

Tri-State Regional Service Committee of
NARCOTICS ANONYMOUS

P.O. Box 423
Pittsburgh, PA 15120

“...directly responsible to those they serve.”



TRI-STATE REGION OF NARCOTICS ANONYMOUS

GUIDELINES AND POLICIES

Revised September 2021

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1. Name

The name of this committee is the “Tri-State Regional Service Committee of Narcotics Anonymous”. For the purpose of these Guidelines, the term “TSRSCNA” will be used.

2. Purpose

The purpose of TSRSCNA shall be to:

- Provide guidance and coordination of the activities of Narcotics Anonymous Area Service Committees within the Tri-State Region.
- Support the needs of the Areas.
- Service as a link to the Narcotics Anonymous World Services (NAWS).
- Foster unity within the region and Narcotics Anonymous as a whole.
- Be a resource as opposed to a delivery organization.

3. Boundaries

Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/ New York border and East to State College, Pennsylvania and South to the Pennsylvania/ West Virginia border. Hence the name Tri-State Region.

4. Procedural References

The rules contained in the current edition of “Robert’s Rule of Order, Newly Revised Edition” shall be utilized to expedite the business of TSRSCNA in cases to which they are applicable and where they are not inconsistent with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous, our current service manuals these Guidelines and any special rules which TSRSCNA may adopt.

5. Meetings

The regular meeting of TSRSCNA shall be held Bi-Monthly in the months of February, April, June, August, October, and December on the second Saturday at 10:00 A.M. whenever feasible.

a. Emergency Meetings

An emergency meeting of TSRSCNA may be called by the TSRSCNA Chair or any member Area’s Regional Committee Member (RCM) or designated representative, to the TSRSCNA after consultation with other participants, including the TSRSCNA Chair, whenever possible. Written notification, including the purpose of the emergency meeting must be mailed/emailed to all participants of the TSRSCNA at least two (2) weeks prior to the date of the emergency meeting.

6. Participants

Participants elected by the TSRSCNA shall be known as “Trusted Servants” and are designated by an asterisk (*) below. TSRSCNA shall be comprised of the following participants:

- Regional Committee Members (RCMs) or in their absence, RCM Alternates, or Area’s designated representative.
- All TSRSCNA Subcommittee Chairs*, or designated representative.
- Regional Delegate* (RD)
- Regional Delegate Alternate* (RDA)
- Chair *
- Vice Chair*

- Policy & Administration Chair*
- Policy & Administration Vice Chair*
- Treasurer*
- Vice Treasurer*
- Secretary *
- Vice Secretary *
- Web Chair *
- Chair of Tri-State Regional Service Office (TSRSO), Inc. Board of Directors (BOD) ** ** The Chair of the BOD is first elected as BOD At-Large member during the TSRSCNA elections and then elected as the BOD Chair at the TSRSO, Inc. BOD elections.
- Chair of the TSRSCNA Convention* (Start to Live)
- Chair of TSRSCNA Spiritual Retreat* (It's Available To US All)

a. Designated Representatives

Any member area of the Tri-State Region may designate an individual to be their temporary representative at the TSRSCNA. This representative will have the rights and responsibilities of that Area at the TSRSCNA meeting.

b. Observers

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be referred to as "observers." Observers have the right to request the floor, and the Chair has the right to grant or deny that request. Observers do not have the right to make or second motions, or to vote.

c. Voting Participants

Any individual classified as a participant of TSRSCNA (Section VI) with the exception of the Chair, may make or second motions. Voting is done by RCMs, or in the RCMs absence, the Alternate RCM or the Area's designated representative. The Chair may only vote in case of a tie. Voting is done by a show of hands, or voting members may request votes to be taken by rollcall.

7. Voting Procedures

- RCMs (or in the RCMs absence, the Alternate RCM or Area's designated representative) may vote yes, no or abstain.
- Votes cast as abstentions will not be counted. Majorities, whether simple, 2/3, or 3/4 will be determined by the number of yes or no votes cast.
- In the event that a motion is not on the agenda, and needs to be dealt with at hand, a 3/4 majority vote will be needed to pass.
- A 2/3 majority vote is required to create policy, or to change existing policy.
- The TSRSCNA Chair will announce before each vote what the majority requires: simple majority, 2/3 majority or 3/4 majority.
- 30 days advance notice to Area Service Committees (ASCs), through their RCMs (in the RCM's Absence, the Alternate RCM, or the Area's designated representative) shall be required to change existing policy or create new policy. During the 30 days of advance notice, the P&A Subcommittee shall investigate and research the proposed change and report such research to the RSC.

- The item of RSC business directly affecting groups and members must be scheduled for decision at the RSC, allowing enough time for the item to appear on the Area's agenda for group discussion and input.

8. Quorum and Attendance

a. Quorum

A quorum is necessary to conduct the business of TSRSCNA. At a regular meeting of TSRSCNA, quorum will be 50% of the Areas that are members of the Tri-State Region, with all fractions rounding up to the next highest number. No business (except fulfilling financial responsibilities) may be conducted without quorum. The RD, P&A, and Subcommittee reports may be given.

Any Area missing two (2) consecutive roll calls within a three meeting timeframe will not count against quorum at the next TSRSCNA meeting. Said area will retain all rights and service as part of the Tri-State Region, and will be counted towards quorum when that Area attends the TSRSCNA meeting. Quorum will be no less than five voting members (RCMs).

b. Attendance Policy

- That any RSC Trusted Servant missing two meetings without prior approval from the RSC will automatically resign their positions.
- Meetings are defined as completion beginning to end.
- Excused absences will not count against the attendance policy.
- Excused absences are those absences which the RCMs have voted to excuse based on scheduling conflicts.
- Subcommittee and Service Board Chairs, or their designated representative, will adhere to their individual Subcommittee Guidelines, but be subject to the RSC attendance policy.
- Required meetings will be only those that are directly associated with the elected position not withstanding an elected individual who is serving in his/her elected position and also fulfilling a vacant capacity. RCMs will adhere to their ASC Guidelines.

9. Nominations and Elections

For TSRSCNA (see Section VIO WSC (World Service Committee)) BOD, Convention Committee, and Spiritual Retreat Committee nominations, each nominee must have an Area Service Committee (ASC) nomination. Area minutes may be presented for verification of a nomination in the event that said Area has no representation present at the RSC. All nominations must be seconded by a RCM. TSRSCNA will accept multiple nominations for a nominee for specific position only. TSRSCNA will not accept open or non-specific nominations.

A written resume must be submitted using the form supplied by the TSRSCNA. Nominees must be present to be nominated. Positions open for election will be announced in the agenda. TSRSCNA elections will be held in April and June of each year (Except in the case of the Chair of the Start to Live Convention, which will be in August). Term of office will begin at the June P&A Subcommittee meeting, and at the end of the June P&A Subcommittee meeting of the following year. Newly elected Trusted Servants must attend the first P&A Subcommittee meeting following their election. Any Trusted Servant elected after the June TSRSCNA will serve the remainder of the term in progress. TSRSCNA will accept nominations where the policy of the Area does not require nominees to be present for Area nomination; however, all nominees must be present at TSRSCNA to be elected.

**** For elections of all other Start to Live Chairpersons and other elected Trusted Servants of Start to Live, see under TSRSO, Inc., Article XIV.*

a. Vacancies

If for any reason the position of TSRSCNA Chair or RD becomes vacant during the term, the Vice Chair or RDA will assume the duties of that vacancy. Any time a vacancy occurs, another election will take place at least 30 days after known vacancy. It is the duty of the TSRSCNA Chair to provide notice to all Areas through the RCMs, or in the absence of a RCM, the Alternate RCM or the Area's designated representative. Vacancies will be filled through interim appointments made by the TSRSCNA Chair in consultation with the TSRSCNA P&A Subcommittee.

b. Removal of Trusted Servants

A simple majority vote of all TSRSCNA participants, including RCMs (or in their absence, RCM Alternates, or Area's designated representative), Trusted Servants shall be required to remove a TSRSCNA Trusted Servant from office prior to the expiration of their term.

Loss of abstinence is considered an automatic resignation for any Regional position including, but not limited to, the TSRSCNA Convention Chair and Spiritual Retreat Chair. Trusted Servants may also be removed due to non-fulfillment of duties, theft of funds, or lack of participation in TSRSCNA, and/or TSRSCNA Subcommittees. Participation will be defined as being present from start to finish of the TSRSCNA meeting and providing a written report.

c. Miscellaneous

If a RSC Trusted Servant's Home Area or Home Group leaves the Tri-State Region, a majority vote will decide whether that Trusted Servant may continue to serve the TSRSCNA.

10. Trusted Servants

Trusted Servants are elected to provide the Tri-State Region with effective leadership and should have the ability to organize and provide direction for the TSRSCNA efforts. These Trusted Servants should provide guidance, support, and understanding, as well as being a resource to the Region.

The Trusted Servants of TSRSCNA will not hold any Trusted Servant's position in any other Region than TSRSCNA. The positions of TSRSCNA Chair and Vice Chair shall not be held by anyone currently serving as a TSRSCNA Trusted Servant.

a. Requirements for All Trusted Servants

- A commitment to serve, as indicated by previously fulfilled positions.
- Knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Narcotics Anonymous.
- The willingness to give the time and resources necessary to fulfill the position.
- A Home Group within the Tri-State Region.
- Willingness to travel as necessary.
- Must be present from start to finish at TSRSCNA meetings.
- Provide proper receipt with all requests for reimbursement (forms to be supplied by the Treasurer).
- Trusted Servants are responsible for and/or reimbursable funds where proper receipts are not provided.

b. Duties Common to All Trusted Servants

- Participation in all TSRSCNA meetings and applicable Subcommittees.
- Be familiar with all TSRSCNA Guidelines and currently approved service manual.
- Hold a key to the TSRSCNA meeting space, if applicable.

- Submit typewritten, or legibly handwritten, reports (as directed by this policy) to TSRSCNA, with copies distributed to each member of the TSRSCNA. All motions will be submitted in writing. Regional reports must be accepted, rejected or amended immediately after presented.
- That any TSRSCNA elected Trusted Servant (except Treasurer) may be a signatory on the RSC checking account, as long as they are not a signatory on any other Regional bank account or not responsible for maintaining the PO Box key and collection and distribution of all correspondence held within.

11. Trusted Servants Positions

The following is an outline of the specific requirements and duties for each Trusted Servant position of the TSRSCNA.

a. Chairperson

- **Requirements**
 1. 5 years clean time.
 2. Previous experience in Regional service.
 3. Ability and willingness to remain fair and impartial when conducting the business of the TSRSCNA.
 4. Working knowledge of Robert's Rules of Order.
 5. Working knowledge of TSRSCNA policy.
- **Duties**
 1. Chair TSRSCNA meetings.
 2. Attend Regional and P&A meetings.
 3. Appoint all Ad Hoc Subcommittees of TSRSCNA.
 4. Fill vacancies in accordance with Section 9.a.

b. Vice Chairperson

- **Requirements**
 1. 4 years clean time.
 2. Previous experience in Regional service.
 3. Ability and willingness to remain fair and impartial when conducting the business of TSRSCNA.
 4. Working knowledge of Robert's Rules of Order.
 5. Working knowledge of TSRSCNA policy.
- **Duties**
 1. Chair TSRSCNA meetings in absence of the Chair.
 2. Attend Regional and P&A meetings.
 3. Coordinate all Subcommittees of TSRSCNA.
 4. Chair all Subcommittee meetings that are without a chair or an interim chair.

c. Treasurer

The TSRSCNA Treasurer will be provided with, and abide by, the most recent Guidelines adopted by NAWS.

The TSRSCNA bank account shall be a three-named account, with two signatures required for check cashing. The signatures will not include that of the Treasurer. All checks made out to TSRSCNA will be stamped, "For Deposit Only".

The prudent reserve for TSRSCNA will be set at \$4000 and all excess funds will be donated to NAWs. Budgetary motions that change policy regarding prudent reserve are exempt from being placed on the TSRSCNA agenda for approval. Such motion will be considered for action immediately at the TSRSCNA meeting.

An audit will be conducted yearly or immediately following the books changing hands.

- **Requirements**

1. 5 years clean time.
2. Previous service experience at the Regional or Area level.
3. Have a legitimate source of income.
4. Previous experience as a Treasurer, or knowledge of accounting.
5. Capable and willing to maintain accounts in accordance with TSSO, Inc. practices.

- **Duties**

1. Attend Regional and P&A meetings.
2. Maintain the TSRSCNA bank account.
3. Provide financial reports at TSRSCNA meetings.
4. The Treasurer will provide a report to TSRSCNA to include a copy of the following:
 - a. Current bank statement (with all but the last four numbers of the account blackened out).
 - b. Current Account Transaction (checkbook register) report.
 - c. Current Transaction by Category report.
5. Provide the TSRSCNA budget at the first meeting of the year.
6. Provide financial information as needed to TSSO, Inc.
7. Present a quarterly balance sheet at the TSRSCNA.
8. Provide a year-end financial report, from previous year, at the February TSRSCNA meeting.
9. Provide forms for reimbursement/advances upon request, and disburse funds related to said request. Reimbursement will only be provided with proper receipts.
10. TSRSCNA Treasurer (and TSSO Treasurer) is directed to publish a list of all checks and money orders received from Areas and Groups (donation, literature orders) (i.e. #1001 for \$254.00). This will aid in accountability to the fellowship so Groups and Areas know if money was received by the service body it was intended for.
11. TSRSCNA Treasurer (and TSSO Treasurer) is directed to publish a list of all donations to ensure accountability.
12. The current Treasurer of TSRSCNA create and maintain the password for the TSRSCNA account. This password will be changed as a new Treasurer is elected.

13. The Chairpersons of TRSO and TSRSCNA shall have passwords access to TSRSCNA, Start to LIVE Convention, Spiritual Retreat and the TRSO, Inc.
 - a. accounts.
14. Backup copies of each account are to be stored on a USB flash drive to be kept in the possession of the respective Treasurers; these backups are to be turned over upon completion of the Treasurer's commitment or other request by an authorized Trusted Servant or Committee. Failure to turn in the backup drive shall be considered as "theft of fellowship funds."
15. The fiscal year of TSRSCNA is July 1st through June 10th of each year, so that financial information does not overlap the term of the Treasurer.
16. QuickBooks will be the accounting software used by TSRSCNA.

d. Vice Treasurer

- **Requirements**

1. 4 years clean time.
2. Previous service experience at Regional or Area level.
3. Previous experience as a Treasurer or knowledge of accounting.
4. Have a legitimate source of income.
5. Capable and willing to maintain accounts in accordance with TRSO, Inc. practices.

- **Duties**

1. This is a learning position.
2. Attend Regional and P&A meetings.
3. Assist the Treasurer with duties and will assume the Treasurer duties when needed.

e. Secretary

Roll call will be taken and reported by the Secretary following the opening of each TSRSCNA meeting and upon request of any voting member, or the TSRSCNA Chair.

All minutes of TSRSCNA will be written anonymously – that is deleting names in reference to reports, motions etc.- and using service title as marked on pad. Vote tallies of TSRSCNA elections will not be included in TSRSCNA minutes.

- **Requirements**

1. 2 years clean time.
2. Typing and some secretarial skills
3. Basic computer skills.

- **Duties**

1. Attend Regional P&A meetings.
2. Keep minutes of all TSRSCNA meetings.
3. Mail/Email minutes to TSRSCNA participants, and NAWS.
4. Compile a Regional Directory with the cooperation of P&A subcommittee.

5. Provide RCMs with the agenda and minutes of the previous meeting 30 days prior to the next TSRSCNA meeting.
6. Mail copies of all written reports submitted at the TSRSCNA meeting to areas not in attendance at that meeting. These reports will be included with the mailing of the agenda and minutes for the next meeting.

f. Vice Secretary

- **Requirements**
 1. 1 year clean time.
 2. Typing and some secretarial skills.
 3. Basic computer skills.
- **Duties**
 1. Attend Regional and P&A meetings.
 2. Assist the Secretary, as needed.

g. Regional Delegate (RD)

- **Requirements**
 1. 5 years clean time.
 2. Past service experience at the Regional level.
 3. Ability to communicate effectively.
 4. Willingness to travel.
 5. This is a 2 year position.
- **Duties**
 1. Attend Regional and P&A meetings.
 2. Represent the TSRSCNA at the NAWs meetings.
 3. Hold Conference Agenda Report (CAR) workshops.
 4. Maintain effective communication with NAWs.
 5. Provide a written report at each TSRSCNA meeting, with copies for each participant.
 6. Provide copies of pertinent information when feasible (with regards to cost and efficiency) or upon request.

h. Regional Delegate Alternate (RDA)

- **Requirements**
 1. 5 years clean time.
 2. Past experience at the Regional level.
 3. Ability to communicate effectively.
 4. Willingness to travel as necessary.
 5. This is a 2 year position following Conference cycles.
- **Duties**
 1. Attend Regional and P&A meetings.
 2. Attend NAWs meetings.
 3. Assume Regional Delegate position in the absence of the RD.
 4. Assist the RD as needed.

i. Policy and Administration (P&A) Chair

- **Requirements**
 1. 3 years clean time.
 2. Past service experience at the Regional level.
 3. Knowledge of TSRSCNA Guidelines and Policies.
- **Duties**
 1. Chair the P&A meetings. 2. Schedule P&A meetings.
 2. Attend Regional meetings.
 3. Provide written report at each TSRSCNA meeting, with copies for each participant.

j. Policy and Administration Vice Chair

- **Requirements**
 1. 2 years clean time.
 2. Past service experience at the Area level.
 3. Attend Regional and P&A meetings.
- **Duties**
 1. Assist the P&A Chair wherever needed.
 2. Assume the position in absence of the P&A Chair.
 3. This is a learning position.

k. Regional Convention (Start to Live) Chair

- **Requirements**
 1. 5 years clean time.
 2. Previous Convention experience.
 3. Report non-financial procedural changes to TSRSCNA.
 4. Provide a yearend financial report after each Convention.
- **Duties**

While elected by, and required to attend and provide a written report to TSRSCNA, the Start to Live Chair is not subject to any other duties of TSRSCNA. The Chair is directly responsible to TSRSO, Inc.

l. Spiritual Retreat Chair

- **Requirements**
 1. 3 years clean time.
 2. Previous Spiritual Retreat experience.
 3. Report non-financial procedural changes to TSRSCNA.
 4. Provide a yearend financial report after each Retreat.
- **Duties**

While elected by, and required to attend and provide a written report to TSRSCNA, the Spiritual Retreat Chair is not subject to any other duties of TSRSCNA. The Chair is directly responsible to TSRSO, Inc.

