certified copies of acts of this committee.
 - m. To notify the participates of all special meetings, utilizing such methods of notification as directed by the Chairperson.
 - n. To be one of the co-signers of the VRSC checking account.

D. Alternate Secretary

- 1. Qualifications:
 - a. Two year commitment (one year as Alternate and one year as Secretary if elected at the next election).
 - b. Two years continuous abstinence from all drugs.

- c. One year active service involvement in N.A.
- 2. Responsibilities:
 - a. Assume the duties of the Secretary in his or her absence at VRSC meetings.
 - b. Assist the Vice-Chair and record information as needed in regard to his or her liaison duties with committees.

E. Treasurer

- 1. Qualifications:
 - a. One year commitment.
 - b. Four years continuous abstinence from all drugs.
 - c. Two years active service involvement in N.A. (One year minimum as Treasurer of a service committee).
- 2. Responsibilities:
 - a. To be the custodian of the Committees funds as received from Areas, Subcommittees and other N.A. Sources.
 - b. To be the fourth co-signer of the Committees bank account(s) and always one of the signers on any VRSC check.
 - c. To make a report of receipts and disbursements at each regular meeting from the Areas, Subcommittees, or other N.A. sources with all income received at the VRSC meeting to be included in the following cycle's Treasurer's report.
 - d. To make a full financial report at the end of his or her term.
 - e. To disburse funds as necessary in accordance with Committee decisions when the funds are available.
 - f. Maintain the VRSC financial record book(s) and to have the current information on hand at the VRSC meeting for verification and review when requested. To include a copy of the most recent bank statement in his regional report, to be included in the regional minutes with the account number blocked out.
 - g. Train the Alternate Treasurer as to the performance of the Treasurer duties.
 - h. At the VRSC meeting held in December, will distribute the remainder of VRC merchandise to the RCM's, sale price to be determined, and have them sign for the quantity and type of merchandise, to be sold by the RCM's in their Areas. The RCM's are to return the monies raised by the sale of same merchandise and/or the merchandise to the VRSC meeting in February, to be turned over to the current VRC Chairperson.
 - i. Will enlist the services of a CPA for the filing of all necessary tax forms.

F. Alternate Treasurer

- 1. Qualifications:
 - a. Two years commitment (one year as Alternate and one year as Treasurer if elected at the next election).
 - b. Three years continuous abstinence from all drugs.
 - c. One year active service involvement in N.A.
- 2. Responsibilities:
 - a. Be prepared to assume the duties of the Treasurer in their absence.

- b. Assist the Treasurer in the performance of their duties as requests by same.
- c. Assist, as needed, in the collection of funds at all special events and provide accountability of same.

G. Regional Delegate

1. Qualifications:
 - a. Two year commitment.
 - b. Four years continuous abstinence from all drugs.
 - c. Minimum two years of active service involvement in N.A.
 - d. To be elected in odd years
2. Responsibilities:
 - a. Regular attendance VRSC meetings.
 - b. To represent the committee at the World Service Conference meetings and provide a link between region and the rest of N.A.
 - c. Present the minutes of the WSC and the WSB to the VRSC.
 - d. Carry the VRSC “Group Conscience” to all WSC meetings.
 - e. To make a report to this assembly, at each regular meeting, covering the business of the WSC and WSB.
 - i. The RD will be allowed four weeks following the World Service Conference to complete the conference report to the region.
 - ii. All other RD reports are to be produced 15 days before the next scheduled RSC meeting and mailed to the RCM’s and RSC elected committee members. In most cases, the mailed reports will contain text only: addendum, exhibits, etc. should be distributed at the RSC. The time previously allotted for reading reports may then be utilized for answering questions, distributing addendums and exhibits, and summarizing any new developments since the reports were mailed.
 - f. To take an active part in WSC Subcommittee.
 - g. Train the Alternate RD in the performance of the duties of the RD.
 - h. Make an annual report of activities of the part year of the VRSC to the WSC.

H. Regional Delegate Alternate

1. Qualifications:
 - a. Four years commitment (two years as RD Alternate and two years as RD).
 - b. Three years continuous abstinence from all drugs.
 - c. Minimum two years active service involvement in N.A.
 - d. To be elected in odd years
2. Responsibilities:
 - a. Be prepared to assume the duties of the RD in their absence.
 - b. Regular attendance at VRSC meetings.
 - c. Regular attendance at WSC meetings.
 - d. Work with and assist the RD in the performance of his or her duties.
 - i. The RDA will be allowed four weeks following the World Service Conference to complete the conference report to the Region.