12. Subcommittee Chairs

Subcommittee Chairs are subject to the same general requirements and duties as all Trusted Servants previously outlined. Additional requirements and duties common to all Subcommittee Chairs are outlined below.

- **Requirements**
 1. 3 years clean time.
 2. Previous relevant Regional or Area service experience.
- **Duties**
 3. Schedule and chair adequate Subcommittee meetings.
 4. Attend the first P&A meeting following their election.
 5. Provide a typewritten, or legibly handwritten, report at each meeting with copies for each participant.

13. Subcommittees of TSRSCNA

Subcommittees of the TSRSCNA serve the common needs of the Area Subcommittees and their specialized service interests. These Subcommittees should provide service resource as opposed to service deliver, except where directed by TSRSCNA.

- Subcommittees and Subcommittee Chairs are accountable to the TSRSCNA, and shall provide a full disclosure of work that they do, and intend to do.
- Subcommittee meetings will be required to be scheduled on the TSRSO calendar in advance.
- RSC Subcommittees are permitted to meet in an alternate location as needed in order to have an accessible location for members with physical disabilities or limitations as long as the facility is public and is announced prior to the meeting.
- Subcommittee Chairs will procure literature, if needed, from TSRSO using a voucher system.
- Each Subcommittee of TSRSCNA, except P&A, should have an adequate set of Guidelines (developed by that Subcommittee) outlining its purpose and function, membership, Trusted Servants' responsibilities and schedule of meetings. These Guidelines should be developed through consultation with the current approved service manuals and appropriate handbooks. Said Guidelines shall be submitted for TSRSCNA approval. The TSRSO's By-Laws of "The Tri-State Regional Service Office" will serve as guidelines.
- The Chair will be given all the appropriate handbooks, manuals, policies, literature, and contact information that is relevant to the Subcommittee's proposed work. This material should be obtained by the Chair at the first P&A meeting following their election.
- Expenses for copies and supplies shall be reimbursed by filling out the appropriate forms (supplied by the Treasurer) with proper receipts. SEE SECTION X.A.7.
- Expenses for workshops and learning days will be funded only with prior approval from TSRSCNA.
- All TSRSCNA subcommittees, including the Convention and Spiritual Retreat, must inform Areas 60 days in advance of their intention to hold a function in their Area, and also must ask Area and/or Groups permission to use their facilities.
- Any Subcommittee email address will use @tsrscna.org.

Contained within this section are general purpose statements regarding present Subcommittees of TSRSCNA, along with specific guidance from TSRSCNA regarding those Subcommittees.

a. Hospitals and Institutions (H&I)

The purpose of the TSRSCNA Hospital & Institutions Subcommittee is to help coordinate Area H&I activities, provide a place where Area H&I Subcommittees can meet to share their experience, strength and hope, and to sponsor workshops and learning days. This Subcommittee will follow all applicable TSRSCNA and NAWS Guidelines and Policy.

If the TSRSCNA H&I Subcommittee needs literature, it will procure literature from TSSO, Inc. via voucher system. The literature voucher for this Subcommittee is not to exceed \$200.00 between regular meetings of TSRSCNA.

b. Public Relations (PR)

The purpose of TSRSCNA Public Relations Subcommittee is to help coordinate Area PR activities, provide a place where Area PR Subcommittees can meet to share their experience, strength and hope. This Subcommittee will follow all applicable TSRSCNA and NAWS Guidelines and Policy.

It is the responsibility of the TSRSCNA PR Subcommittee to:

- Coordinate any and all Public Service Announcements, in cooperation with Area PR Subcommittees.
- Compile and maintain all TSRSCNA Helpline numbers and volunteers, and serve as a link between the Areas and NAWS when listing those numbers.
- Attempt to reach portions of the public that are unable to be informed by Area PR Subcommittees and carry timely, credible and positive information to them about NA.
- Sponsor workshops and learning days.
- TSRSCNA PR Guidelines state that anyone serving on the Helpline be required to attend a Helpline workshop once every two years.
- PR Subcommittee is responsible to maintain and print the Regional meeting list. Cost of printing the meeting list is the responsibility of the BOD.
- Maintain Regional meeting information on NAWS website.
- New meetings must be submitted on the NAWS New Group Registration Form and changes must be completed accurately for the changes to be made and submitted to the RSO, in order to ensure that the NAWS website and TSSO printed meeting lists are accurate.
- If this subcommittee needs literature, it will procure literature from TSSO, Inc. via voucher system. This subcommittee will also have a working budget to supplement workshops/learning days and projects of \$200.00 bi-monthly upon request.

c. Literature

The purpose of the TSRSCNA Literature Subcommittee is to coordinate Area Literature Subcommittees, provide a place where Area Literature

Subcommittees can share their experience, strength and hope, and to work on projects at the request of NAWS.

It is the responsibility of the TSRSCNA Literature Subcommittee to:

- Develop, where possible, new literature.
- Maintain the Regional newsletter “Miracles Happen.”
- The TSRSCNA Literature Subcommittee will also sponsor workshops and learning days, and will follow all applicable TSRSCNA and NAWS Guidelines and Policy.
- This Subcommittee will have a bi-monthly budget of \$300.00 (\$1,800 yearly) for the purpose of producing “Miracles Happen.”
- This Subcommittee will have the additional function of reviewing the NAWS draft and literature works in progress and to review form literature.
- To work with STL Programming Subcommittee to ensure that a Literature workshop is included to allow for the opportunity for development of and interest and support of the Literature Subcommittee.
- The History project will have a bi-monthly budget of \$200.00.

d. Outreach

The purpose of the Outreach Subcommittee is to assist isolated Groups or troubled Areas within the Tri-State Region providing information through literature or attendance.

It is the responsibility of the TSRSCNA Outreach Subcommittee to:

- Direct such Groups and Areas to other local service bodies, NA meetings, TSRSO, Inc., TSRSCNA or to NAWS.
- This Subcommittee shall have a working budget of \$200.00 between Regional meetings and will follow all applicable TSRSCNA and NAWS Guidelines and Policy.
- To work with STL Programming Subcommittee to ensure that an Outreach workshop is included to allow for the opportunity for development of and interest and understanding of Outreach.
- This subcommittee will oversee the “Behind the Walls” program.

e. Policy and Administration (P&A)

The purpose of the P&A Subcommittee is to assist the TSRSCNA with information regarding past actions of TSRSCNA, to administer to TSRSCNA any current Policies or Guidelines, and to provide input and recommendations for new actions of TSRSCNA.

It is the responsibility of the TSRSCNA P&A Subcommittee to:

- Update all TSRSCNA Policies and Guidelines.
- Maintain a permanent mailing address (such as a PO Box) for TSRSCNA purpose.
- The P&A Subcommittee will meet no later than 4 weeks after the RSC meeting to set an agenda.

- This Subcommittee will be authorized to make donations to NAWS between RSC meetings in consultation with the TSRSCNA Treasurer and as funds permit.
- The P&A Subcommittee will, in cooperation with the TSRSCNA Secretary, maintain and update all TSRSCNA and archives at TRSO.
- This Subcommittee should from time to time hold Regional workshops and learning days, and will follow all applicable TSRSCNA Guidelines and Policies.
- The Regional agenda must be mailed no later than 21 days after the last RSC meeting.
- The responsibility for the cost of preparation, distribution and mailing of Regional agendas and minutes under the budget and cost of the P&A Subcommittee.
- TRSO shall send a member to P&A monthly meeting as a non-voting member, in order to foster cooperation through communication.
- TSRSCNA P&A Subcommittee shall send a member of P&A to the monthly TRSO BOD meetings as a non-voting member, in order to foster cooperation through communication.
- That P&A assigns 3 Trusted Servants to check the TSRSCNA voicemail at the office on a weekly basis to ensure that we carry the message and promote unity.

f. Additional Needs

The Additional Needs Subcommittee provides a forum for an Area Additional Needs Liaison or Subcommittee within the Tri-State Region. The Additional Needs Subcommittee provides education and information to addicts who have physical disabilities.

It is the responsibility of the TSRSCNA Additional Needs Subcommittee to:

- Work with facilities that serve addicts with additional needs to see how we can carry the message into such a facility, and will follow all applicable TSRSCNA and NAWS Guidelines and Policy.
- The budget for this Subcommittee was approved to be \$200.00 between Regional meetings.
- To work with STL Programming Subcommittee to ensure that an Additional Needs workshop is included, to allow for the opportunity for development of and interest and understanding of Additional Needs.

g. Website Chair

- **Requirements**
 1. 3 years clean time.
 2. Must have attended a PI workshop.
 3. Must have a working knowledge of computer operations, web site design and maintenance.
- **Duties**
 1. Maintain the Tri-State Regional website as directed by the RSC, adhering to the Guidelines.

2. Provide all user credentials to TSRSCNA Chairperson and TSRSCNA Vice Chairperson.
3. Change all passwords upon any change in this Trusted Servant position.
4. Must attend the RSC meetings and provide report.
5. Must attend the P&A meetings.
6. Make an effort for a suggested replacement for Regional Vice Web Chair near the end of his/her commitment.

h. Website Vice Chair

- **Requirements**

1. 2 years clean time.
2. Must have attended a PI workshop.
3. Must have a working knowledge of computer operations, website design and maintenance, and have the desire to learn the TSRSCNA web operations.

- **Duties**

1. Assist Web Chair in maintaining the website as needed.
2. Attend at least 2 Regional Service Committee meetings with the Web Chair to gain a working knowledge of the Web Chair duties.

i. Ad Hoc

This is a temporary Subcommittee created to serve a single purpose and after fulfilling its purpose, its purpose will be dissolved. Ad Hoc subcommittees are appointed by the TSRSCNA Chairperson, and adhere to all requirements and duties of TSRSCNA Trusted Servants, with the exception of holding a key to the meeting place.

Any and all Ad Hoc Subcommittees are expected to report their findings to TSRSCNA, and will follow all applicable TSRSCNA and NAWS Guidelines and Policy.

14. Tri-State Regional Service Office, Inc.

a. TSRSO

- The Tri-State Regional Service Office (TSRSO) is a service center offering to TSRSCNA literature sales, meeting lists, and meeting space.
- The BOD offers direction to the TSRSO, Inc. Board of Directors.
- While not elected by TSRSCNA, the TSRSO BOD Chairperson reports to the TSRSCNA, and provides full financial reports at TSRSCNA meetings.
- TSRSO shall send a member to TSRSCNA P&A's monthly meeting as a non-voting member, in order to foster cooperation through communication.
- TSRSCNA P&A Subcommittee shall send a member of P&A to the monthly TSRSO BOD meetings as a non-voting member, in order to foster cooperation through communication.
- The BOD may not have closed meetings, so that any NA member may have access to any business of the Board, except when personnel decisions are being discussed.

- TSRSCNA also follows standard election procedure when electing persons nominated for directorship, known as “At-Large” positions.
- New meetings must be submitted on the NAWS New Group Registration Form and changes must be completed accurately for the changes to be made and submitted to the RSO, in order to ensure that the NAWS website and TSRSO printed meeting lists are accurate.
- The Start to Live Convention Subcommittee Chairs are to be elected in January of each year at a special meeting (with the exception of the Chair) where the Chair of the BOD will chair this committee, and the election committee will consist of the following members: x All members of TSRSO, Inc. Board of Directors (BOD).
 - Two (2) members from the previous Convention Subcommittee, to be selected by that body.
 - Three (3) members of TSRSCNA, to be selected by TSRSCNA P&A Subcommittee.
 - All members of the election committee will have a vote with the exception of the present Convention Chair who may vote only to break a tie.
 - All election votes are to be by written ballot.
 - A majority of members present are necessary to elect.

b. Financial and Contract Guidelines

- TSRSO Treasurer (and Vice Treasurer) are directed to publish a list of all checks and money orders received from Areas and Groups (donations, literature orders) (i.e. #101 for \$254.00). This will aid in accountability to fellowship Groups or Areas if money was received by service body it was intended for.
- That QuickBooks be the only financial software used by TSRSO.
- The software, QuickBooks, be maintained in the TSRSO front office (store).
- The current Treasurer of the TSRSO, Inc. should create and maintain the password for TSRSO, Inc. account in that access to the account remains secure.
- The Chairperson of the TSRSO and TSRSCNA shall have password access to TSRSCNA, Start to Live Convention, Spiritual Retreat, and TSRSO, Inc. accounts.
- Backup copies of each account are to be stored on a USB flash drive to be kept in the possession of the respective Treasurers. These backups are to be turned over upon completion of Treasurer’s committee or another request by authorized Trusted Servant or Committee. Failure to turn in back up drive shall be considered as “theft of fellowship funds.”
- The fiscal year of the Spiritual Retreat to be July 1st through June 30th of each year, so that financial information does not overlap the term of the Treasurer.
- That the BOD set policy to get any agreements or contracts with outside vendors or entertainers be in the form of a written contract, in order to safeguard TSRSO funds and develop comprehensive financial Guidelines.
- That an outside unrelated company, other than Hess to audit the TSRSO, Inc. to report to all areas in the region for the next fiscal year.

- Any single item over \$500.00 for any TSRSCNA Subcommittee requires three (3) bids.
- All bid for events (SR and STL) must be received by negotiating team 90 days prior to event. No bids after that will be accepted.
- Insurance bills to be paid by Electronic Funds Transfer (EFT), rather than paper check, from bank account.

c. Credit Cards

The following information shall be written policy for the Board of Directors (BOD) use of credit cards.

- The following credit cards shall be issued to:
 1. Office Manager- credit limit \$10,000
 2. STL Chair- \$7,500 per use with a cap limit \$7,500
 3. SR Chair- \$1,000 per use with a cap of \$3,000
 4. Special Worker- \$250.00 per use with a cap of \$500.00
 5. TSRSCNA Regional Delegate (and when approved Regional Delegate Alternate) for travel use with a cap of \$2,000
 6. Total limit of all cards is \$23,000
- Under NO circumstances are credit cards to be passed out to anyone but the cardholder.
- Card numbers cannot be passed on to any other person or committee.
- An agreement shall be signed stating that any misuse of the credit cards will be PROSECUTED.
- The Board of Directors (BOD) will be responsible to and maintain a rider on the insurance policy for credit card fraud.
- All balances are to be paid in full at the end of each month.
- The credit card statement will be included in the BOD Treasurer's report at each Regional meeting.
- Copies of receipts of purchases will be attached to the report.
- Credit cards will be turned over at the end of Trusted Servant's term.
- New cards will be issued to each newly elected Trusted Servant.
- Any credit limit increase must be approved by the Groups.
- The BOD Vice Chair is the single point of accountability.
- TSRSCNA will reimburse the BOD for all approved credit card purchases from the TSRSCNA Regional Delegate or Regional Delegate Alternate.

d. Spiritual Retreat (It's Available to Us All)

The TSRSCNA Spiritual Retreat is an annual event that is overseen by the TSRSO, Inc. Board of Directors.

- The Serenity Prayer will be the closing prayer at all meetings, workshops and fundraisers of the TSRSCNA Spiritual Retreat and no speakers from outside of the fellowship will be used at the Retreat.
- All TSRSCNA Subcommittees, including the Convention and Spiritual Retreat, must inform areas 60 days in advance of their intention to hold a function in their Area, and also must ask Areas and/or Groups permission to use their facilities.
- QuickBooks be the only financial software used by Spiritual Retreat Treasurer.

- The current Treasurer of the Spiritual Retreat will create and maintain the password for the Retreat account; this password will be changed as the new Spiritual Retreat Treasurer is elected.
- The Chairpersons of TSRSO and TSRSCNA shall have password access to TSRSCNA, Start to Live Convention, Spiritual Retreat and TSRSO, Inc. accounts.
- The Treasurer of the Spiritual Retreat provide a report to the Spiritual Retreat Committee and the TSRSO, Inc. to include a copy of the current bank statement (with all but the last four numbers of the account blackened out), current Account Transaction (checkbook register) report, current Transaction by Category report. and up to date projected income/expense budget and actual income/expense budget.
- Backup copies of each account are to be stored on USB flash drive to be kept in the possession of respective Treasurers; these backups are to be turned over upon completion of Treasurer's commitment or other request by an authorized Trusted Servants or Committee. Failure to turn in backup drive shall be considered as "theft of fellowship funds."
- The fiscal year of the Spiritual Retreat is July 1st through June 30th of each year, so that financial information does not overlap the term of the Treasurer.
- All bids for events must be received by negotiating team 90 days prior to event. No bids will be accepted after that.
- Any single item over \$500.00 for any TSRSCNA Subcommittee requires three (3) bids.
 - All merchandise remaining at the end of each Spiritual Retreat event must be returned to the BOD.

e. Tri-State Regional Convention (Start to Live)

Using Start to Live III as a model, the purpose of the Tri-State Regional Convention will be to carry the message to the still suffering addict by:

- Celebrating Recovery.
- As a means of providing funds, where practical for the TSRSO, Inc. For this reason, the TSRC Subcommittee shall make efforts to keep costs to a minimum to allow as many addicts as possible to participate yet allow excess after costs to help the TSRSO.
- The Tri-State Regional Convention Subcommittee will ensure the following:
 - The Serenity Prayer will be the closing prayer at all meetings, workshops and fundraisers of Start to Live and no speakers from outside the fellowship will be used at the Convention.
 - The Convention Subcommittee will follow NAWS Guidelines for Regional Conventions wherever possible.
 - That a sign-up sheet will be developed, distributed, and collected as a speaker nomination form. This sign-up sheet shall include request that each Home Group from TSRSCNA fill it out during a Group conscience meeting. These nominations shall be primary source of speakers from TSRSCNA.
 - To have Newcomer Packages of Hope to be distributed in October of each year based on ½ the number of TSRSCNA Home Groups that exist in each Area in August of that year. If packages are not picked by 1 pm Saturday, they may be sold.

- All TSRSCNA Subcommittees, including the Convention and Spiritual Retreat, must inform Areas 60 days in advance of their intention to hold a function in the Area, and must ask Areas and/or Groups permission to use their facilities.
- That the STL Convention be a “registration only” Convention. Registration only indicates that for any activity outside of meetings, an individual would need to register to purchase tickets.
- That STL Programming Subcommittee add an Additional Needs Workshop, to allow for the opportunity for development of and interest and understanding of Additional Needs.
- That STL Programming Subcommittee add an Outreach
- Workshop, to allow for the opportunity for development of and interest and understanding of Outreach.
- That STL Programming Subcommittee adds a Literature Workshop, to allow for the opportunity for development of and interest and support for Literature Subcommittee.
- That QuickBooks be the only financial software used by Start to Live Treasurer.
- That the current Treasurer of STL create and maintain the password for Convention account. This password will be changed as the new STL Treasurer is elected.
- The Chairperson of the TRSO and TSRSCNA shall have password access to TSRSCNA, Start to Live Convention, Spiritual Retreat, and TRSO, Inc. accounts.
- The Treasurer of STL provide a report to STL Committee and the TRSO, Inc. to include a copy of current bank statement (with all but the last four (4) numbers of the account blacked out), current Account Transaction (checkbook register) report, current Transaction by Category report, and up to date projected income/expense budget and actual income/expense budget.
- All bids for events must be received by negotiating team 60 days prior to event. No bids will be accepted after that.
- Any single item over \$500.00 for any TSRSCNA Subcommittee requires three (3) bids.
- Backup copies of each account are to be stored on a USB flash drive to be kept in the possession of the respective Treasurers; these backups are to be turned over upon completion of the Treasurer’s commitment or other request by an authorized Trusted Servant or Committee. Failure to turn in backup drive shall be considered as “theft of fellowship funds.”
- All merchandise remaining at the end of each Start to Live event must be returned to the BOD.

1. Travel of Regional Trusted Servants

NA members nominated, elected, or appointed to service positions should be provided with the resources necessary to fulfill those commitments. These resources will include financial support as position and circumstances dictate.

The overall financial state of the Region will always have a bearing on what funding decisions are made. In making these decisions, we must keep in mind that when we ask NA members to serve, we are

responsible for ensuring that problems of money do not prevent them from fulfilling their position to the best of their ability.

We are also responsible for ensuring that funding is not misused or even abused. Therefore, the TSRSCNA has put into effect some specific instances when and where funding or reimbursement will be provided when proper receipts are presented (in accordance with Section 10. a.).

All travel reimbursements expense reports must be turned in within 60 days from the event or the money returned to be eligible for any further travel expense advances.

Mileage compensation will meet current legal volunteer levels, approved by the P&A

Subcommittee, will be provided for TSRSCNA Trusted Servant travel within the Tri-State Region.

Whenever possible, Regional representatives will travel and lodge together.

a. Travel to World Service Events

Members of TSRSCNA participating in a NAWS meeting will be reimbursed for travel, lodging, and per diem expenses incurred at those workshops, provided prior TSRSCNA approval has been obtained and proper receipts are presented (in accordance with Section 10. a.).

Only members of the TSRSCNA who are World Service Conference (WSC) participants will be reimbursed for travel, lodging, and per diem expenses incurred in conjunction with attendance at WSC, provided prior TSRSCNA approval has been obtained, and proper receipts are presented (in accordance with Section 10. a.).

Reimbursable expenses are as follows:

- Lodging
- Airfare
- Mileage (volunteer rates)
- Per Diem for meals \$50.00 per day (with receipts, includes gratuities) including travel days
- Shuttle expenses to and from airports (with receipts, excluding gratuities)

b. Travel to Conference Agenda Report (CAR)

TSRSCNA will fund the following Trusted Servants to attend a Regional approved Conference Agenda Report Workshop hosted outside of the Region (including all member Areas to obtain information to present to the Region); RD, RDA, Chair, Vice Chair, RSC Subcommittees' Chairs, RCM's (unable to be funded by their area with documentation from their area). Trusted Servants are listed by situational importance determined by the RSC.

Funding will include:

- Pre-registration
- Mileage (volunteer rates)
- half of the cost for hotel rooms

Anyone receiving funding will be responsible for presenting proper receipts (in accordance with Section 10. a.).

All Regional Representatives' funding will be in accordance with Section 15. a.

A Regional Representative is a member appointed by the Chair in the absence of an RD/RDA for the purpose of representing the Region at events not hosted by the Region and its member Areas for the purpose of gathering and reporting information discussed at said event.

Regarding travel to Regional Approved Conference in off Conference years Regional Representatives reimbursed per the TSRSCNA travel reimbursement Guidelines with a cap of \$300.00.

2. Clean Time Requirements for Trusted Servants

Chairperson	5 years
Vice Chairperson	4 years
Treasurer	5 years
Vice Treasurer	4 years
Secretary	2 years
Vice Secretary	1 year
Regional Delegate	5 years
Regional Delegate Alternate	5 years
Policy and Administration Chair	3 years
P&A Vice Chair	2 years
Website Chair	3 years
Website Vice Chair	2 years
Regional Convention Chair	5 years
Spiritual Retreat Chair	3 years
Board of Directors At Large (BOD)	3 years
Subcommittee Chairs	3 years

All positions are a 1 year service term, except for Regional Delegate and Regional Delegate Alternate which require a 2 year service commitment.

Budgets for each Subcommittee:

All budgets are bi-monthly.

\$200.00 each for H&I, PR, Outreach, and Additional Needs.

\$500.00 for Literature Subcommittee (\$300.00 for Literature & \$200.00 for History Project)

Motions and Policies affecting Tri-State Regional Service Committee of Narcotics Anonymous - Table of Contents

Revised September 2021

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1. Procedural References

September 14 1983

Be it reflected in the minutes that all groups, areas refrain from using the non-profit number that was obtained from California until further direction from World Service level.

October 9 1983 MSC 5/0/0

Motion to schedule the TSRSCNA meeting on a bi-monthly basis
(We currently meet once every three months- quarterly)

January 17 1987

Verification notes issue; announcing that a group will sign verification notes during a NA meeting constitutes a violation of Traditions 6, 11, 12. Individuals addicts signing notes after a meeting is a personal matter.

2. Meetings

September 11,1982 MSC#10

That the Regional Service meeting is held bi-monthly on a rotating basis throughout the region

August 14 1983 MSC (5/0/0)

That we accept and schedule quarterly meetings, with one special meeting/service seminar as proposed by P&A sub-committee in their report dated 7/17/1983

August 9 2008 MSC(5/0/2)

To permit RSC sub-committee to meet in an alternate location as needed in order to have an accessible location for members with physical disabilities or limitation as long as the facility is public place and is announced prior to the meeting.

February 16, 2019

Motion 2 (12/8/2018) by TSRSCNA RD, seconded by EEANA: Add to TSRSNA Guidelines and Policies, Page 1, Section III, the below boundary map: (See attached motion). Motion Passed.

Motion 3 (12/8/2018) by TSRSCNA RD, seconded by WEANA: Add to TSRSNA Guideline and Policies, Page 1, SectionIII, the below italicized (new) paragraph to existing (bold) to say: (See attached motion sheet) Friendly Amendment Made. See new business. Motion 1(2/15/19) by EEANA, seconded by BVASCNA: To amend TSRSCNA Motion 3 from the December 2018 RSC meeting to leave wording of motion as is with the following updates:1.Remove Clearfield County, PA and Jefferson County, PA.2.Update the number of counties in PA from "23 to 21"3.Update to "in PA including but not limited to..."

April 13, 2019

Motion 1 (2/15/19) by EEANA, seconded by BVASCNA: To amend TSRSCNA Motion 3 from the December 2018 RSC meeting to leave wording of motion as is with the following updates:

1. Remove Clearfield County, PA and Jefferson County, PA.
2. Update the number of counties in PA from "23 to 21"
3. Update to "in PA including but not limited to..."

Motion Passes (6-0-2)

February 15, 2020

Motion 2: Initiated by Zonal Ad-hoc Chair, seconded by EEANA: That TSRSCNA (Tri-State Regional Service Committee of NA) withdraw from the NEZF (Northeast Zonal Forum) and join the MZF (Midwest Zonal Forum). Intent: To move to a zone that is more in line with our (TRSCNA) values and the traditions of NA, to reduce costs.

Motion Tabled for more time to discuss at home groups (RCM arrived late, quorum met).

Motion 3: Initiated by: EEANA, seconded by: NEASCNA To amend current TSRSCNA “Guidelines for Videoconferencing” to: Omit Sections A & B, add Section C per the attached document. Intent: To utilize technology to increase accessibility and unity in NA service.

Motion Tabled to P&A for clarity.

April 11, 2020

Old Business:

Motion 2: Initiated by Zonal Ad-hoc Chair, seconded by EEANA: That TSRSCNA (Tri-State Regional Service Committee of NA) withdraw from the NEZF (Northeast Zonal Forum) and join the MZF (Midwest Zonal Forum). Intent: To move to a zone that is more in line with our (TRSCNA) values and the traditions of NA, to reduce costs.

Motion Tabled due to COVID restrictions in meeting – was to be voted on in October.

Motion 3: Initiated by: EEANA, seconded by: NEASCNA To amend current TSRSCNA “Guidelines for Videoconferencing” to: Omit Sections A & B, add Section C per the attached document. Intent: To utilize technology to increase accessibility and unity in NA service.

Motion Tabled due to COVID restrictions in meeting – Motion was rescinded at the August 8, 2020 Meeting.

3. Emergency Meetings

August 14, 1983 AMENDMENT-MSC (5/0/0)

That “special meeting” of TSRSCNA may be called by the chair as special needs should arise with a 2 weeks notification to areas.

4. Participants

September 11, 1982

Concerning Committee Participation in that a committee participant shall be defined as any individual who attends a regional service meeting and/or any individual who participates a member of a sub-committee of said regional service.

5. Voting Participants and Procedures

January 11, 1982 MSC

Concerning motions brought to floor and addressing Chair in that any Trusted Servant on a group area or regional level also Chair or Co Chair on any sub- committee be permitted to bring motions to the floor or address the Chair.

January 22, 1983 (Amended 9/11/93 #3) MSC by P&A(6/0/0)

Concerning voting participating in that in the instance of a tie the acting Chair can vote but only for that issue (acting Chair will be defined as either the RSC Chair or the person designated as Chair for that meeting).

January 22 1983 (Amend 9/11/82 #2)MSC P&A (5/1/0)

In that any trusted servant on a group area or regional level also chair or vice – chair of any sub- committee be permitted to bring motion to the floor or address the chair. Only the ASR or the ASR-Alt may vote. There shall be only one vote per area.

January 22 1983 (Amend #14 MSC by P&A)

That (A) a majority vote of attending voting participant at the RSC meeting shall be required to change existing policy (B) a one month advance notice to ASRs shall be required to change existing policy. (C) During the one month advance notice the policy committee shall investigate and research the proposed change and report such research to the Regional Area Service Committee.

January 11 1992 #2MSC (11/0/0)

That RSC Chair announce before each vote what number of votes it will take to pass every motion 2/3 simple majority or $\frac{3}{4}$.

January 16 1993 #8 MSC(7/1/0)

A 2/3 vote is required to make policy.

January 16 1993 #9 MSC (6/2/0)

Amend motion #9 from 4/15/89 to read as follows. That votes cast as abstained will not be counted Majorities, whether simple or 2/3 will be determined by the number of yes and no votes cast.

6. Quorum

July 11 1982 #9 MSC(5/0/3)

A quorum necessary to conduct business at an Emergency meeting of the TSRSCNA will be 1/3 of the voting participants.

December 9 2006 #1 MSC Super Majority (8/0/0)

Motion (Amendment by Adding Language) to change language FROM: Any area missing two (2) consecutive roll calls will not count against quorum at TSRSCNA meeting. Said area will retain all rights and services as part of Tri-State region and will be counted towards quorum when that area attends the TSRSCNA meeting Quorum will be no less than five (5) voting members(RCMs) Intent: to bring the policy in line with the actual practice. TO: Any area missing two consecutive roll calls with in a three (3) meeting time frame will not count against quorum at the next TSRSCNA meeting Said area will retain all rights and services as part of the Tri-State Region and will be counted towards quorum when that area attends TSRSCNA meeting Quorum will be no less than five (5) voting members (RCMs).

7. Nominations and Elections

July 11 1987 #17 MSC (7/0/0)

That only ASRs, ASR Alt's or designated representative be allowed to make nominations at a Regional Service meeting.

July 9, 1988 #1 N-B MSC(7/0/0)

That all RSC Trusted servant be able to make and second nominations.

February 12 1994 #11 (7/0/0)

That the Chair of the TSRSCNA can make no motions or second any motion at the TSRSCNA intent.

That the chair remains unbiased and fair and show no bias on any issue and to make sure the meeting moves along promptly.

August 13 1994_MSC (7/0/0)

That the Start to Live convention committee with the exception of the Chair be elected by an election committee consisting of:

- All members of the TSRSO Inc. Board of Directors (BOD)the chair of the BOD will chair this committee meeting
- Two (2) members from the previous Convention Committee – to be selected by that body
- Three (3) members of the Tri-State Regional Service committee (RSC) to be selected by the RSC P7A sub-committee
- Three (3) previous and present chairs of the Convention Committee
- All members of the election committee will have a vote with the exception of the present Convention Chair who may vote only to break a tie
- All election votes are to be written ballot
- A majority of member's present are necessary to elect

August 2006 MSC (7/0/0)

Motion that TSRSCNA will accept multiple nominations for a nominee for specific positions only
TSRSCNA will not accept open or non-specific nominations Intent: To clarify election policy.

a. Vacancies

October 8,1988 #5 MSC (7/3/0)

That in the event of the vacancy of the RSR and or RSR-Alt positions, the Trusted servants through the P&A sub-committee are to appoint qualified individuals to serve in the positions until we can nominate and elect these positions by normal means.

July 21 1990 #10 MSC (11/0/1)

Vacancies that occur between RSCs will be filled by interim appointments by the RSC Chair in consultation with P&A sub-committee the RSC will then go through normal election procedure.

July 21 1990 #11(11/0/1)

Positions unfilled through normal election procedure may be filled by the above process

B. Removal of Trusted Servants

September 11 1982 #9MSC

That any Trusted Servant of the Regional level missing two (2) meetings consecutively will automatically resign

January 22 1983 #9 AMENDED MSC by P&A (6/0/0)

That any Trusted Servants (Chair Vice Chair Secretary Treasurer RSR RSR-Alt) missing two (2) regularly scheduled meeting of the RSC within his/her service year automatically resigns

REASON the original motion was struck because there was no definition of Regional Trusted Servant

August 14 1983 MSC (4/0/1)

That the Trusted Servants of TSRSCNA not hold any Trusted Servant position in any other Region other than TSRSCNA

July 21 1990 #9 MSC (11/0/1)

Elected Trusted Servants are expected to fulfill the responsibility of their position trusted servants may be removed by majority vote of the RSC for 1. Loss of abstinence 2.

Nonfulfillment of duties 3. Lack of participation in RSC and /or sub-committee

July 21 1990 #8 MSC (10/0/2)

To eliminate two missed policies on attendance

October 12 1991 #4 MSC (11/1/0)

Loss of abstinence is an automatic resignation for any Regional position but not limited to the RSC, convention committee and the spiritual retreat committee.

April 11 1992 #5(AMENDED)

A simple majority vote of all TSRSCNA participants, including ASRs trusted Servants and Subcommittee chairs shall be required to remove a Tri-State Regional Trusted Servant, or Subcommittee Chair from office prior to the expiration of their term NOTE Amended 2/3 to simple majority

December 2006 MSC (8/0/1)

Motion regarding removal of Trusted Servant

Loss of abstinence is considered an automated resignation for regional position including but not limited to The TARSCNA convention chair and spiritual retreat chair. Trusted Servants may also be removed due to non-fulfillment of duties or lack of participation in TSRSCNA and /or TSRSCNA sub-committees. Participation will be defined as being present from start to finish of the TSRSCNA meeting and providing a written report.

TO THIS CHANGE

Loss of abstinence is considered an automated resignation for regional position including but not limited to The TARSCNA convention chair and spiritual retreat chair. Trusted Servants may also be removed due to non-fulfillment of duties, **theft of funds** or lack of participation in TSRSCNA and /or TSRSCNA sub-committees. Participation will be defined as being present from start to finish of the TSRSCNA meeting and providing a written report.

C. Miscellaneous

February 20 1983 #8 MSC

That Tri-State adopt suggested Service Committee meeting format on page 7 of the 3rd

Edition of the Green Service Manual

Changing #7 the word group to area

- Opening Prayer
- Reading the Twelve Traditions
- Minutes of the Last Service Meeting
- Treasurer's report
- Representative Reports
- Sub-Committee Reports
- Area Reports
- Old Business
- New Business
- Announcements ¾ Closing Prayer

January 17 1987 From P&A

If an RSC Trusted Servants home group should leave the Tri-State region, it should be a group conscience vote whether that Trusted Servant can continue to serve

April 2004 MSC (14/0/0)

For the BOD to order a CAR for each area and the RSC to purchase and distribute it at the December RSC every conference cycle.

December 2015 MSC (9/0/0)

To add email/mail to any where it refers to mailing(ie.US Postal) ***INTENT***: To update Policy

8. Trusted Servants

April 23 1983 MSC

That we elect alternate to all regional offices for better structure and organization

April 23 1983 MSC

All reports and motions be submitted in writing

June 4 1983 MSC

Regional reports be accepted, rejected, or amended immediately after presented (please bring in written form six copies) and all other discussion be held during new business

April 16 1988 MSC (14/0/0)

That all Regional Trusted Servants be given a key to this office, to conduct sub-committee meetings and workshops

June 9 2007 MSC(7/0/2)

Made by P&A 2nd by BASCNA

That TRSO shall send a member to TRSNCNA, P&As monthly meeting as a non-voting member.

INTENT to foster co-operation through communication

A. Chairperson

September 11,1982 #4 MSC

Concerning positions of Chair/Alternate Chair in that the position of Regional Service Chair and Co-Chair shall not be held by anyone serving as a sub-committee Chair, ASR, ASR-Alt, RSR or RSR-Alt

B. Treasurer

September 11,1982 #5 MSC

Concerning the bank account of the Regional Service committee in that bank account shall be a three (3) named account with two (2) signatures required for check cashing. Those signatures will include that of the Treasurer with a second of either the Chair or Secretary.