- ii. All other RDA reports are to be produced 15 days before the next scheduled RSC meeting and mailed to RCM's and RSC elected committee members. In most cases the mailed reports will contain text only; addendums exhibits etc. should be utilized distributed at the RSC. The time previously allotted for reading reports may be utilized for answering questions, distributing addendums and exhibits and summarizing any new developments since the reports were mailed.

I. Information Technology and Communications Coordinator

1. Qualifications
 - a. One year commitment
 - b. Two years continuous abstinence from all drugs
 - c. Previous service experience in NA
 - c. Knowledge of and access to a computer, printer, word processing software, scanner, access to the internet, and HTML/FTP/CMS software
2. Responsibilities
 - a. Maintain VRSC website, email list, and online event calendar
 - b. Forward any correspondence received thru the website to the proper channels
 - c. Set up Web/Tele Conferences as requested by the VRSC
 - d. Digitize the VRSC archives
 - d. Before end of term, train incoming ITCC.
Incoming ITCC will be reimbursed travel expenses for one cycle if needed.
 - e. Attends all VRSC meetings from opening to closing;
encouraged to attend Saturday Administrative Committee meetings
 - f. Other IT and communication related duties as requested by VRSC

J. Subcommittee Chairpersons

1. Qualifications:
 - a. One year commitment.
 - b. Two years minimum abstinence from all drugs.
 - c. Minimum one year active service involvement in N.A.
 - d. For VRC Chairperson, prior convention experience.
2. Responsibilities:
 - a. Hold one bi-monthly scheduled meeting of that subcommittee (monthly for VRC).
 - b. Preside over meeting.
 - c. Regular attendance at VRSC meetings.
 - d. Submit a written report of the Subcommittees activities including a Treasurers report if applicable, at the regularly scheduled VRSC meeting.
 - e. Keep the VRSC informed of their needs and other relevant information.
 - f. Expedite action on motions deferred to their Subcommittee.
 - g. Submit a year end written report to the VRSC consisting of the past year's activities.
 - h. Insure the Subcommittee has a working set of guidelines and submit to the VRSC for approval.

ARTICLE IX: MEETING

Section 1: Time and Place

The regular meeting of the committee shall meet the first Sunday of each even numbered month (February, April, June, ect...). Unless otherwise ordered by this committee, the regular meeting of VRSC shall be held in the Volunteer Region. The VRSC shall consider for special needs and accessibility to make reasonable accommodations in regard to all VRSC meetings and functions.

Section 2: Special Meetings

Special meetings may be called by the Chairperson of the committee, and shall be called by written request of members in the committee. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least fourteen days notice shall be given to all involved. Any special meeting shall follow the VRSC guidelines.

A. That the VRSC have an Annual Regional Assembly to be held in March of each year.

Section 3: Administrative Committee Meetings

Administrative Committee Meetings are meetings consisting of the Officers listed in ARTICLE VIII. They may be held to provide support and communication within the various committees of the VRSC. At all ACM's the following shall be adhered to:

A. The VRSC guidelines shall be followed.

B. The purpose of the Administrative Committee meeting is to discuss and share information regarding issues between subcommittees and the Executive Committee to expedite discussion at the RSC.

C. The Administrative Committee is directly responsible to the VRSC and shall submit a written report after each meeting at the next regular VRSC meeting.

Section 4: Attendees

All VRSC meetings are open to anyone in the Narcotics Anonymous fellowship.

Section 5: Discussion

Discussion at the VRSC meeting is welcomed from any concerned member of the N.A. fellowship but may be limited at the discretion of the chairperson. The chairperson will designate the limits of discussion at the appropriate time.

Section 6: Makers of Motions

Only active voting participants, vice-chair, secretary, treasurer, RD, and alternates and subcommittee chairs may make motions at the VRSC.

Section 7: Motion Seconds

All motions must be seconded by active voting participants in order to be entertained by this committee.

Section 8: Recognition to Speak

In order to gain the floor, a "Raise of the Hand" and a recognition by the chairperson is necessary.

Section 9: Quorum

A quorum is required for the VRSC to conduct business. A quorum meaning two-thirds of the active voting participants or their alternates being present. The quorum shall be established by the chairperson after roll call.