September 11,1982 #6 MSC

That \$ 100.00 be kept in the prudent reserve and anything above 10% shall be given to the World Service Committee, quarterly

September 11 1982 #8 MSC

That the Regional level Treasurer handles literature and cash flow

August 14,1983 MSC (4/0/0)

That a check made out to TSRSCNA by each area be stamped "For deposit only" TSRSCNA have a similar stamp made

January 28,1984 MSC

That regional Treasurer follow the same account procedures used by PASC and that accurate to the penny account be maintained at all times

January 28 1984 MSC

That Treasurer of Regional (TSRSC) handles all money of all sub-committees

October 25 1986 #21(6/0/1)

Vice Treasurer Position of RSC be dissolved

August 19 1989 MSC

Policy to make audit year or immediately following books changing hands

August 2000 MSC

To increase the TSRSCNA prudent reserve to \$1800.00

December 2000 MSC

To raise prudent Reserve to \$2000.00

August 12 2006 #18 MSC(7/3/1)

To direct TSRSCNA Treasurer and TRSO to publish a list of all checks and money orders received from groups (donations, literature orders) (i.e. #1001 for \$254.00) not to publish the group name. **INTENT:** To aid in accountability to fellowship my group or area would know if money was received by service body it was intended for

- Pro: enhances communications between the RSC and RSO and done and purchasers
- Con: Literature purchase currently carry a receipt with them

October 14,2006 MSC(8/1/1)

That any TSRSCNA elected trusted servant (except treasurer) may be signatory on the RSC checking account as long as they are not a signatory on any other Regional bank account or not responsible for maintaining the PO box key and the collection and distribution of all correspondence held within
INTENT: To provide greater fiscal accountability

December 2006 MSC(8/0/1)

Motion to direct the treasurer in conjunction with the TSRSCNA P&A Sub-committee, to develop a standardized financial reporting system to be utilized by all committees and/or subcommittees of TSRSCNA and/or TRSO Inc. that generate or should be generating financial reports **INTENT:** To create and maintain a system of financial reporting that will be universally understood by all bodies

April 2007 MSC (7/0/2)

Microsoft Money is the only financial software used by the Tri-State Regional Service Committee Treasurer the Tri-State Regional Convention Treasurer and the Tri-State Spiritual Retreat Treasurer **INTENT:** To provide the financial software necessary for each subcommittee Treasurer to maintain and report their financial information

April 2007 MSC(10/0/0)

The software Microsoft Money Deluxe 2007 be loaded onto the secondary computer maintained in the TRSO middle meeting room **INTENT:** To provide a location accessible by Trusted Servants.

April 2007 MSC(10/0/0)

The software Quick Books be maintained in the TRSO front office (store) **INTENT** to provide a location accessible by trusted servants

April 2007 MSC(10/0/0)

The software Microsoft Money Deluxe 2007 is set up for three (3) individual accounts TSRSCNA, TSRSCNA convention and TSRSCNA spiritual retreat **INTENT** To provide each individual subcommittee their own account free from error due to intrusion n by other trusted servants

April 2007 MSC(10/0/0)

The chairpersons of TSRSCNA and TRSO Inc. shall have password access to the TSRSCNA convention, TSRSCNA Spiritual Retreat TRSO Inc. accounts **INTENT:** To provide alternate access to accounts

April 2007 MSC(7/1/2)

QuickBooks be the only financial software used by the Tri-State Regional Service Office Inc. **INTENT** to allow the TRSO Inc. to continue to provide a system of accountability that is familiar to the service structure

April 2007 MSC(10/0/0)

The current Treasurer of the TSRSCNA creates and maintains the password for the TSRSCNA account. This password will change as a new Treasurer is elected. **INTENT** to provide secure access for the account

April 2007 MSC(10/0/0)

The current Treasurer of the TSRSCNA convention creates and maintains the password for the TSRSCNA convention account this password will be changed as the new Treasurer is elected. **INTENT:** To provide secure access for the account

April 2007 MSC(10/0/0)

The current treasurer of the TSRSCNA Spiritual Retreat creates and maintains the password for the TSRSCNA convention account. This password will be changed as the new Treasurer is elected. **INTENT:** To provide secure access for the account

April 2007 MSC(10/0/0)

The Treasurer of the TSRSCNA Provides a report to the TSRSCNA To include a copy of current bank statement (with all but the last four numbers of the account blacked out) current account transactions (check book register) report and current transaction by category report and up to date projected income/expenses budget and actual income income/expense budget. **INTENT** to provide the necessary reports to the responsible committee

June 2007 MSC(9/0/0)

To allow the TSRSCNA Treasurer to include the name of area and groups who give donations in reports **INTENT** to allow for easier auditing of and make the treasurer's job easier provide an increase in line with the increased cost of living

June 2007 MSC(9/0/1)

Backup copies of each account are to be stored on a USB flash drive to be kept in the possession of the respective treasurer. These backups are to be turned over upon completion of the treasurer's commitment or other request by an authorized Trusted Servant or committee. Failure to turn in the backup drive shall be considered as "Thief of fellowship funds" **INTENT:** To provide and maintain the necessary backups for each account

October 10 2009 MSC(12/0/0)

To remove MS Money from all Regional policies and guidelines. **INTENT:** MS Money is becoming obsolete it can no longer be purchased and will soon no longer be serviced or upgraded

October 9,2010 MSC910/0/0)

To make Quick books the accounting software for the RSC **INTENT:** To reduce risk of error and have a standard accounting program

August 11,2011 MSC(7/0/2)

To increase the regional prudent reserve from \$3000.00 to \$4000.00 **INTENT:** To have money on hand to cover insurance policy payments throughout the year.

October 10,2015 MSC

To change the wording in treasurer position from "gainful employment" to "have a source of income" (**Friendly amendment:** a legitimate source of income). **INTENT:** to allow members who are disabled or retired to serve [as treasurer]

October 10 2015 MSC

To add a vice treasurer position **INTENT:** to insure continuity of service and promote mentorship.

C. Secretary

April 23 1983 MSC

Attendance will be taken by roll call following opening of each Regional meeting. Ongoing attendance will be recorded on an attendance roster to be held by Chair and Secretary.

June 4 1983 MSC(2/0/0)

That TSRSCNA minutes be distributed to all TSRSCNA trusted servants to include Subcommittee Chairs and ASRs and all attendees who request them paid for out of Regional Treasury.

June 4 1983 MSC (2/0/0)

That the Secretary compiles a regional Directory with cooperation of Administration Committee.

June 4 1983 MSC(1/0/1)

That a regional Directory includes anonymous address and phone # of Area and Group Trusted Servants by service title and that this Regional Directory be compiled from existing meeting lists and Areas minutes and 200 printed before next RSC.

June 4 1983 MSC(2/0/0)

That each ASR checks with those Trusted Servants to be listed in Regional Directory for their approval of printing their addresses and phone #s by June 20th and gets this information to secretary.

August 14 1983 MSC(3/2/1)

That ASR's provide TSRSCNA secretary with list of meeting (day, time and location) mailing addresses and phone #'s of group contacts and Area Trusted Servants before the close of this meeting for the purpose of compiling a Regional Directory.

January 28 1984 MSC

That TSRSCNA minutes be written anonymously-that is deleting names in reference to reports, motions etc. And using service title as marked on pad, also that service titles marked on motions be included with an attendance sheet attached to minutes and distributed to only Tri-State Region.

July 26 1986 #1 MSC (5/1/0)

That all members attending RSC meetings receive minutes.

December 2015 MSC(9/0/0)

To add to Secretary duties to have basic computer skills **INTENT:** To update Policy

D. Regional Delegate

April 23 1983 MSC

That TSRSCNA treasury covers all expenses incurred at Act Now Regional Workshop not

covered by registration and/or donations received at workshop.

August 14 1983.....MSC (YES 5/0/0)

Is it our RSR's responsibility to obtain all current information about NA World Services, copy and distribute this information to ASR's immediately upon receipt with resources provided by TSRSCNA.

July 9 1990.....MSC

That \$100 be kept in Regional Prudent Reserve and anything above 10% shall be given to the World Service Committee, Quarterly.

July 10 1993#1MSC(8/0/2)

That the Tri-State Region participates as member of North East Zonal Forum.

April 10 1999.....MSC (7/1/0)

To eliminate the position of RDB and change the term of service for RD and RDA to 2 years. **INTENT** to change the terms of service to coincide with the WSC conference cycle starting in 2000.

October 10 2006.....MSC(6/1/4)

Motion to bring back Roman Numerals for the coin/Medallions **INTENT** to seem more authentic.

April 14 2012MSC(9/0/3)

That the RD &RDA include in their final WSC report the regional vote and other representative votes **INTENT** to feed the spirit of service.

9. TSRSCNA Subcommittees

October 25 1986.....AGENDA #1

Planning of sub-committee workshops to prepare for final input to the WSC Agenda. Subcommittee need to prepare input to WSC Agenda.

April 11 1992.....MSC(12/0/0)

All Trusted Servants and Subcommittee Reports to TSRSCNA will be made with copies distributed to each member of the TSRSCNA 10 days prior to quarterly meeting.

August 2006.....MSC(9/0/1)

Each sub-committee of the TSRSCNA except should have an adequate set of guidelines (developed by that sub-committee) outlining its purpose function, membership, officer's responsibilities & a schedule of meetings. These guidelines responsibilities & a schedule of meetings. These guidelines should be developed through consultation with the current approved service manuals & appropriate approved handbooks. Said guidelines shall be submitted for TSRSCNA approval. The TSRSO's By-Laws of "The Tri-State Regional Service Office" will serve as guidelines" **INTENT**; To follow TSRSCNA policy.

December 10, 2016.....MSC

Any Subcommittee email address will use @tsrscna.org. **INTENT**: Accountability to Region.

A. Policy and Administration (P&A)

November 6 1982MSC

Change the Regional Policy Committee name to Policy & Administration Sub-Committee x

January 22 1983(AMENDED #4) MSC by P&A (6/0/0)

Moved to change Co-Chair and Alt-Chair to Vice Chair, throughout our policy, to be consistent with world terminology

February 20 1983.....#4 MSC
That Policy & Administration Sub-Committee gets a permanent mailing address (such as a P.O. Box) in Pittsburgh as soon as possible

June 4 1983.....MSC(3/0/0)
That the P&A Sub-Committee provides agenda to ASR'S 10 days prior to each regularly scheduled RSC meeting

August 14 1983.....MSC(2/0/0)
That P&A provide ASR's with agenda 30 days prior to RSC meeting

January 28th 1984.....MSC
That P&A Sub-Committee when making agenda state the exact MSC nature of agenda items x

November 17 1982.....#11MSC(9/0/0)
Establish Regional archives and maintain them at TSRSO

April 18 1987.....#6 MSC (6/3/1)
That Regional P&A meeting no later than 4 weeks after RSC meeting & Agenda be released no later than 1 week following that

October 13 1990.....#9 MSC(6/0/2)
That the P&A Sub-Committee be authorized to make donations to the WSC between RSC meetings as funds permit

August 2000.....MSC
That the P&A Sub-Committee places no item of business under old or new business from the month's prior meeting unless verification (minutes/motion pad) is present at that P&A meeting

August 2000.....MSC
At the TSC a motion affecting policy must include in writing the affected policy and also the intent. This is the responsibility of the motion maker

June 2002.....MSC
All motions at Region must be seconded by a RCM before being discussed

June 2004.....MSC
Adjust policy to require motion makers to include "**intents**" with any motion

February 14, 2015.....MSC
That any single item over \$500.00 for any TSRSCNA subcommittee requires 3 bids x

October 10 2015.....MSC
To add a position of vice P&A chair **INTENT**: to insure continuity of service and promote mentorship

B. Public Relations (PR)

October 12 1985.....#7 MSC(5/0/1)
To have on the PSA's "Call (412) 391-5247 (Pgh #) or your local listings"

October 8 1988.....#10 MSC (9/0/0)
That TSRSC commit to purchasing the table top PI display from WSO

January 27 1990.....#7MSC(5/0/1)
That any broadcast PSA's is to be handled through the TSC PI Committee

June 1997.....MSC
To direct the BOD to make copies of all group updates for the PI Subcommittee for answering service purpose

December 2005.....#5 MSC (13/0/0)
 TO establish 2 additional Vice Chair positions for the TSRSCNA PI Subcommittee Vice Chair of the Helpline and Vice Chair of TSRSCNA website
INTENT: To establish a single point of accountability for each of these PI activities

June 10 2006.....#2 MSC(6/1/0)
 To deconstruct TSRSCNA website **INTENT:** To remove obsolete information

June 10 2006.....#5 MSC(8/0/0)
 To approve the Revised Public Information Guidelines (draft dated April 2006) **INTENT:** To establish guidelines consistent with current configuration of the Public Information Subcommittee old Guidelines dated 1996

October 14 2006#2 MSC (9/0/0)
 Motion to purchase the domain name ‘tristate-na.org’ for new website
 ¾ Financial Impact \$8/year
 INTENT To have a simple, recognizable name for the website.

October 2006.....MSC(9/0/1)
 To increase Pi budget to \$200.00 bimonthly **INTENT** to cover cost of mailing requested meeting lists (Envelopes, stamps)
 ¾ *Points of clarity the amount of requests for meeting lists had increased dramatically, as has the cost of mailing*

April 2007.....MSC(6/0/1)
 To place an input form for members(s) to submit historical information or data on the website(s) maintained by TSRSCNA. **INTENT:** to gain wider access to the Tri-State Region.
 Fellowship by giving an email; input option for gathering information.

April 2007.....MSC(6/0/1)
 To place a regional history timeline on the website(s) maintained by TSRSCNA. **INTENT:** To permit the regional history project to be a viable document for use and input by all members.

August 11,2012.....MSC(8/0/2)
 To have Region link to all areas that have a website **INTENT:** To keep better contact between areas

August 2014.....MSCTo
change the name from Public Information to Public Relations **INTENT:** To say in line with WSO
language.

C. Helpline

October 12 1985 #8MSC(6/0/0)

That TSTSCNA help PASCNA with helpline phone, exact figures to be determined at next
TSRSCNA P&A meeting x

January 19 1986..... #1 MSC (7/0/0)

That a TSRSCNA Helpline Sub-committee be created and assume RSC operation of PASCNA helpline
with current PASCNA Helpline Chair serving as interim TSRSCNA Helpline Chair until
July 1996

January 17 1987.....#12 MSC
(7/0/1)

That Helpline policy be changed to attendance of one Helpline workshop per year in order to take
calls

April 18 1987.....MSC (6/0/2)

That Helpline Chair investigates prices and possibilities of an RSC “800” number for Tri-State

October 8 1988.....#12 MSC (9/0/0)

To include Erie in the Regional Helpline Services

October 2000.....MSC

To begin using the 1-800 number for the regional helpline

June 10 2006.....#10 MSC (5/1/2)

To change the TSRSCNA PI Guidelines that attendance at a Helpline workshop to be changed to
once/year and be required of anyone serving on the Helpline (vs the 2-year requirement that is in the
proposed guidelines) **INTENT:** To ensure that Helpline volunteers keep up-to-date on guidelines each
year

February 13, 2016..... #3 MSC(6/0/2)

That the guideline on page 12 of the regional policy states “TSRSCNA PR Guidelines state that anyone
serving on the helpline be requires to attend a helpline workshop once a year” be change to read
TSRSCNA PR guidelines state anyone serving on the helpline be required to attend a helpline
workshop every Two (2) years **INTENT:** To lessen the demand on the PR subcommittee

D. Hospitals and Institutions (H&I)

August 14 1983.....MSC(9/0/0)

That TSR form a H&I sub-committee

July 26 1986.....#4MSC(7/0/1)

That the region helps other areas with literature for H&I meeting. If asked

April 18 1987.....#7MSC(9/0/0)That

the TSRSCNA H&I sub-committee be given \$3294.00 to increase their funds to \$500 for literature
stockpile

June 10 1999MSC

To have the regional H&I sub-committee produce a Regional H&I T-shirt Any and all monies over cost to fund the H&I fall picnic

June 10 1999MSC

For Regional H&I to put on a fall picnic. Look at speakers from out of town and or H&I. To be funded at \$500.00

August 2006.....MSC(8/0/2)

Motion to increase TSRSCNA H&I sub-committee budget for literature procurement from \$100.00 to \$200.00 between regular meetings of TSRSCNA **INTENT:** to meet the needs of requests of the subcommittee.

April 14 2007MSC (10/0/0)

To approve the draft of TSRSCNA H&I guidelines (no guidelines currently exist for this committee) **INTENT:** to install a set of guidelines for TSRSCNA H&I subcommittee.

October 11 2008.....MSC (10/0/0)

H&I donate \$100.00 to Central Westmoreland H&I **INTENT:** to provide money for new H&I subcommittee literature

E. Literature

November 6 1982.....MSC

That the Regional Chair write a letter to publication and distribution of the NA WAY asking for the subscription list and/or money be relinquished to remainder of the sub-committee to administer the publication of the monthly magazine, in case of the NA WAY PO Box 110
Lisbon Ohio 44432

January 16 1983.....MSC

Chairperson drafts a letter to WSO Board of Directors, World Service Board of Trustees and WSC chair protesting the violation of 2nd Tradition in the approved basic text

August 14 1983.....MSC (2/0/0)

From a Tri-State Regional Literature Sub-committee

January 19 1986#4 MSC (4/4/0)

PASCNA asks region to take Miracles Happen (newsletter) and to become regional newsletter

August 12, 2006..... #14 MSC(5/1/1)

To disband Literature Review function of the TSRSCNA Literature Subcommittee

¾ To disband one of the two functions of the RSC Literature subcommittee x

August 12 2006MSC(8/1/1)

To have the literature Subcommittee compile & organize the Tri-State Regional History **INTENT:** To have future generation of members mindful of roots of our region

October 9 2010MSC(9/0/1)

To increase literature budget to \$500.00 bi-monthly to give the Regional History Project a budget of \$200.00 This is a separate budget from Miracles Happen budget of \$300.00 **INTENT:** to cover administrate costs and to fund the committee to perform the work necessary to inform the fellowship about our regional history and also achieve this information for future groups.

October 8 2011.....MSN(10,0/3)

To adopt Literature Guidelines into regional policy. **INTENT:** to have guidelines in place for a literature sub-committee

F. Outreach

January 17 1987.....(From P&A)

Definition of committee whose purpose is to reach out & inform isolated NA groups about the benefits of being involved in the service structure, sub-committees etc. May be necessary for members of this sub-committee to travel to these isolated groups

June 2009.....MSC(7/1/1)

To increase the Outreach budget from \$25.00/month to \$200.00 between regional meetings

INTENT: To reasonably fund the committee so that they can function

G. Additional Needs

January 11 1992.....#11MSC (70/1)

To remove ad-hoc status on the Addition Needs Committee. This will make this committee a standing Sub-Committee

April 12 2008MSC (5/1/2)

To approve the Additional Needs Guidelines. **INTENT:** To have Guidelines for our subcommittee

H. Activities

October 25 1986..... #22 MSC (7/0/0)

That the RSC hold a quarterly activity in conjunction with RSC

January 17 1987 (from P&A)

Vice chair will make an activities calendar. ASRs should contact vice-chair or activities chair about all activities in their area

April18,1987..... #3MSC (11/0/0)

That all endorsements of any DJs, bands, groups etc. not be mentioned on fliers or any literature for NA activities.

April 181987..... #10 MSC (8/0/0)

That the Activities Sub-Committee publishes a 3-month calendar & updated monthly, distributed to ASRs and TSR trusted servants

October 13 1990.....#6MSC (8/0/0)

That the TSRSCNA Activities Sub-Committee be permitted to hold functions as close to the date of the RSC as possible without them to the actual date of RSC

¾ (*From Old Regional Guidelines*) – The purpose of the Activities subcommittee is to sponsor and hold activities promoting unity within the TriStates Region. These functions will be held as close as possible to the date of TSRSCNA meeting but are not limited exclusively to that date. It is also the responsibility of those committee to publish a Bi-monthly calendar with all Area Activities Chairs included and distributed that calendar to RCMs and TSRSCNA Trusted Servant. Any endorsements of DJs, bans, groups etc. will not be mentioned on any literature promoting any NA activity This committee will follow all applicable TSRSCNA and NAWS guidelines and policy

February 2002.....MSC(8/0/2)

To dissolve the activities committee at TSRSCNA.

I. Website

June 10 2006.....#2MSC (6/1/0)

To deconstruct TSRSCNA website.”

INTENT: To remove obsolete information.

October 14 2006..... #2MSC (9/0/0)

Motion to purchase the domain name ‘tristate-na.org” for the new website.” ¾ Financial Impact: \$8/year.

¾ **INTENT:** To have a simple, recognizable name for the website.

April 2007.....MSC (6/0/0)

To place a regional history timeline on the website(s) maintained by TSRSCNA. **INTENT:** To permit the regional history project to be a viable document for use and input by all members

April 2007.....MSC (6/0/0)

To place an input form for member(s) to submit historical information or data on the website(s) maintained by TSRSCNA. **INTENT:** To gain wider access to the Tri-State Region Fellowship by giving an email input option for gathering information

August 11 2012.....MSC (8/0/2)

To have Region link to all areas that have a website. **INTENT:** To keep better contact between areas.

October 2013.....MSC

To have a Web chair and vice Chair **INTENT** to have a separate committee from PI

October 2014.....MSC(9/1/2)

Add pages to TSRSCNA Website to list area events or TSRSCNA member areas with a link to download flyers for events **INTENT:** To inform members of area events throughout TSRSCNA

October 2014.....MSC(10/1/1)

Add link for flyers for TSRSCNA subcommittees meeting flyer to TSRSCNA website area info page **INTENT:** To inform members of TSRSCNA subcommittees dates and times

J. Ad-Hoc

October 251986

Definition Temporary Committee created to serve a single purpose and by doing so its existence is no longer needed

10. Tri-State Regional Service Office, Inc. (TSRSO)

- June 4 1983** MSC (2/0/0)
That part of the proceeds of our 1st Regional Convention goes to the establishment of a regional office.
- June 28 1984**.....MSC
That RSC P&A/P investigate incorporation as non-profit (ASAP)
- April 19 1986**#8MSC(7/0/0)
That the regularly scheduled TRSO Inc. Board of Directors meetings be held the same day as TSCNA P&A committee meeting and that's the third Saturday of the month in February, May August, and November x **October 25**
- 1986**.....#1-15 MSC(7/0/0)
- Key holders shall be limited to the At-Large members of the Board of Directors (8) and the Literature Officer
 - Keys may not be lent to anyone
 - Money for literature sales may never be kept in the office
 - No loitering in or around office
 - Log Book containing in and out time, date and reason for visits
 - No one may stay on the premises overnight
 - Telephone usage is restricted to trusted servants (Board of Directors and Regional Trusted Servants) and special workers for Regional Office –Business only
 - Volunteers must have 1 year clean and responsible for the office during their volunteer hours
 - Once helpline is transferred to the office, any volunteer must meet the Helpline requirements and have 1 year clean
 - Regional a service Committee will meet at the office
 - Only checks or money order will be accepted for literature orders these need to make to TRSO Inc. No cash will be accepted under any circumstances
 - No letters can be sent without full Board approval
 - Letter heads can only be used for official business
 - Office hour Saturday Noon-2pm Sunday 1pm-3pm
 - November 8 1986 is the tentative date for the office to open
- July 9,1988**#1 N-b MSC
The BOD Chair attends all RSC meetings
- July 9 1988**.....#2N-b MSC(5/0/3)
That the BOD provides full financial reports at quarterly Regional RSC meeting
- January 26 1991**.....#2 MSC (12/0/0)
That the BOD has consolidated financial report, consisting of the BOD Convention, Spiritual Retreat and RSC of all incoming and outgoing monies by4/1/1999
- January 26 1991**.....#3 MSC(10/0/2)
That the BOD delay hiring an employee until an employee until after complete office financial reports are made to the RSC and after a comprehensive budget is approved by the RSC.
- April 13 1991**.....#3MSC (9/0/1)

That the members of the RSC be informed by mail of proposed amendments to TSSO bylaws 30 days prior to the adoption of those amendments	
April 17 1993	#2 MSC(8/0/1)
To recommend that the BOD dissolve the SEOC	
¾ Note SEOC is Special Events Outlook Committee x	
July 10 1993	#2
MSC(6/2/2)	
Directs TSSO Inc. to produce and sell an H&I T-shirt with the phrase “NA Works, H&I Deliver!” using their experience as a committee as a guide to complete this task	
July 10 1993	#5 MSC(10/0/1)
That the BOD sends minutes from monthly meetings to PO Boxes of all areas in TSSCNA	
July 10 1993	MSC
That the BOD adopts the amended and restated Bylaws with the following change: that Article Four and Sixteen shall be amended only with 30 days’ notice to TSSCNA	
¾ Unanimous consent given to Chair for preceding statement of RSC x	
December 11 1993	#3 MSC(5/3/0)
TO change the wording on the Tri-State Region T-Shirt to state “It Works, H&I Delivers”	
October 1995	MSC
To dissolve the STL and Retreat taping committee and replace these committees with TSSO committee as January 1996	
June 1997	MSC
To direct the BOD to make copies of all group updates for the PI committee for answering service purposes	
August 9 1997	MSC
To stop giving group starter kits	
June 2001	MSC (10/0/0)
To direct the BOD to produce a year-to-date financial report at the August RSC	
August 2003	MSC(9/1/0)
To allow the Board of Directors to display pictures of the Convention and Retreat banners in the front window as long as it is within our guidelines, no names or personal pictures	
August 12 2006	#18MSC(7/3/1)
To direct TSSCNA treasurer and TSSO to publish a list of all checks and money orders received from groups (donations, literature orders) (i.e.#1001 for \$254.00) and not publish the group name INTENT: TO aid in accountability to the fellowship, my group or area would know if money was received by service body it was intended for.	
August 2006	MSC(3/1/6)
That the BOD not be able to closed meetings, except for personnel decisions INTENT to ensure access of any NA member to any business	
⌚ STATEMENT of CLARITY: The only reason that the BOD historically has had closed sessions are 1) personnel issues 2) vendors 3) financial issues of STL.	
⌚ FRIENDLY AMENDMENT	(6/1/4)
That the Bod not be able to have closed meetings, except for personnel decisions.	
April 2007	MSC(10/0/0)

The current Treasurer of the TRSO Inc. creates and maintains the passwords for the TRSO Inc. account. This password will be changed as new Treasurer is elected. **INTENT:** To provide secure access for the account

April 2007MSC (10/0/0)

The TRSO Inc. purchase (not to exceed \$100.00) a printer to be connected to secondary computer maintained in the TRSO middle meeting room This printer shall remain connected to said computer and is not to be used by any other committee or Trusted Servant other than those working at said computer while at the TRSO. TRSO In. assumes responsibility for the maintenance of said printer
INTENT: To provide the materials necessary for each Trusted Servants to print copies of required reports.

August 2007MSC(8/0/0)

That the Board of Directors change the fiscal year of TRSO to July 1st through June 30th

INTENT: To have the financial information not overlap the term of Treasurer

February 12 2011MSC(8/1/2)

With the recommendations of the Regional Ad-Hoc committee the election of the Board of Director chair be changed back to previous policy: according to the Board of Directors Bylaws4:06(d) The Board shall elect within itself a Chairperson, Vice Chairperson, Treasurer and Corporate Secretary from among the Regional Directors **INTENT:** to return the election process of the Board Chairperson back to inner office elections, where it has been for 25 years

June 11, 2011MSC (7/1/3)

To approve the revised BOD bylaws **INTENT:** To bring the bylaws current and reflect the change in the chair election policy

December 12, 2015MSC(6/1/2)

Policy for use of Credit Cards **INTENT:** To Establish policy for Tri-State Region

April 8, 2017MSC(9/1/3)

To direct the BOD to get a credit card in the amount of \$2000 for RD and RDA travel use. The credit card is to fall under the TRSO Guidelines. The TRSO will reimburse the BOD for any use by the RD or RDA. **INTENT:** To improve reliability with electronic verification as per Concept and to provide the RD and RDA with the tools necessary to complete their duties as per Concept 3.

A. Spiritual Retreat

November 6 1982MSC (2/0/0)

That the region will host a 12 Step Retreat weekend January 14,15, and 16 starting Friday at 8pm through Sunday. To be held in McKeesport at the Center

January 16 1983MSC

Ad-Hoc committee reports 12 Step Retreat was a success. This was the first regional; function. There were about 60 people registered on the sign-in sheet. This might be nice to do on an annual basis.

June 4 1983(Amended Motion)MSC (8/0/0)

That TRSO hold a Regional Spiritual Retreat the first weekend available in August at Raccoon State Park whose proceeds would go 50% WCNA and 50% to Regional Convention

August 14 1983MSC

That all funds from the Spiritual Retreat be given to Tri-State Regional Convention

January 17 1987#23 MSC(8/0/0)

RSC Spiritual Retreat becomes a separate Sub-committee

October 8 1988.....#15 MSC(8/0/0/)

The Spiritual Retreat Chair be a non-voting of BOD and report and be directly responsible to the BOD

April 13 1991.....#2MSC(7/2/2)

That any member of the Convention Committee, Spiritual Retreat and /or the RSC not be permitted to do business as a vendor with that committees and /or any their

sub=committee **INTENT:** To avoid any conflict of interest or appearance of any improprieties

July 11 1992.....#7 MSC(7/2/2)

Any member of the Convention Committee cannot be a vendor 1 year following their term

Effective for the 1993 Start to Live XI and Spiritual Retreat

February 1997.....MSC

That there be no fashion show at any Regional event starting March 1, 1998

December 1997.....MSC

That the/a representative from the Convention committee and the/a representative of the Spiritual Retreat committee be requires to report to the RSC.

April 2004.....MSC(8/2/4)

That the spiritual Retreat and Start to Live have merchandise available at Regional Office for the RSC meeting one month before the event

February 2005.....#5MSC910/0/2)

To change page 3, Article II,B6 in the spiritual Retreat Guidelines to read Meeting in place of the sub=committee Chair a subcommittee Vice Chair carried a vote **INTENT:** To be able to conduct business in the absence of the Sub- committee Chair

April 2007.....MSC(10/0/0)

The Treasurer of TSRSCNA Spiritual Retreat provide a report to the TSRSCNA Spiritual Retreat Committee & the TRSO Inc. to include a copy of the current bank statement (with all but the last four numbers blacked out) current account transactions (checkbook register) report and current transaction by category report and up to date projected income/expenses budget and actual income/expense budget **INTENT:** To provide the necessary reports to the responsible committee

October 9 2010.....MSC(9/0/0)

The logo for Spiritual Retreat and Start to live will be brought to TSRSCNA for approval

INTENT: to ensure that our events symbol/logo do not violate our Traditions

June 11 2011.....MSC(6/0/5)

To approve the revised Spiritual Retreat guidelines. **INTENT** To bring the Spiritual Retreat guidelines up to date and more in line with Convention guidelines

October 2013MSC

To secure three (3) bids for any purchase over \$1000 **INTENT** To be prudent with funds

October 2013.....MSC

Add the following responsibility to the Spiritual Retreat Secretary's job description: Hold password for the Spiritual Retreat's email account, check for emails on a weekly basis, and forward emails to the appropriate committee member for response. Include a report of all emails in his/her monthly report to the committee. **INTENT** To create a single point of accountability for monitoring and responding to email communications.

Ocober2013.....MSC

Add the following responsibility to the Spiritual Retreat Programming Subcommittee: "Contact the TSRSCNA Hospitals & Institutions and Public Information Subcommittees to find out if they want to

conduct workshop(s) during the Retreat, and schedule such workshops if they are requested.
"INTENT To assure that the Retreat Committee is directly responsible to those they serve.

October 2013MSC

Change wording in the Programming Subcommittee guidelines from "Responsible for buying Basic Texts..." to the following: "Recommend for the Retreat Committee's approval, the NA Fellowship-approved literature to be given away to newcomers at Activities and the Retreat Weekend; purchase that literature from the TSRSO, and charge it to the Spiritual Retreat's account.

"INTENT To give the Retreat Committee flexibility to choose any NA Fellowshipapproved literature to be given to Newcomers.

October 2013.....MSC

Add the following wording to the Tickets & Registration job description: Work with TSRSCNA Public Information Subcommittee to place the logo and registration information on the TSRSCNA website.

INTENT To establish single point of accountability for posting Registration information on the Regional website.

October 2013MSC

If they do not already exist, add two responsibilities to every Subcommittee Chair's position in Article VII of the Spiritual Retreat guidelines: - Develop a committee by recruiting and involving committee members- Facilitate monthly committee meetings **INTENT** Create consistency within the guidelines and affirm the duties of the Chair.

October 2013.....MSC

Amend the language in Article VII.A. Activities from "This subcommittee is responsible for all entertainment activities for the Retreat itself, as well as other activities such as picnics, unity days and dances" to "This subcommittee is responsible for all activities leading up to the Retreat as well as at the Retreat itself. **"INTENT** To provide guidance to the Subcommittee without specifying or limiting the nature of the activities it presents.

December 2013.....MSC

Change Article I of the Spiritual Retreat guidelines to permit the Retreat to take place in May or June.

INTENT To allow the Committee and BOD flexibility for scheduling the retreat when considering available campgrounds.

December 2013.....MSC

Clarify all references to money handling in the Spiritual Retreat Guidelines to reflect that any Retreat Committee member with more than two years clean may handle Retreat funds at any Retreat-related event; and remove the column "Can Handle Funds" from the table in Article III. **INTENT:** To permit any willing and trusted committee member to share responsibility for staffing Retreat events.

December 2013.....MSC

Reassign the responsibility for ordering cash registers for the Retreat from the individual chairs of Tickets & Registration and Merchandise Subcommittees, to the Camp Liaison. **INTENT:** To assign a single point of accountability for the Retreat Committee's relationship with the cash register vendor.

December 2013.....MSC

Add the following language to the Spiritual Retreat Tickets & Registration policy:

Recommend registration packages and prices to the Retreat Committee (for Committee and BOD approval). Draft a brochure for the Retreat Committee's approval, and print and distribute that approved brochure to the fellowship. **INTENT:** To clarify primary responsibility and approvals needed by the T&R Chairperson

December 2013.....MSC

Add the following language to the Spiritual Retreat Tickets & Registration policy: Maintain a mailing list and send flyers to encourage pre-registrations. **INTENT:** To establish policy that encourages communication with potential attendees.

December 2013.....MSC

Add the following language to the Spiritual Retreat Tickets & Registration policy: Hold a key to the Retreat's Post Office Box. Check for mail at least twice a month, including once no more than three days before the monthly Retreat Committee meeting. If unable to check the box, communicate with the holder of the second key to ask them to check it. Distribute and report all mail to the Retreat Committee in his/her monthly report. **INTENT:** To establish policy that assures timely handling of all Retreat-related mail.

December 2013.....MSC

Change the wording of the Spiritual Retreat Financial Policy to clarify prudent reserve as follows: 1. A prudent reserve of \$2,000.00 shall be maintained in the Retreat's checking account to be used as startup funds for the following Retreat. All other funds will be returned to TSRSO, Inc. unless a larger prudent reserve is approved by the BOD. **INTENT:** To clarify the minimum prudent reserve amount and allow flexibility for the Retreat Committee to have additional funds available if approved by the BOD.

December 2013.....MSC

To add the following to the Spiritual Retreat Financial Policy: "Financial counts at the Retreat and all Activities will be conducted in the presence of at least three of the following trusted servants: Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, and/or BOD At-Large member(s)." **INTENT:** To clarify the number of people needed to verify the integrity of counting funds.

December 2013.....MSC

Add the following language to the Spiritual Retreat Tickets & Registration policy: Cash donations may be accepted from NA members. Donations will be reported separately under the budget of the Tickets & Registration Subcommittee. **INTENT:** To establish guidelines for accepting and accounting for donations received by the Retreat Committee.

December 2013.....MSC

Add the following responsibility to the Spiritual Retreat Tickets & Registration policy: "Designs and prints tickets for all Retreat activities if needed, working with the Activities Chair. **INTENT:** To create a single point of accountability for printing tickets.

February 14 2015.....MSC (8/0/0)

That any single item over \$500.00 for any TSRSCNA subcommittee requires 3 bids

February 14 2015MSC (7/0/1)

All bids for an event (STL, SR) weekend must be received by the negotiation team 90 days prior to the event No bids will be accepted after that time

December 10, 2016.....MSC

All merchandise remaining at the end of each Spiritual Retreat event must be returned to the BOD. **INTENT:** To stay accountable.

June 2018

Motions 1 by Spiritual Retreat Committee (2nd by NEASCNA): To create Vice- Camp Liaison Position

Intent: To increase efficiency by helping with duties performed at the retreat.

6/9/2018 Sent back to Areas for vote at August RSC meeting

Motion 2 by Spiritual Retreat Committee (2nd by NEACNA): To amend current policy to include “Retreat Liaisons” sent from Area’s as voting members

Intent: To better represent fellowship group conscious

6/9/2018 Sent back to Areas for vote at August RSC meeting

August 2018 Minutes

Motions from June voted on.