To start Regional meeting promptly at 9:30 am CST. If a quorum cannot be established for actual business, the meeting can proceed with group reports and other housekeeping readings. Voting would be conducting business and cannot be done without a quorum.

Section 10: Discussion of Motion

- A. Discussion of motions should be kept to two pro and two con speakers.
- B. A time limit for discussion may be set by the chairperson before opening the floor for discussion. If this occurs, the chair shall call for an end of discussion at the set time.
- C. At the chairs discretion, informed members may be called to answer questions or deliver points of information.
- D. The two pro and con rule can be suspended if the chair deems further discussion is necessary.

Section 11: Format of the VRSC Meeting

- A. Opening prayer.
- B. Reading of the twelve concepts of N.A. (Vice-Chair).
- C. Reading of the purpose of an RSC (ARTICLE III) (Chair).
- D. Roll call. All those eligible to make motions.
- E. Establishment of quorum.
- F. Secretary report: The minutes can be read aloud or silently and then:
 - 1. A motion to accept minutes as is; or
 - 2. Accept the minutes with changes shall be entertained and voted on.
- G. Treasurers report: After reading the report then:
 - 1. A motion to accept the report as is; or
 - 2. Accept the report with changes shall be entertained and voted on.
- H. RCM reports, Alphabetically.
- I. RD report.
- J. Subcommittee reports, Alphabetically.
- K. Recess for 30 minutes.
- L. Chairperson report (optional).
- M. Old business: To include any unfinished business from the previous meeting and any items that were sent out for a “Group Conscience.”
- N. Election of Officers - explain (dates).
- O. New business: Beginning with motions on the prearranged agenda, and followed by motions submitted after the agenda’s preparation. Motions submitted after the agenda preparation should be put on next month’s agenda, but may need to be voted on during the current meeting at the discretion of the chairperson or by the decision of a two-thirds majority vote.
- P. Announcements.
- Q. Review of the business of the day.
- R. Plans for the next meeting are discussed.

S. Move for adjournment.

T. Closing prayer.

Section 12: Agenda of the VRSC Meeting

A. The chairperson shall arrange and submit to the VRSC a tentative agenda ten days before each regularly scheduled VRSC meeting.

B. All motions, ideas and input should be submitted in writing to the chairperson prior to the regularly scheduled meeting.

C. Items on the prearranged agenda shall have priority over any new business introduced at the meeting.

D. Seconds can and shall be solicited by the chair at the time of the reaching to the VRSC.

Section 13: Motion Submission

All motions shall be submitted on the VRSC Motion form in writing, by the author and followed by an intent.

ARTICLE X: VOTING

Section 1: General Voting Provisions

A. Voting on all VRSC motions and elections shall be done in a one area - one vote system.

B. The only members with a vote are those described in ARTICLE IV, Section 2.

C. The order of succession for voting members shall be:

1. The Regional Committee Member.

2. The Regional Committee Member Alternate.

3. In the Alternate's absence, a member of the Executive Committee of the Area designated in writing.

D. Any member of the fellowship may participate in discussion. Motions and seconds must be made as described in ARTICLE IX, Sections 6 and 7.

E. No member may hold more than one voting position at the VRSC.

F. Motion may be amended or withdrawn at any time, by the maker, prior to voting. A motion amended in this manner must be re-seconded.

G. In case of a tie in any motion or election, the chairperson shall break the tie. This privilege does not apply whenever actions require a two-thirds majority vote.

H. Majority Vote: The word "majority" means more than half. For the purpose of this committee, it means more than half of the votes cast by persons present and legally entitled to vote, at a regular or properly called meeting at which a quorum is present.

I. Two-thirds Majority Vote: When the term is unqualified, means at least two-thirds of the vote cast by persons present and legally entitled to vote, at a regular or properly called meeting at which a quorum is present. As a compromise between the rights of the individual and the rights of the assembly, the principle has been established that a two-thirds vote is required to adopt any motion that:

1. Suspends or modifies a rule of order previously adapted.

2. Prevents the introduction of a question for consideration.

3. Closes, limits, or extends the limits of debate.

4. Closes nominations or the polls, or otherwise limits the freedom of nominating or voting.
5. Takes away membership or office.

J. Voting on all CAR/CAT motions shall be done on a group by group basis with all RCM's bringing the groups' votes to the region where the total number of yes, no and abstention votes are tallied. In the event of a tie, the RD will take a vote of present, but not voting.

Section 2: Voting In Elections

- A. Electoral voting shall be done by roll call vote by the Secretary or the Vice-Chair in the event there is no Secretary.
- B. The votes shall be recorder in the following manner:
 1. Office being filled.
 2. Nominations and seconds.
 3. Qualifications of the nominees.
 4. Outcome of the vote shall be record as to how each Area votes.
- C. Counting of the votes shall be Yea, Nay and Abstentions.
- D. It takes a simple majority of yes votes for an election.
- E. In case of only one nomination for a position at the time of elections, the nominee must be elected be a simple majority vote of the VRSC.

Section 3: Voting On Motions

- A. Motions brought up before the VRSC that deals with the RSC only, should be voted on as soon as possible.
- B. Issues of controversy may be subject to a straw vote - decided by a simple majority of those eligible to vote on the matter at the time or send the motion back for a "Group Conscience" which will automatically put it on the next regularly scheduled meeting agenda under old business.
- C. If an issue falls under the responsibility of a Sub-Committee, it should be deferred to that Committee. The Sub-Committee shall return with a recommendation at the following meeting.
- D. All main motion voting shall be done by roll call vote by the Secretary or the Vice-Chair in the event there is no Secretary and recorded by how each Area votes. A "main motion" is any motion that is sent back for a Group Conscience, and any motion the Chair so deems (approval of the Minutes or Treasurers are examples of votes that are not considered a main motion).

Section 4: Recording The Vote

- A. Results of all votes shall appear in the minutes of the meeting where the vote occurred.
- B. Fact of whether the motion is seconded or not.
- C. Whether there was discussion on the motion or election.
- D. Disposition of the motion (i.e.: carried, defeated, tabled, out of order, deferred, sent back to groups, etc.).
- E. All motions should be written in a "Motion Form" by the author to include the intent of the motion.

ARTICLE XI: FUNDING

Section 1: Placement Of Funds

All funds accumulated from Area contributions and other N.A. sources shall be maintained in the VRSC bank account subject to disbursement by the Region Treasurer for paying obligations. Statements of account will be sent by financial institute to VRSC mailbox and to VRSC Treasurer's address.

Section 2: Pending Funds

Any funds not obligated or pending shall be disbursed to the WSC Treasurer.

Section 3: Payment Of Expenditures and Prudent Reserve

All expenditures for the VRSC shall be paid by bank instruments. The treasurer shall maintain a prudent reserve sufficient to cover 2 Regional meeting cycles operating expenses, based on Treasurer's projected expenses.

Section 4: Check Signatures

All checks shall be required to have two signatures; that of the Treasurer and one of the following: Chairperson, Vice-Chairperson or Secretary.

Section 5: Proof Of Expenditures

No expenditures shall be made from the Treasurer without receipt or proof of payment. When an individual is entrusted with funds presented by the VRSC for a specific use that individual must show proof of the usage of those funds by filling out an expense voucher and attaching receipts that show an itemized list of expenditures, and when applicable, return all unused funds to the VRSC before additional funds will be presented to an individual.

Section 6: Changing The Prudent Reserve

A two-thirds majority vote is needed to change the prudent reserve.

Section 7: Annual Budgets

Each officer and sub-committee chairperson shall submit an annual budget including monthly projections. Any additional funds required during the year shall be voted on by this committee.

Section 8: Availability Of Funds

Before any vote can be entertained regarding expenditures, the chairperson shall ask the Treasurer if the funds are available.

Section 9: VRSC Auditing Committee

The VRSC shall have an auditing committee consisting of the RSC Chairperson, Vice Chairperson, recording Secretary and a CPA contracted and paid for this purpose. One representative selected by each Area may participate on this committee.

Section 10: Volunteer Region Convention Auditing Committee

The Volunteer Region Convention committee's annual report shall be presented at the February RSC meeting following the convention. An audit committee will consist of the same members as described in Section 10 above.

Section 11: Request For Money Or Establishing A Budget

Process for submitting a request for money or establishing a budget and being accountable for either is as follows:

- A. Any expenditures in excess of \$500.00, outside of normal operating expenses, shall be sent back to areas for a Group Conscience.
- B. Show need for funding with a written budget/funds pool.
- C. Expenditure forms shall be submitted to the Treasurer and motion forms shall be submitted to the VRSC Secretary prior to the request for funds and budgets.
- D. Treasurer shall evaluate proposal, then:
 1. Refer back to subscriber for revisions or corrections that are needed.
 2. Submit request to RSC.
- E. VRSC shall evaluate fund request based upon PURPOSE and NEED.
- F. The RCM's vote to approve or disapprove expenditures.
- G. Receipts must be submitted for all approved expenditures.
- H. In the event of one time funding, such as seed money, literature for areas, learning days, etc., the recipient shall make a report, including expenditures, upon return at the next RSC meeting.