- Motion 1 (6/9/2018) - by Spiritual Retreat Committee (2nd by NEASCNA) – Passed 6-0-1
- Motion 2 (6/0/2018)- by Spiritual Retreat Committee (2nd by NEASCNA) – Passed 6-0-1
- Motion 3 (6/9/2018) by Spiritual Retreat Committee: To amend current policy to include Vice-chairs as voting members Intent: To better represent group conscious. Tabled to P&A for discussion on wording

October 13, 2018 Minutes

- Motion 3 (6/9/2018) by Spiritual Retreat Committee: To amend current policy to include Vice-chairs as voting members Intent: To better represent group conscious.
- P&A asked for the motions to be reworded as:

Motion 3 (6/9/2018) by Spiritual Retreat Committee: To amend current Spiritual Retreat Subcommittee policy to include Vice-chairs as voting members Intent: To better represent group conscious.

The wording will clarify that this is only for the Spiritual Retreat Committee and not all regional committees.

The Spiritual Retreat Vice Chair accepted the motion, and it was submitted in New Business to go back to home groups for a vote.

December 8, 2018

Motion 3 (6/9/2018) by Spiritual Retreat Committee: To amend current Spiritual Retreat Subcommittee policy to include Vice-chairs as voting members Intent: To better represent group conscious. **Motion passed (7-0-1)**

B. Convention

April 23 1983.....MSC

That TSRSCNA form a convention committee to address bid for WSCNA 14

June 4 1983.....MSC(2/0/0)

Tri-State Regional Activities Sub-Committee put together a Convention Committee to arrange the
Frist Tri-State Regional Convention to be held the fourth weekend of October
1983

August 14 1983.....MSC(4/1/0)

That activity sub-committee funds be used for regional convention, as needed

October 30 1983.....MSC

That the surplus literature from the Convention be divided among those participating
Hospitals and Institutions

October 30 1983.....MSC

Keep the Regional convention within the Regional Activities sub-committee

January 19 1986.....#9 MSC (7/0/0)

Using Start to Live III as a model, the following be adopted as the purpose for the TSRSCNA; To carry
the message to the still suffering addict by: **1.** Celebrating recovery and **2** AS a means of providing
funding where practical for the TRSO Inc. For the reason, the TSRSCNA sub-committee shall make
effort the keep costs to a minimum to allow as many addicts as possible to participate, yet allow an
excess after costs to help the TRSO. This policy to remain effective until changed by 2/3 majority of
TSRSCNA

April 19 1986.....#2MSC(7/0/0)

That no speakers from outside the Fellowship be used at the convention

April 19 1986.....#4 MSC(7/0/0)

That the regional convention committee present ay proposed policy for granting of free convention packages more than 20 total to the TSRSCNA prior to its implementation

April 19 1986.....#5 MSC(5/1/1)

That the Convention Committee not exceed \$600. For entertainment purpose

October 24 1987.....#2 MSC(7/0/0)

To follow WS convention committee guidelines for regional conventions where practical

October 8 1988.....#14 MSC(6/2/1)

That the Convention Chair report to and be directly responsible to the BOD as a non-voting member of the BOD

April 15 1989.....#4 MSC(10/0/0)

We suggest that no member of the convention committee or Convention sub-committee chair or share at the convention meetings or workshops

..... **AMEND** MSC (10/0) Except the Saturday night meeting which will continue to be chaired by the convention Chair.

April 13 1991.....#2MSC(7/2/2)

That any member of the Convention Committee Spiritual Retreat and /or the RSC not be permitted to do business as a vendor with that committee and/or any their sub-committee

INTENT: To avoid any conflict of interest or appearance of any improprieties

July 11 1992.....#7 MSC(7/2/2)

Any member of the Convention Committee cannot be a vendor 1 year following their term

Effective for the 1993 Start to Live XI and Spiritual Retreat

June 10 1995.....MSC(5/1/2)

That the STL be a registration only convention beginning in 1995

June 1995.....MSC

That the Serenity Prayer be the closing prayer at all meetings and workshops of Start to Live and the Tri- State Regional Spiritual Retreat.

February 1997.....MSC

That there be no fashion show at any Regional event starting March1 1998

February 1997.....MSC

That the Tri-State Region Convention Committee develops, distribute, and collect a revised speaker nomination sheet for all subsequent conventions. The new signup sheet shall include a request that each home group in the Region fill it out during a group conscience meeting. Those nominated shall be primary source of speakers for our convention

December 1997.....MSC

That the/a representative from the convention committee and the/a representative of Spiritual Retreat committee be require to report to the RSC

August 1998.....MSC

That no jewelers not licensed with the WSO be allowed to be vendors at the Tri State Regional Convention.

June 1999.....MSC

To increase the number of out of town speakers at the Start to Live Convention from 12 to 20.

June 1999.....MSC

To require the Start to Live Program Committee to set times for all service workshops by the October RSC.

September 2001.....MSC

No refunds shall be given for any related convention purchases. All fliers, signs, forms, etc. shall include this policy.

October 2002	MSC
Start to Live Chair be elected at the August RSC	
February 2003	MSC(5/1/1)
Add the duties and responsibilities of the Strat to Live Additional Needs committee to the duties and responsibilities of the Convention Information Committee and dissolve the Start to Live Additional Needs Committee	
February 2003	MSC(4/2/2)
To add clean time requirements of six months to Start to Live Greeters who will be people who work doors for merchandise taping, dances, shows and the banquet convention weekend and people who handle crowd control. Huggers who will be people who hug and will not have a clean time requirement	
October 2003	MSC(7/1/2)
To remove "Registration Only" from the TSRSCNA and Start to Live policy	
April 2004	MSC(8/2/4)
That the spiritual Retreat and Start to Live have merchandise available at Regional Office for the RSC meeting one month before the event	
April 2004	MSC(11/2/1)
To combine Greeting and Convention Information committee, effective STLXXIII, to promote these respective committees to work together for STL XXIII to ensure a smooth integration of responsibilities for the following year	
February 2005	MSC(6/3/4)
Any comedian, or other performer, at an NA function should perform in a manner to uphold the spiritual principals and the Twelve Traditions of Narcotics Anonymous INTENT: To maintain a safe atmosphere of recovery for all members of Narcotics Anonymous	
June 2005	MSC(8/2/1)
To have the Newcomer packages of Hope as shown on the attachment for STLXXII There will be 203 packages given to the areas. If the packages are not picked up at the convention by 1:00 PM Saturday they may be sold	
December 2005	MSC
To have newcomer packages of Hope to distribute in October of each year, based in ½ the number of TSRSCNA Home Groups that exist in each in each area in August of that year. If packages are not picked up by 1pm Saturday, they may be sold	
¾ Current policy reads: To newcomer packages of hope (1 per TSRSCNA group) given to areas, if packages are not picked up by 1pm Saturday they be sold (XIVB-page12) INTENT: To correct the existing written policy in June 2005 Policy Book to reflect the motion which the policy is based and to make Packages of Hope available in an orderly fashion	
June 10 2006	#3 MSC(6/0/1)
To adopt Start to Live guidelines 2006 INTENT: To support the accounting practices of Start to Live	
August 12 2006	MSC(6/1/1)
To change existing policy to give away STL convention CD free of charge to the speaker at the Start to Live Convention Also Change the form of the intellectual properties to "Upon them signing a release form they will receive the tape as a gift" INTENT: To show our gratitude to speakers at STL Convention	
August 12 2006	MSC(7/0/1)
To change policy as it written regarding tape/CDs.CD price wholesale for speaker is \$1 and tape price for speaker wholesale is \$1. WE will budget into the STL Programming Committees the cost of a tape or CD for each speaker. INTENT: In exchange for the speaker receiving their tape/CD a gift	

February 10 2007.....MSC(6/2/1)
To have live entertainment at the STL XXV only convention and tickets will be sold. **INTENT:**
To provide different form of entertainment

June 6 2008MSC(7/1/1)
To make the Start to Live Convention a registration only convention **INTENT:** Because of the financial impact to occur over the last few years we must return to a registration only convention. Registration only indicates that for any activity outside of a meeting individual would need to register to purchase tickets. Last year we brought back 400 registrations. For example, 400x\$25=\$10.000

October 9 2010MSC (9/0/0)
The logo for the Spiritual retreat and State to Live will be brought to TSRSCNA for approval
INTENT: To ensure that our events symbol/logo do not violate or Traditions

December 2010.....MSC
Logo must be taken to TSRSCNA for approval

June 11 2011MSC(6/1/4)
To approve the revised Start to Live guidelines **INTENT** To bring the guidelines up to date with current practice

December 2012MSC
That the Tri- State Region Direct the Board of Directors to establish online registration for the Start to Live Convention beginning with the 2013 convention year **INTENT:** to allow easy access to those who don't receive fliers as well as increase registration

December 2012.....MSC
That the Start to Live Convention committee form an auction and archive committee as a voting member of the convention committee suggested clean time 3 years chair 2 years vice chair **INTENT:** To preserve the Tri-Start Regional Convention rich history as well as continuing to collect items pertinent to that history and procuring auction items

April 2013.....MSC
Following year's logo should be approved by the RSC at the October RSC meeting

April 2013.....MSC
STL is a 4-day convention beginning in 2013.

April 2013MSC
Increase maximum number of activities from six to seven.

April 2013MSC
Approve creation of Archives & Auction Chair and Vice Chair positions.

April 2014.....MSC
Executive vice chair will perform the responsibly of Hotel liaison and/or treasurer if the position(s) are vacant **INTENT:** To uphold position(s) reasonability and a single point of accountability.

April 2014.....MSC
Convention information committee will assist activities committee to monitor admission and re-admission to all onsite related paid events **INTENT:** To maintain the integrity of the convention

August 2014MSC
The Tri-State Regional Convention can be up to 4 days

February 14 2015MSC (8/0/0)
That any single item over \$500.00 for any TSRSCNA subcommittee requires 3 bids

February 14 2015.....MSC(7/0/1)
All bids for an event (STL, SR) weekend must be received by the negotiation team 90 days prior to the event No bids will be accepted after that time

- December 10, 2016**.....MSC
All merchandise remaining at the end of each Start to Live event must be returned to the BOD. **INTENT:** To stay accountable.
- December 10, 2016**.....MSC
To amend Start to Live policy amendment dated February 2015 as follows: to change current wording from “All bids for any events (STL or Spiritual Retreat) weekend must be received by the negotiating team 90 days prior to the event...” change from 90 days to 60 days. **INTENT:** To give both the Convention Committee and the negotiating team adequate time to solicit and review bids. There was no deadline at all before STL 34 and the 90 days prior deadline has placed excessive burden and stress on the Convention Committee.
- August 12, 2017**.....MSC(10/0/2)
To correct current policy language in TSRSCNA Guidelines Start to Live, page 19; “That STL Programming Subcommittee add an Additional Needs Workshop, to allow for the opportunity for development of and interest and understanding of *Outreach*.” To correct for clarity to read as “That STL Programming Subcommittee add an Additional Needs Workshop, to allow for the opportunity for development of and interest and understanding of *Additional Needs*.” **INTENT:** For correction, clarity and consistency with all corresponding Guidelines.
- August 12, 2017**.....MSC(10/0/2)
To add paragraph as stated, “That STL Programming Subcommittee add an Outreach Workshop, to allow for the opportunity for development of and interest and understanding of Outreach.” to TSRSCNA Guidelines Start to Live, page 19. **INTENT:** To include all relevant and corresponding Start to Live Subcommittee Guidelines to remain consistent and inclusive.
- C. Meeting List**
- January 16 1983**MSC
That an Ad-Hoc Committee be formed for the purpose of compiling a regional directory.
One representative from each ASC should volunteer for this committee
- January 19 1983**.....#3 MSC(7/0/0)
That the Region is responsible for meeting lists starting in April 1986
- October 1983**.....MSC(7/0/0)
Suggest BOD send proofs to ASRs of meeting lists updates for a 30 day review period, before final proof is sent to print, pending financial impact
- July 27 1986**.....#6 MSC(5/1/2)
To take Naranon off the meeting lists
- January 17 1987**#27MSC(5/3/0)
TSRSO absorb cost of meeting lists and distribute them free and to seek a cheaper way of producing them
- April 18 1987**.....#13 MSC(9/1/0)
That the Board of Directors be responsible for compiling the meeting list every three months
- October 8 1988**#13 MSC(9/0/0)
That the Regional Meeting List format be changed to a geographic format
- October 13 1990**MSC
That TSRSO begin charging for Meeting Lists
- January 16 1993**.....#2 MSC (9/0/0)
Direct BOD to produce a booklet style meeting list separated into geographic areas. A prototype of this booklet with its costs breakdown will be present to TSRSCNA not later than April

- December 11, 1993**#3MSC(4/2/2)
That the meeting list be updated every 6 months rather than every 3 months **INTENT:**
Increase number of meeting lists ordered at one time to decrease costs
- August 10 1996**.....MSC(7/0/0)
Key codes be in bold print for meeting places that are wheelchair accessible sight and hearing impaired to
serve members with additional needs
- October 9 2010**MSC(9/0/1)
To have TSRSCNA instruct NAWS to longer accept individual membership information to change TSRSCNA
meeting information, that all such changes be made through the TSRSCNA update forms **INTENT:** To
provide accurate information as the data has sensitive formatting issues
- February 14 2015** To restore the symbol on the TSRSCNA meeting list to the standard copyrighted NA
Symbol
- June 13 2015**.....MSC(11/1/1)
To include coding on the he TSR meeting list to reflect whether or not a meeting is vaping or non-vaping
(perhaps "V" or "NV") **INTENT:** To give addict the choice of making informed decisions regarding their
personal well-being
- June 13 2015**.....MSC(10/1/2) To direct
region (or the subcommittees) to amend the guidelines such that they will include a policy which allows all
decisions regarding format changed to the TSR meeting list reviewed and approved by the groups in a timely
manner, so as not to interfere with the printing of the meeting list **INTENT:** To establish a consistent policy
regarding changes made to the TSR meeting list and ensure group conscience is duly considered
- June 2015**.....MSC(12/0/2)
That the production of the regional meeting list be the delegated responsibility of the regional PR
subcommittee with the bill to paid by Board of Directors **INTENT:** To place responsibility and authority for
the content of the meeting list solely with the groups
- August 8 2015**MSC(8/0/0)
To rescind motion RE: coding in meeting list for vaping (motion 3 from April) **INTENT:** the motion was
approved at region without sufficient information. With our database linked to world service, this is not
possible without creation our own database. "Lack of trusted servants" [available to assist].
- October 10 2015**MSC
To change meeting list format [to list] by area **INTENT:** to eliminate any more confusion about the
meeting list. NOTE: this will not interfere with production of the meeting lists in any way.

D. Literature Sales

- February 18, 1987**.....#15 MSC(7/1/)
That TSRSO charges the same price that the World charges for literature; a reflected on the
WSO Literature Order Form
- July 11 1987**.....#11 MSC(5/0/2)
That the limit for the literature loaned to areas be \$100.00
- July 9 1988**.....#4 MSC(7/0/1)
Purchase a limited amount of Review & Approval Form Literature through the office for resale to
members, groups and ASCs, suggest 25 IPs& 25 copies of the Traditions material when available

11. Travel

A. Travel of Regional Trusted Servants

- January 30 1983.....MSC
Fundraiser to send RSR to California to WSC 83
- January 26 1984.....MSC
That we reimburse Regional Trusted Servants
- July 9 1988.....#8 MSC(4/0/3)
That where given mileage compensation meets current levels
- October 13 1990#3AMENDED MSC (7/0/1)
That whenever possible the RSR and RSR- Alt travel together when driving INTENT: TO cut cost of the RSC
- April 17 1993..... #4 MSC (8/1/0)
That the RSR and Alternates be reimbursed for one (1) phone call home per day when traveling in service to the TSRSCNA Each phone call not to exceed 15 minutes
- January 26 1991.....#11MSC(6/1/3)
That the RSC provide gas expenses for RSC trusted servants travel within the region to be approved by the Regional P&A sub-committee. Details to be provided at RSC Meeting
- February 2007MSC (7/1/1)
To increase the per diem for travel from \$35 to \$50 per day **INTENT:** to provide an increase in line with increase cost of living
- February 9 2013.....MSC(6/0/3)
To revise policy regarding travel by RD and RDA to WSC to read "mileage only"
- February 9 2013.....MSC(6/0/3)
To delete from policy "one call home per day" **INTENT:** To delete outdated policy
- February 9 2013MSC(7/0/2)
To revise policy regarding travel to replace specification of RD or RDA with Regional Representative
- June 8 2013MSC(7/0/1)
That all travel reimbursements expense reports and receipts must be turned in within 60 days **INTENT:** To remain accountable to the fellowship

October 12, 2019

Motion 3: Initiated by: EEANA, seconded by: BASCNA

To amend current TSRSCNA Policy, page 21. Section XV B. (attached):

Funding will include [...]

- ½ cost of hotel rooms (including tax)
- Per Diem for meals \$50.00 per day (with receipts, including gratuities) including travel days
- Inbound and Outbound Tolls

Intent: To prohibit financial insecurity as a barrier to service in the fellowship.

Motion will go to Areas for a vote.

December 14, 2019

Motion 3: Initiated by: EEANA, seconded by: BASCNA To amend current TSRSCNA Policy, page 21. Section XV B. (attached):Funding will include [...] ½ cost of hotel rooms (including tax) Per Diem for meals \$50.00 per day (with receipts, including gratuities) including travel days Inbound and Outbound Tolls Intent: To prohibit financial insecurity as a barrier to service in the fellowship. Motion passed (7-1-2)

B. Travel to World Service Events

July 26 1986.....#9MSC(6/0/2)

That the Region put \$500.00 to send RSR and willing trusted servants to Charlotte NC in October for quarterly conference

July 11 1987..... #14 MSC (7/0/0)

That TRSO Inc. provide the necessary funding for sending our RSR&RSR-Alt to the WSC Quarterly Workshop

October 28 1989#2 N-B MSC(6/1/0)

That members of the RSC participating in a WSC Workshop or Quarterly are reimbursed for travel, lodging and per diem expenses incurred at these workshops or quarterly provided prior P&A approval has been obtained

October 28 1989#1MSC(6/0/1)

That members of the region who are voting members of the WSC Committee (other than Literature and RSR and RSR-Alt) be reimbursed for travel, lodging, and per diem expenses incurred at those committee meeting provided prior P&A approval has been obtained

April 2004MSC(9/4/1)

That whenever we send only one representative to a conference/event we offer the other half of the room to a needy Region.