Section 12: Presently Approved Funding/Budgets

- A. The VRSC shall reimburse the Administrative Committee Members, as defined in Article VI, Section 1, a sum of \$.25 per mile and 50% room rate per person, or \$75.00 per person per night (which ever is less) as needed on any expenses directly related to the function of the RSC meetings.
- B. If funds permit, the VRSC will pay for travel, 50% lodging, and per diem (\$35 in-state/\$55 out-of-state) to all WSC related business: CAR Workshops, WS Meetings, The Biennial Conference and also the Southern Zonal Forum.
 1. A. A yearly RD budget of Travel and expenses shall be prepared by the RD by the next Regional meeting following election.
 - B. No more than one workshop, meeting, conference, or forum on the same topic will be funded.
 - C. The outgoing RD will provide the previous year's budget to the incoming RD for guidance and information.
 2. RD coordinates travel arrangements and reservations for lodging.
 3. After approval from the VRSC, the Treasurer will then send a check directly to the airline and hotel.
 4. Approved per-diem and additional expense advances will be issued individually to the RD and RD Alternate.
 5. Receipts must be submitted for all approved expenditures at the RSC meeting following their return.
- C. If funds permit, voting members on any WSC Sub-Committee from the Volunteer Region will be funded for travel and lodging to the annual WSC conference and up to two quarterly. No per-diem or additional expenses will be paid for by the VRSC. Request will be processed according to ARTICLE XI, Section 13, item B-1 through item B-5.
- D. Six Thousand dollars seed money for the upcoming convention committee.

- E. Funding for up to 100 conference agenda reports annually.
- F. VRSC Secretary is to be advanced \$175.00 upon accepting this position. Money to be used for copying of minutes and mailing. At each RSC meeting, receipts will be furnished to the Treasurer so he or she can make reimbursement to maintain the \$100.00 reserve.
- G. Six Hundred dollars annually for printing of Regional meeting list.

Section 13: Volunteer Regional Convention Disbursement Of Funds

Disbursement of funds from the annual Volunteer Regional Convention (VRC).

- A. First, Six-Thousand shall be paid back to the VRSC for repayment of seed money.
- B. Disbursement shall be decided by the VRSC.
- C. The VRSC fund the payment of insurance for the Volunteer Regional Convention.

Section 14: Funding For VRSC Meeting Place

Limit the total expenses of a meeting place for the regularly scheduled Volunteer Regional Service Committee Meeting (Sunday) and its Subcommittee Meetings (Saturday) to \$250.00. If expenses will exceed this amount it must be pre-approved by a 2/3 majority vote of the RCM's.

Section 15: Funding For RCM's and Area Subcommittee Chairs Travel

Region to fund mileage for RCM's and area Subcommittee Chairs to and from the VRSC meetings at \$.40 per mile.

ARTICLE XII: STANDING COMMITTEES

Section 1: Establishment Of Subcommittees

The VRSC may establish Subcommittees as necessary to perform certain duties. These Subcommittees will be formed upon approval by the members of the VRSC. Subcommittees may include, but not limited to: Hospitals and Institutions, Literature, Public Relations, Policy and Procedure, Outreach, and any other Subcommittee deemed necessary to carry on the work of the VRSC.

- A. At the inception of these Subcommittees, a Chairperson shall be elected by the regional members.
- B. Subsequently officers shall be elected by the subcommittee (i.e. Vice-Chair, Secretary, Treasurer, etc...).
- C. Subsequently Chairs will be recommended by the Subcommittee, but must receive a majority vote.
- D. Each Subcommittee shall be autonomous, but directly responsible to the VRSC.

Section 2: Subcommittee Guidelines

All Subcommittees of the VRSC shall create, adopt, and keep current guidelines which are consistent with the twelve concepts, VRSC guidelines, and World Service Conference approved handbooks or guidelines.

Section 3: Communicating With WSO Committees

Each committee is responsible for maintaining contact and communication with the appropriate counterpart in the World Service Office and World Service Conference.

Section 4: Subcommittee Guidelines Approval

The guidelines of each Subcommittee will be subject to review by the VRSC Policy and Procedure Subcommittee, and the assembly of Trusted Servants, for final approval by the active voting participants.

Section 5: Use Of Subcommittees

Subcommittees should be used by the VRSC to:

- A. Assume responsibility in fulfilling our Primary Purpose in specific ways.
- B. Minimize the time spent in debate over certain issues.

Section 6: Subcommittee Finances

Any Subcommittee may open and maintain a bank account with the approval of the RSC.

- A. A budget may be requested by the subcommittee, but shall be approved by the VRSC.
- B. A written Subcommittee Treasurer's report shall be submitted to the VRSC at each regularly scheduled business meeting.
- C. All record book(s) should be available to the VRSC upon request.
- D. A yearly Treasurer's report shall be submitted at the end of the current Chairperson's term of office.

Section 7: Property And Supplies

Any property and supplies procured by a subcommittee shall be owned by the VRSC for use within other regional Subcommittees and VRSC functions as needed. VRC merchandise, VRC Chair will bring all leftover merchandise that is not sold during the convention (VRC) to be turned over to the VRSC Treasurer as described in Article VIII, Section 2, E, Treasurer's responsibilities, at the December VRSC meeting.

Section 8: Purpose Of Each Standing Subcommittee

A. Hospitals & Institutions

This committee acts as a resource to areas and individuals in their efforts to carry the message of recovery to addicts that cannot come to us or to institutions which (for any reason) has restrictions that differ from the Twelve Traditions.

B. Literature

This committee deals with our primary purpose as it is achieved in conference approved literature. This committee seeks the input of the fellowship, compiles this input and presents it to the RSC. It may review literature assignments from the WLC and give input to these projects in accordance to the guidelines of WLC.

C. Public Relations

This committee has a purpose to inform the Public that Narcotics Anonymous is available to the addict who still suffers. This committee deals with attraction through the media and other accepted means of communicating within the community.

D. Policy and Procedure

This committee deals with those things which are the policy of the VRSC. The general policies of N.A. are expressly stated in the Traditions and Twelve Concepts for N.A. service. The application of these Traditions and Concepts at the regional level, and our adherence to them is the concern of this committee. We may also look to this committee for an interpretation and verification of our guidelines. The Policy and Procedure Chair will facilitate and schedule with area functions a Regional Inventory. This shall be approximately on an annual basis rotating between area events. Note: This will rotate alternating with area events, as long as inventory is done on an annual basis. The Policy and Procedure Chair will maintain the Policy & Procedure revisions and updates on a universal computer language .doc format.

Section 9: Ad-Hoc And Temporary Committees

A. Ad-hoc committees may be formed for the purpose of information gathering only. The chair has the authority to appoint Ad-Hoc committees for special purpose, as deemed necessary, to fulfill specific functions. The Chair for an Ad-Hoc committee should be appointed by the VRSC Chair. The purpose and duration of existence of any such committee should be set at the time of appointment.

B. Temporary Subcommittees may be formed for the purpose of carrying out specific functions that cannot be carried out by the VRSC or other Subcommittees. These temporary committees shall follow guidelines for any other Subcommittee, and shall be dissolved when their specific function has been completed.

C. Ad-hoc and Temporary Committee Chairpersons will assume their positions immediately upon being appointed to that position by the VRSC Chairperson.

ARTICLE XIII: AMENDMENT TO THE GUIDELINES

Section 1: Voting

The VRSC guidelines shall, only, be changed or amended by a two-thirds majority.

Section 2: Procedure For Amending The Guidelines

A. A motion for changing or amending the guidelines shall be submitted as any other motions.

B. The motion shall be written with reference to the specific guideline to be changed, followed by the new wording, and finally the intent.

C. All motions to amend or change shall be deferred to the Policy and Procedure committee for review and input at the following regional meeting, where it shall be discussed, and then a vote shall be taken to consider the motion.

D. When the motion is deferred to the Policy and Procedure committee, that committee shall provide their input at the following regional meeting, where it shall be discussed, and then a vote shall be taken to consider the motion.

E. If a simple majority votes not to consider the motion, the motion dies. If a simple majority votes to consider the motion, it shall go back to groups for a "Group Conscience."