February 10 2007MSC(6/1/0)

To send the RD & RDA to the worldwide workshop in Lincoln, Nebraska on 5/11-1/13 2007 and provide funding for travel per Diem and lodging **INTENT:** To provide our RD&RDA an opportunity to be exposed to conference issues prior to the conference

February 8 2008.....MSC (7/0/1)

TO advance RDA \$800.00 to make travel arrangements for WSC in woodland Hills California
INTENT: To ensure travel arrangements timely

C. Travel to Conference Agenda Report (CAR) Workshops

January 26 1991 #3 MSC (9/0/1)

That the RSC provide gas toll registration and ½ the cost of a room for ASRs and RSC trusted servants for the February 8,9,10 Mid-Atlantic Learning Conference 7

January 11 1992#4 MSC (9/0/2)

That the RSC sponsor attendance at either CAR workshop, but only one (i.e. Columbus or Mid Atlantic)

February 9 2013.....MSC(6/0/3)

That the RSC will pay for pre-registration ½ cost of the room and mileage **INTENT:** To clarify policy

February 9 2013MSC (6/0/3)

To revise policy regarding travel to read Mileage Only

April 2013.....MSC

To revise policy to read Mileage only at Volunteer rates **INTENT:** To clarify policy

June 2015.....MSC

TSRSCNA will fund the following trusted servants to attend a Regional approved conference agenda report workshop hosted outside of the region including all member areas to obtain information to present to the region; RD, RDA, Chair, Vice Chair, RSC, subcommittee chair, RCM's (unable to be funded by area with documentation from their area), Trusted servants listed by situational importance determined by the RSC. **INTENT:** To Clarify Policy.

D. Travel to Zonal Forums

Members of the RSC participating in Zonal Forums (RD, RDA or designated representatives) will be reimbursed for travel, lodging, and per diem expenses incurred at those forums, in accordance with **Section X.A** provided prior TSRSCNA approval has been obtained, and proper receipts are presented (in accordance with **Section X.A**)

June 2004MSC(5/1/3)

That TSRSCNA cease participation in the Zonal Forum. **INTENT:** 1) Participation in the Zonal Forum uses resources for activities that do not benefit the groups (members) 2) Participation in the Zonal Forum supports the development of the Zonal Forum as part of the service structure 3) NAWS continue to oppose Resolution A

April 9 2011.....MSC(9/0/5)

That TSRSCNA become a participating member of the North East Zonal Forum. **INTENT:** to allow the Region to continue to participate in the Zonal Forum because of the Zonal Forum becoming an important part of the restricting of the service system

12. Insurance

February 18, 2012.....MSC

To adopt a General Commercial Liability Policy from the quote that Philadelphia Insurance Co. furnished to the body(RSC) and appoint the RSC chair as the single point of accountability for filing of claims until specific RSC policies can be developed and approved **INTENT:** To protect the interest and actions of the Tri-State Region

June 9 2012.....MSC

To adopt the Tri-State Regional Insurance policy guidelines **INTENT:** To provide guidance for the region with implementing the policy

December 8 2012.....MSC

To change the wording in the insurance policy from meeting to groups **INTENT:** For better understanding of the insurance policy

August 12, 2017.....MSC(10/0/0)

To allow the BOD to pay the insurance bills with an electronic funds transfer rather than with a paper check, as is the current standard. **INTENT:** To ensure prompt payment as the insurance is billed quarterly with short payment windows, and we cannot afford to miss a payment

BOD Job Descriptions

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BOD Chairperson

The TRSO BOD Chairperson will have knowledge of the BOD by-laws and the Articles of Incorporation. The Chairperson shall have an understanding of the Start to Live guidelines, and the Spiritual Retreat guidelines. He/She also needs to have experience in Regional service and knowledge and understanding of the TSRSCNA guidelines.

The Chairperson shall attend Chair all TRSO BOD meetings, as well as all Executive committee meetings. The Chairperson shall attend and participate in the yearly Start to Live Chairperson election. The Chairperson shall attend all TSRSCNA meetings and make a report to TSRSCNA. The Chairperson shall at the monthly BOD meeting appoint an at large member to attend the TSRSCNA P&A meeting the following month. The Chairperson shall appoint all Ad Hocs.

The TRSO BOD Chairperson must have the ability and willingness to remain fair and impartial when conducting the business of the BOD. She/He must place principals before personalities. The Chairperson will have a good working knowledge of Robert's Rule of Order. The Chairperson has general oversight responsibilities of the Convention, and Spiritual Retreat, although changes shall go through the BOD and or the responsible committee. Removal of Directors is outlined in the By-laws.

The Chairperson shall be a signature on all financial accounts.

The Chairperson will participate in as needed and have knowledge of all large literature purchases. He/She will hold a closed session of the BOD to discuss salaries, removals, or other personal details of a special worker or At-Large member's life. He/She will make a general report to the TSRSCNA and BOD on the results. The Chairperson should work closely with the Vice-Chairperson on all matters. The Chairperson shall work closely with the Vice-Chairperson to rectify and NSF checks.

Vice Chairperson

The TRSO BOD Vice-Chairperson will have knowledge of the BOD By-laws and the Articles of Incorporation. The Vice –Chairperson shall have an understanding of the Start to Live guidelines and the Spiritual Retreat guidelines. He/She also needs to have experience in Regional service and knowledge and understanding of the TSRSCNA guidelines.

The Vice-Chairperson shall attend all BOD meetings, Executives committee meetings, Start to Live Chairperson elections and any “special” meetings. The Vice-Chairperson will from time to time attend TSRSCNA Policy and Administration meetings. She/He shall Chair when asked or needed any functioning TRSO BOD committee lacking leadership.

The Vice- Chairperson usually is asked to Chair all AdHocs. The Vice- Chairperson may from time to time be asked to Chair the monthly BOD meeting.

The Vice-Chairperson must have the ability and willingness to remain fair and impartial when conducting the business of the BOD. He/She must place principals before personalities. The Vice-Chairperson should have a good working knowledge of Robert's Rules of Order. The Vice-Chairperson will signature rights on all TRSO financial accounts. The Vice-Chair person will work closely with Chairperson. The Vice –Chair shall be willing in one or two years to seek the Chairs position. The Vice-Chairperson shall work with the

Chairperson to rectify any NSF checks. The Vice-Chair will be the single point of accountability for the Credit Cards.

TSRSO Corporate Secretary

The Secretary of the TSRSO Inc. shall have a working understanding of the Articles of Incorporation. He/She shall have a working understanding of the TSRSO By-laws. Article Nine (9) and sub-section 6:08 and 12:04 are primary to understanding of his/her duties.

The secretary of the corporation shall be the sole applier of the corporate seal. The collection and maintenance of minutes, reports, by laws and financial information shall fall under her/his responsibilities. For IRS purposes the TSRSO falls under this corporate umbrella. Otherwise the collection of information shall be for the TSRSO BOD, Stat to Live, and the Spiritual Retreat. In collection of financial data, the TSRSO Corporate Secretary shall work with the Treasurer and accountant to receive accurate information, on the preparation for the yearly tax returns.

The Corporate Secretary shall maintain a membership book. This book will have all current (and past as practical) members' names, addresses, and signatures.

If at some time for some reason deemed necessary, the TSRSO BOD must after consulting the TSRSO remove a director; the Secretary of the corporation will send a letter of removal to that director. This shall be done even if the director was present at the removal. Copies of the letter shall be distributed to the BOD and TSRSO and two copies in the minutes of the TSRSO.

The TSRSO Corporate Secretary may sit on the Executive committee of TSRSO.

Treasurer

It is important for the TSRSO Treasurer to read and comply with the duties outlined in the By-laws and have knowledge of the Articles of Incorporation.

The Treasurer shall be responsible to enter all day to day transactions into the office computer (the Office Manager shall provide all necessary information.) He/She will also verify payroll information, deductions from checking and make accurate journal entries. The Treasurer will also reconcile all checking and literature replenishments accounts on a monthly basis.

The TSRSO Treasurer will work with the paid accountant on local, state and federal tax filing. He/She will provide them with monthly and end of year profit loss statements, balance sheets, a checking and replenishment account reports. He/She also files all city, state, and federal sales tax. The Treasurer will make a monthly report to TSRSO BOD including an income and expense report, an account receivable report, balance sheets and budget fill with the appropriate and correct information

On a bi-monthly basis the Treasurer will provide the BOD Chairperson with information for their report to the TSRSCNA. The Treasurer may also be asked to attend the TSRSCNA meeting and give a report. He/She shall also on a yearly basis make a budget and get approval.

The Treasurer must deposit monies collected from sales made in the TRSO Regional Office each Saturday and Sunday in the bank by the close of business the following Wednesday. Upon receipt of the deposit slip from the bank verifying deposit, the Treasurer shall at that time create an electronic copy of that deposit slip as well as the "Z" register printout to send to the Office Manager, or other authorized BOD Trusted Servant, as a second point of accountability.

Office Manager

The Office Manager is responsible for maintaining the physical building housing the TRSO. This would include making sure that the office is clean and safe for use, that all items necessary to maintain it are available (including ink, paper, toilet paper, etc.) for those using it or delegated to maintain it, and to supply all receipts and financial expense information to the treasurer. Also, any interaction with the landlord other than rent payment, including snow removal, maintaining the back steps hallway and the outside light in the alley. All major repairs and changes will go through the entire board and the landlord.

Furthermore, the day to day interaction with the special workers is included in his/her responsibilities. This includes keeping their hours, making sure they have all the tools needed to do their jobs, and any contact with the job service (if necessary.) Although, any changing of wages and raises shall be handled by the board, in a closed session. If the special worker calls off they would call you. Also informing them of their roll and responsibilities to TRSO and to TSRSCNA will fall under this job description. All payroll information will be passed on the Treasurer from the Office Manager.

The Office Manager in conjunction with the Literature coordinator shall also assist in the preparation for all large literature purchases making sure the space is available and clean path can be made to it. If able, also helping to unload, move it into place and count it. The office Manager may be called from time to time to assist others who use the TRSO to assist in or give direction to how they may or may not use the rooms, closets etc. The Office Manager will maintain the two (2) calendars (one in the large front meeting space, one in the rear meeting space) that tell who uses what space at what time.

The Office Managers will provide any and all information as needed to the TRSO BOD Chairperson to provide an accurate and current report to the TSRSCNA at their bi-monthly meeting. Lastly the Office Manager will prepare a report on all activities of that month and report them at the monthly TRSO BOD meeting.

The Office Manager must review the electronic copies of the bank deposit slips verifying the previous Saturday and Sunday's sales made in the TRSO Regional Office and "Z" register printouts also verifying the previous Saturday and Sunday's sales made in the TRSO Regional Office no later than the start of business the following Saturday, and that both be attached to the daily sales report.

Literature Officer

The TRSO Literature Officer is responsible for ordering, maintaining and inventorying WSC approved and some regionally accepted literature and other items for sale at the TRSO.

He/She shall do a physical spot inventory semi-annually insuring proper stock on hand. A monthly inventory need only include the top selling items. Once or twice a year after reviewing past and current sales, financial and other data, she/he will put together a “big” order inventory for purchase. The Literature Officer will notify the entire board and TSRSCNA before ordering. Notification is the requirement of the Literature Officer. After these actions are taken, he/she will negotiate with NAWS for discounts (if applicable) The Literature Officer will work with the office manager and other BOD members on the delivery and stocking of the “big” order. All sales from NAWS of fifty dollars or more made by the office sales worker needs to be approved by the Literature Officer.

She/He shall prepare and make a monthly report to the BOD.

He/She will prepare on a bi-monthly basis a report for the BOD Chairperson to make at the TSRSCNA. At the Chairpersons request the Literature Officer may attend the TSRSCNA and make the report for themselves. The Literature Officer will make an annual report to the TSRSCNA and BOD himself, on the previous year’s sales and upcoming yearly prediction (this should be done at the February meeting of TSRSCNA and BOD).

Once a year, an actual hand count of the saleable assets should be made. This is a very large job and cannot be done alone. The actual physical counting of literature, coins key tags, etc. will be overseen by Literature Officer with help from other BOD and other reliable members.

The Literature Officer shall make themselves available to sell literature at our Convention and Spiritual Retreat. She/He may attend fundraisers and even ASC events. She/He will work with the Office Manager to make sure there is someone working the office when it is supposed to open and special worker is not available.

Negotiating Team Chairperson

The Negotiating Team Chairperson shall head a small 3-5-member committee. They shall be charged with the responsibility of negotiation, bid oversight, vender information collection and storage, product information, hotel and resort information collection and storage for the use of the BOD and its committee for their activities. The correct temperament, demeanor, and appearance are needed for this position and process.

The Chairperson of the negotiation team shall participate in and make report to the TRSO BOD on all activities, including negotiations and bidding for hotels and resorts for Start to Live and the Spiritual Retreat. He/She may be asked to work with an attorney on document organizing and document oversight.

He/she shall work with the committee to provide for Start to Live and Spiritual Retreat vendors for products. The best value, quality and cost will be chosen through research of past and present vendors and a three bid minimum. No current BOD, Start to LIVE OR Spiritual Retreat member may be a vendor.

From time to time he/she may be asked to oversee or provide or vendor information for the office. Vendor information for the taping committee may be required along with possible equipment information. She/He may also be requested for help by the TSRSCNA on information such as locations, room cost, vendors, etc. In case of a NAWs sponsored event in the Tri-State region the Negotiating Team will assist them to provide the fellowship with the best cost, quality and information.

TSRSO Recording Secretary

The TSRSO Inc. Recording Secretary shall take the minutes of all full monthly TSRSO meetings and any special meetings. The recording Secretary shall take roll at the monthly and special meetings. He/She will make a copy of the minutes available to all area Directors, Directors at large, ad hoc members, and the TSRSCNA. Vote tallies shall not include in the minutes. Copies of the minutes of closed sessions of the BOD will only be distributed to the Directors. This may be done by US mail, electronically or otherwise.

The recording Secretary of the BOD shall take the minutes (if needed) for the Executive Committee meeting. The agenda should be formulated at this meeting. The recording Secretary will, if able, make the agenda for the next TSRSO meeting available with the last month's minutes.

TSRSO Inc.
Board of Directors

Inter-office
Guidelines
Revised: 2011-2019

BOD Chairperson

The TSRSO BOD Chairperson will have knowledge of the BOD by-laws and Articles of Incorporation. The chair shall have an understanding of the Start to Live Convention and Spiritual Retreat guidelines. He-She shall have experience in regional service and knowledge and understanding of the TSRSCNA guidelines.

The chairperson shall attend and chair all TSRSO BOD meetings, as well as all executive committee meetings. The chair shall attend and participate in the yearly Start to Live Chairperson election. The chair shall attend all TSRSCNA meetings and make a report to the TSRSCNA. The chairperson shall at the monthly BOD meeting, appoint an at large member to attend all the TSRSCNA “PA” meetings every month. The chair shall appoint all ad-hoc’s.

The TSRSO BOD Chair must have the ability and willingness to remain fair and impartial when conducting the business of the BOD. He-She must place principles before personalities.

The Chair will have a good working knowledge of Robert's Rules of Order. The chair has general oversight responsibilities of the convention spiritual retreat, although changes shall go through the full BOD and or the responsible committee. Removal of Directors are outlined in the bylaws.

The Chair shall be a signature on all financial accounts. The chair will participate in as needed and have knowledge of all larger literature purchases. He-She will hold a closed session of the BOD to discuss salaries, removals, or other personal details of a special worker or at larger member's life. He-She will make a general report to the TSRSCNA and BOD on the results. The chair should work closely with the vice-chair on all matters. The chair shall work closely with the Vice Chair to rectify any NSF Checks.

The Chair shall designate the P.O. box key to the most accessible BOD member that he-she may see fit. The BOD Treasurer shall not have a key to any TSRSO Inc. PO Boxes. The Chair shall designate the Board members who will be signatures on all accounts. The accounts are; BOD, Start to Live and Spiritual Retreat. There must be a BOD signatory on all these accounts.

Vice Chair

The TSRSO BOD Vice-Chairperson shall have knowledge of the BOD by-laws and the Articles of Incorporation. The vice chair shall have knowledge of Start to Live Convention and Spiritual Retreat guidelines. He-She also shall have experience in regional service and knowledge and understanding of the

TSRSCNA guidelines. The vice chair shall attend all BOD meetings, executive committee meetings, Start to Live Chairperson elections and any “Special” meeting. The vice chair will from time to time attend TSRSCNA Policy and Administration meetings. She-He shall fill in when asked or needed, any non-functioning TRSO BOD position lacking leadership. The vice chair may be asked to chair an ad-hoc committee. The vice chair may from time to time be asked to chair the monthly BOD meeting.

The vice chair must have the ability and willingness to remain fair and impartial when conducting the business of the BOD he-she must place principle before personalities. The vice chair shall have a good working knowledge of Roberts rules of order. The vice chair will have signature rights on all TRSO financial accounts. The vice chair will work closely with the chair and be willing in one or two years to seek election at that position. The vice chair shall work with the chair to rectify any NSF checks.

TSRSO Corporate Secretary

The secretary of the TRSO Inc. shall have a working understanding of the Articles of Incorporation. He-She shall have a working understanding of the TRSO Bylaws. Article Nine and sub-sections 6:08 and 12:04 are primary to the understanding of her-his duties.

The secretary of the corporation shall be the sole applier of the corporate seal. The collection and maintenance of minutes, reports, by laws and financial information shall fall

under her/his responsibilities. For IRS purposes the TSRSCNA falls under this corporate umbrella. Otherwise the collection of the information shall be for the TRSO BOD, Start to Live, and Spiritual Retreat. In the collection of financial data the TRSO Corporate Secretary shall work with the Treasurer and accountant to receive accurate information, on the preparation for the yearly tax returns.

The Corporate Secretary shall maintain a membership book. This book will have all current (and past as practical) members Name, addresses, and signatures.

If at some time for some reason deemed necessary the TRSO BOD must after consulting the TSRSCNA remove a director; the secretary of the corporation will send a letter of removal to that director. This shall be done even if the director was present at the removal. Copies of the letter shall be distributed to the BOD and the TSRSCNA and two copies in the minutes of the TRSO.

The TRSO Corporate Secretary may sit on the executive committee of the TRSO.

Treasurer

It is important for the TRSO Treasure read and comply with the duties outlines in the by-laws and have knowledge of the Articles of Incorporation.

The Treasurer shall be responsible to enter all day to day transactions into the office computer (the Office Manager shall provide all necessary information). He-she will also verify payroll information, deductions from checking, and make

accurate journal entries. The treasurer will also reconcile all checking and literature replenishment accounts on a monthly basis.