F. The proposed motion shall be accepted as an Amendment if a positive two-thirds vote is reached.

G. If a motion is taken back to Home Groups, the same, or similar, motion should not be resubmitted for six months from the date the motion was originally submitted.

ARTICLE XIV: SPIRITUAL GUIDELINES

Section 1: Conflicts

The committee shall not make any motion or take action that conflicts with the Twelve Concepts and the Twelve Traditions of Narcotics Anonymous.

Section 2: Order Of Governing Documents

The committee shall comply in all the following documents in order of listing.

- A. The Twelve Concepts of N.A. service.
- B. The Twelve Traditions of N.A.
- C. The VRSC Guidelines.
- D. Any rules that VRSC may adopt.
- E. The Rules contained in the current edition of “Roberts Rules of Order, Newly Revised” - except when they are not consistent.

Common Acronyms

ACM: Administrative Committee Meeting

ASC: Area Service Committee

CPA: Certified Public Accountant

GSR: Group Service Representative

IRS: Internal Revenue Service

NA: Narcotics Anonymous

RCM: Regional Committee Member

RD: Regional Delegate

RSC: Regional Service Committee

RD: Regional Service Representative, now known as Regional Delegate.

VRC: Volunteer Regional Convention

VRSC: Volunteer Regional Service Committee

WSB: World Service Board

WSC: World Service Conference

WSO: World Service Office

Appendix Section

Appendix I

A Parliamentary Short Form

Summarized from “Robert’s Rules of Order Revised”

This page contains short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions follows for easy reference circumstances where some information may be differently used. A complete copy of “Robert’s Rules of Order Revised” should be used in order to correctly apply the common rules of procedure.

1. **Point of Order:** It is the duty of the presiding officer to enforce the rules and orders of the assembly, without debate or delay. It is also the right of every member who notices the breach of a rule, to insist upon its enforcement. The member rises and after recognition by the Chair, states his Point of Order, and takes his seat. The chair decides the point and then if no appeal is taken and the member has not been guilty of any serious breach decided to be improper and any one objects, he cannot continue without vote of the assembly to that effect. The question of order must be raised at the time the breach of order occurs.
2. **Parliamentary Inquiry:** This is a question directed to the chair to obtain information on a matter of parliamentary procedure or the guidelines. The member rises and after recognition by the chair, states his inquiry, and takes his seat. The chair deems if the inquiry should be answered at that time or can wait until the speaker is finished.
3. **Request for Information:** A request for Information is treated the same as a Parliamentary Inquiry. It is also just that a request for information and should be asked in the form of a question. It may be addressed to the chair or by way of the speaker. If addressed to the speaker, he has the right to consent the answer the question through the chair, and the time consumed is taken out of his time.
4. **Point of Personal Privilege:** This is a device that permits a request or a main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its privileges of the assembly (its too noisy, fire etc.) or affecting an individual (I have to use the restroom and I don’t want to miss the vote). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general, or argue a point.
5. **Call for the Previous Question:** The object of the previous question is bring the assembly at once to a vote on the immediately pending question and on such other pending questions as may be specified in the demand. It is proper motion to use for this purpose, whether the object is to adopt or kill the proposition on which it is ordered, without further debate or motions to amend.

Appendix 2

Chart of Parliamentary Short Form—Robert’s Rules of Order

Motion	2nd required	Debatable	Interrupt Speaker	Amendable	Vote Required
Main Motion	Yes	Yes	No	Yes	Majority
Recess	Yes	No	Yes	Yes	Majority
Personal Privilege	Yes	No	Yes	No	Chair
Point of Order	No	No	Yes	No	Chair
Appeal the Chair	Yes	1 pro/1con	Yes	No	Majority
Division of Question	Yes	No	Yes	No	Chair
Point of Information	No	No	Yes	No	Chair
Withdraw of Motion	Yes	No	No	No	Majority
Suspension of the Rules	Yes	No	No	No	2/3
Change Order of the Day	Yes	No	No	No	2/3
Lay on the Table	Yes	No	No	No	Majority
Previous Question	Yes	No	No	No	2/3
Limit or Extend Debate	Yes	No	No	No	2/3
Postpone to a Definite Time	Yes	Yes	No	No	Majority
Amendment	Yes	Yes	No	Yes	2/3
Postpone Indefinitely	Yes	Yes	No	Yes	Majority
Take From the Table	Yes	Yes	No	No	

Chart of Parliamentary Short Form—Robert’s Rules of Order