The TSRSO Treasurer will work with the paid accountant on local, state, and federal tax filing. He-She will provide them with monthly and end of year profit loss statements, balance sheets, checking, and replenishment account reports. He-she also files all city, state, and federal sales tax.

The treasurer will make a monthly report to TSRSO BOD including therein an income and expense report, an account receivable report, balance sheets, and a budget fill in with the appropriate and correct information.

On a bi-monthly basis the Treasure will provide the BOD Chair with information for their report to the TSRSCNA. The Treasurer may also be asked to attend the TSRSCNA meeting and give a report. He-She shall also on a yearly basis make a budget and get approval.

The Treasurer shall not be a signatory on any TSRSO Inc. bank accounts. The Treasurer shall not have a key to any TSRSO Inc. P.O. Boxes.

Office Manager

The Office Manager is responsible for maintaining the physical building housing the TSRSO. This would include making sure that the office is clean and safe for use, that all items necessary to maintain it are available (including ink, paper, toilet paper, etc.) for those using it or delegated to maintain it, and to supply all receipts and financial expense

information to the treasurer. Also, any interaction with the landlord other than rent payment, including snow removal, maintaining the back steps hallway and the outside light in the alley. All major repairs and changes will go through the entire board and the landlord.

Furthermore the day to day interaction with the special workers is included in his/her responsibilities. This includes keeping their hours, making sure they have all the tools needed to do their jobs, and any contact with the job service (if necessary.) Although any changing of wages and raises shall be handled by the board, in a closed session. If the special worker calls off they would call you. Also informing them of their roll and responsibilities to TSRSO and to TSRSCNA will fall under this job description. All payroll information will be passed on the Treasurer from the Office Manager.

The Office Manager in conjunction with the Literature Coordinator shall also assist in the preparation for all large literature purchases making sure the space is available and a clean path can be made to it. If able, also helping to unload, move it into place and count it. The office Manager may be called from time to time to assist others who use the TSRSO to assist in or give direction to how they may or may not use the rooms, closets, etc. The office Manager will maintain the two calendars (one in the large front meeting space, one in the rear meeting space) that tell who uses what space at what time.

The Office Manager will provide any and all information as needed to the TSRSO BOD Chair to provide and accurate and current report to the TSRSCNA at their bi-monthly meeting. Lastly the Office Manager will prepare a report on all activities

of that month and report them at the monthly TSRSO BOD meeting.

Literature Officer

The TSRSO Literature Officer is Responsible for ordering, maintaining and inventory. WSC approved and some regionally accepted literature and other items for sale at the TSRSO.

He-She shall do a physical spot inventory semi-annually insuring proper stock on hand. A monthly inventory need only include the top selling items. Once or twice a year after reviewing the past and current sales, financial, and other data, she-he will put together a “big” order inventory for purchase. The literature officer will notify the entire board and TSRSCNA before ordering. Notification is the requirement of the literature officer. After these actions are taken, he-she will negotiate with NAWS for discounts (if applicable.) The literature officer will work with the office manager and other BOD members on the delivery and stocking of the “big” order. All sales from NAWS of fifty dollars or more made by the office sales worker need to be approved by the literature officer. He-she shall keep the regional meeting list current by delegating the task (such as to the special worker,) or by their own hand. The oversight and coordination shall be her-his responsibility. She-He will enter all orders into the computer when received and update the meeting list maker Purchasing meeting lists fall under the literature officer’s duties.

She-He will prepare a bi-monthly basis a report for the BOD chair to make at the TSRSCNA. At the Chairs request, the literature officer will attend the TSRSCNA and give that report

him or herself. The literature officer will make an annual report to the TSRSCNA and BOD, on the previous year's sales and upcoming yearly predictions (this should be done at the February meeting of TSRSCNA and BOD).

Twice a year an actual hand count of all the saleable assets should be made. This is a very large job and cannot be done alone. The actual physical counting of literature, coins, key tags, etc. will be overseen by the literature officer with help from other BOD and other reliable members.

The literature officer shall make himself or herself available to sell literature at our convention and spiritual retreat. She-He may attend fundraisers/events along with ASC events. She-He will work with the office manager to make sure there is someone working the office when it is supposed to be open and the special worker is not available.

Negotiating Team Chair

The negotiating team chair shall head a small 3-5 member committee. They shall be charged with the responsibility of negotiation, bid oversight, vendor information collection and storage, product information, hotel and resort information collection and storage for the use of the BOD and its committees for their activities. The correct temperament, demeanor, and appearance are needed for this position and process.

The chair of the negotiation team shall participate in and make a report to the TSRSO BOD on all activities, including negotiations and bidding for hotels and resorts for Start to Live

and the Spiritual Retreat. She-He may be asked to work with an attorney on document organizing and document oversight.

He-She shall work with the committee to provide for Start to Live and Spiritual Retreat vendors for products. The best value, quality, and cost will be chosen through research of past present vendors. No current BOD Start to Live or Spiritual Retreat member may be a vendor. From time to time He-she may be asked to oversee or provide product or vendor information for the office. She-He may also be requested for help by the TSRSCNA on information, such as locations, room cost, vendors, etc. In the case of a NAWs sponsored event in the Tri-State region the negotiating team will assist them to provide the fellowship with the best cost, quality, and information.

TSRSO Recording Secretary

The TSRSO Inc. recording secretary shall take the minutes of all full monthly TSRSO meetings and any special meetings. The recording secretary shall take roll at the monthly and special meetings. He-She shall provide a copy and the original for the corporate secretary to keep in the files. She-He will make a copy of the minutes available to all area Directors, Directors at large, ad hoc members, and the TSRSCNA. Vote Tallies shall not be included in the minutes. Copies of minutes of closed sessions of the BOD will only be distributed to Directors. This may be done by the US Mail, electronically or otherwise.

The recording secretary of the BOD shall take the minutes (if needed) for the executive committee meeting. The

agenda should be formulated at this meeting. The recording secretary will, if able, make the agenda for the next TRSO meeting available with the last month's minutes.

Start to Live Convention Guidelines

**TRI-STATE REGION
OF
NARCOTICS ANONYMOUS
CONVENTION GUIDELINES
"START TO LIVE"**

Updated August 2017

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I. PURPOSE

- ✓ The Tri-State Region of Narcotics Anonymous holds its annual "Start To Live" convention for the purpose of bringing the fellowship together to carry the message to the still suffering addict, and celebrate our recovery with meetings, workshops and other activities. It shall also be a means of providing funds where practical for the Tri-State Regional Service Office, Inc. (TSRSO).

II. CONVENTION COMMITTEE

The Convention Committee consists of the Executive Committee, Subcommittee Chairs and Subcommittee Vice Chairs, and Other Trusted Servants. Details for each of these positions will be found within these guidelines. Subcommittee membership in the Convention Committee is open to all members of the fellowship.

The Convention Committee is directly responsible to the Tri-State Regional Service Office (TSRSO) Board of Directors (BOD), particularly on financial matters. The Convention Committee is accountable to the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA), particularly on philosophical matters.

A. GENERAL QUALIFICATIONS

1. Membership and active involvement in Narcotics Anonymous.
2. Experience with NA conventions and/or other service committee work.
3. Willingness to give the time and financial resources necessary.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
5. Home group membership within the Tri-State Region.

B. MISCELLANEOUS POLICIES

The following requirements apply to all Trusted Servants and/or Subcommittee Chairs and Vice Chairs:

1. No Trusted Servant of the Convention Committee shall sign any contracts or make verbal commitments without prior approval of the BOD.
2. No Trusted Servant of the Convention Committee shall act as a vendor for the Convention.
3. All nominees for any position must be nominated as per TSRSCNA election policy, except Subcommittee Vice Chairs, whose elections are addressed later in this document.
4. Receipts must be submitted before any reimbursement of expenses.
5. Any activity, new or unused for four previous years, must be presented through the RSC for approval.

C. CLEANTIME REQUIREMENTS

<u>Executive Committee</u>	<u>Clean Time Requirement</u>	<u>Voting Member</u>
Chair	5 years	Yes
Executive Vice Chair	5 years	Yes
Vice Chair	4 years	Yes
Treasurer	4 years	Yes
Hotel Liaison	4 years	Yes
Secretary	2 years	Yes

<u>Other Trusted Servants</u>	<u>Clean Time Requirement</u>	<u>Voting Member</u>
Vice Secretary	1 year	<i>Yes</i>
Vice Treasurer	3 years	<i>Yes</i>
Hotel Vice Liaison	3 years	<i>Yes</i>

<u>Subcommittee Chairs</u>	<u>Clean Time Requirement</u>	<u>Voting Member</u>
Activities Chair	3 years	Yes
Auction and Archives Chair	2 years	Yes
Arts & Graphics Chair	2 years	Yes
Convention Information Chair	3 years	Yes
Merchandise Chair	4 years	Yes
Program Chair	5 years	Yes
Tickets & Registration Chair	4 years	Yes

<u>Subcommittee Vice Chairs</u>	<u>Clean Time Requirement</u>	<u>Voting Member</u>
Activities Vice Chair	2 years	<i>Yes</i>
Auction and Archives Vice Chair	1 year	<i>Yes</i>
Arts & Graphics Vice Chair	1 year	<i>Yes</i>
Convention Information Vice Chair	2 years	<i>Yes</i>
Merchandise Vice Chair	3 years	<i>Yes</i>
Program Vice Chair	5 years	<i>Yes</i>
Tickets & Registration Vice Chair	4 years	<i>Yes</i>

All Trusted Servants of this committee are elected by T.S.R.S.O. Inc. per TSRSCNA Policy and must have an Area nomination, with the exception of the STL Chair who is elected by T.S.R.S.C.N.A

III. CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings, except the special hotel meetings, will take place at regularly scheduled times at the Tri-State Regional Service Office, and are required to be reserved on the regional calendar at the regional service office. Convention Committee meetings are scheduled monthly until two months prior to the convention, at which time they may take place as the committee sees fit. It is best to schedule at least three hours to conduct Convention Committee business.

To aid and facilitate the business of this committee, we have adopted Robert's Rules of Order, to be used at the Chair's discretion, except where they conflict with these guidelines or the policies of the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA) or the Twelve Traditions and Twelve Concepts for NA Service. The purpose of these meetings is to gather and share information regarding the planning and facilitation of the convention. A TSRSCNA representative and a TRSO Board of Directors (BOD) liaison may also be present at Convention Committee meetings. Every effort shall be made to encourage support and participation from all members. Care shall be exercised during the planning process to involve all Areas in the Tri-State Region.

A. SUGGESTED MEETING FORMAT

1. Open w/ the Serenity Prayer
2. Readings: Twelve Traditions & Twelve Concepts
3. Roll Call / Attendance
4. Approval of last month's minutes
5. Chair's Report
 - A. Executive Committee Report
 - B. TSRSCNA Meeting Report
 - C. BOD Meeting Report
 - D. Budget Performance Report
6. TSRSCNA Representative Report
7. BOD Liaison Report
8. Subcommittee Reports
9. Treasurer's Report
10. Old Business
11. New Business
12. Announcements of time and place for next meeting
13. Close with the Serenity Prayer

B. CONVENTION COMMITTEE VOTING PROCEDURES

1. Executive committee, sub-committee chairs and vice chairs can vote on motions presented at the convention committee meetings.
2. Motions can only be made and seconded by Executive Committee members and Subcommittee Chairs, or by the Vice Chair in the absence of their Chair.
3. The Convention Chair may not make or second motions.

4. Motions are carried by a majority vote (greater than 50%).
5. If 50% or more of the total voting members abstain on a motion, discussion on the motion will be re-opened

IV.

ELECTIONS

A.

PROCEDURES

The Convention Chair is nominated at his or her Area Service meeting. The Convention Chair takes his or her nomination to the TSRSCNA meeting in August of each year, as per regional policy. The RCM's will vote on the next years Convention Chair. The elections of Convention Committee Trusted Servants (listed in Section II C.) will take place at a special meeting in January of each year, as per BOD policy. The Sub-Committee vice chairs will be elected at any BOD meeting. Their nomination is brought to the Board meeting for that nominee to be elected. All nominees must have an Area nomination, per TSRSCNA policy.

B. REMOVAL OF TRUSTED SERVANTS

Trusted Servants and Subcommittee Vice Chairs (listed in Section II. C.) will be automatically removed due to loss of abstinence, and will be recommended by the STL Convention Committee for removal for non-fulfillment of duties, lack of participation or thief of funds. Non fulfillment of duties is defined as the inability to perform the expected duties as defined in various sections of these guidelines. Lack of participation is defined as missing 2 (of the same) meetings for which a member is required to attend. These members will be recommended to, and removed by, the body that elected them. It is the responsibility of the Convention Committee to monitor these activities and decide at which point a member is in violation. A two-thirds majority will be required to remove Convention Subcommittee Chairs and Vice Chairs.

V. REPORTS

A. CONVENTION CHAIR'S REPORT

The Convention Chair is required to file and present a report, either typed or printed clearly, at each regular meeting of the Convention Committee, the BOD, and the TSRSCNA meeting.

1. The Convention Chair's Report to the Convention Committee will contain, but is not limited to, the following information:
 - a) Issues raised at TSRSCNA and/or BOD meetings that affect or regard the Convention.
 - b) Announcement of newly elected Trusted Servants.
 - c) Executive Committee issues.
 - d) Problems/concerns.
2. The Convention Chair's Report to the TSRSCNA will contain, but is not limited to, the following information:
 - a) Philosophical issues, including new concepts and/or ideas.
 - b) Information about upcoming events/activities.
 - c) A budgetary summary.
 - d) Announcements of open positions.
 - e) Highlights of Convention subcommittees as needed.

- f) Problems/concerns
- 3. The Convention Chair's Report to the BOD will contain, but is not limited to, the following information:
 - a) All financial information including:
 - b) Performance with respect to the budget.
 - c) Tri-State Regional Treasurer's Report for Start to Live
 - d) Tri-State Regional Checkbook at a Glance for Start to Live
 - e) A copy of the monthly Start to Live committee bank statement with account numbers blacked out.
 - f) A copy of the Convention Committee check register each month.
 - g) Income and Expense Report from any convention event/activity.
 - h) Contractual issues.
 - i) Announcement of open positions.
 - j) Recommendation(s) for removal of Convention Committee Trusted Servants (that were elected by the BOD).
 - k) Information about upcoming events/activities.
 - l) Problems/concerns.

B. SUBCOMMITTEE CHAIRS' REPORT

All reports must accurately reflect the activities of the Chairs' respective subcommittee. These reports must be typed or clearly written and will be presented at each Convention Committee meeting.

A final report will be required from all Subcommittee Chairs. This final report will be presented at, or before the December Convention Committee meeting and will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

VI. THE EXECUTIVE COMMITTEE

The Executive Committee acts on behalf of the Convention Committee between Convention Committee meetings. It functions as the administrative committee of the Convention and holds separate, periodic, and special subcommittee meetings. It is also the responsibility of the Executive Committee to schedule and announce monthly Convention Committee meetings. The members of the Executive Committee are the Convention Chair, Executive Vice Chair, Vice Chair, Treasurer, Hotel Liaison and Secretary. The qualifications and responsibilities of the Executive Committee are as follows:

A. **CHAIR**: Five years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service, and Robert's Rules of Order.

1. Preside at all Convention Committee & Executive Committee meetings.
2. Prepare an agenda for Convention Committee and Executive Committee Meetings.
3. Signatory for the Convention bank account.
4. Assist in the preparation of the Convention budget.
5. Attend all Convention events.

6. Provide guidance and support to all subcommittees.
7. Allow ample discussion on major issues before calling for a vote.
8. Coordinate attendance of the Executive Committee for all BOD and TSRSCNA meetings and submit the required reports.
9. Submit detailed final report of the prior Convention at the January BOD Meeting and the February TSRSCNA meeting, including all subcommittee final reports and the final financial report.
10. Must be present for the daily cash counts during the Convention weekend.

B. **EXECUTIVE VICE-CHAIR**: Five years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service, and Robert's Rules of Order. Executive vice chair will perform the duties of hotel liaison and or treasurer if the position(s) are vacant.

1. Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
2. Preside at Convention Committee & Executive Committee meetings in Chair's absence.
3. Signatory for the Convention bank account.
4. Attend Tickets & Registration, Merchandise, and Archives and Auction providing guidance and support.
5. Serves as chair of the above subcommittees (in absence of a chair) until chair is elected. As the interim Chair, reports on subcommittees' progress at Convention Committee meetings.
6. Assist in the preparation of the Convention budget.
7. Assist Chair in compiling detailed final report.
8. In the absence of Convention Committee Chair, work closely with the Executive Committee to ensure the Chair's responsibilities are completed.
9. Must be present for the daily cash counts during the Convention weekend.

C. **VICE-CHAIR**: Four years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions 12 Concepts for NA Service, and Robert's Rules of Order.

1. Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
2. Presides at Convention Committee & Executive Committee meetings in absence of Chair and Executive Vice-Chair.
3. Signatory for the Convention bank account.
4. Will attend Activities, arts& Graphics Convention information and Programming Subcommittees providing guidance and support.
5. Serves as Chair of the above subcommittee meetings (in the absence of a chair) until a chair is elected. As the interim Chair, reports on subcommittees' progress at Convention Committee meetings.
6. Must be present during the daily cash counts during the Convention weekend.

C. **TREASURER**: Four years clean; accounting skills required; service experience with conventions or other large-scale fellowship activities; computer skills and familiarity of

accounting software; organizational skills; regional service along with area or group service experience; working knowledge of 12 Steps, 12 Traditions & 12 Concepts for NA service.

- ✓ Maintain Convention checking account.
- ✓ Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
 1. Must not be a signatory on the Convention bank account.
 2. Formulate the budget by working closely with the Executive Committee and Subcommittee Chairs.
 3. Work closely with Vice-Treasurer.
 4. At the convention, the Treasurer should never pickup funds from the cash registers alone.
 5. When picking up funds from the cash registers there should be a two signature sign off.
 6. An Executive committee member and a BOD member must sign off on all pickups of the cash registers at the convention.
 7. Responsible for monthly organization and compilation of all income and expense documents including: receipts, purchase orders, cancelled checks, bank statements (black out account numbers), reconciliation reports, etc.
 8. Provide clear, concise, detailed financial reports to Convention Committee for submission to BOD; attend BOD meetings for reporting purposes, as needed.
 9. Provide to the Convention committee every month the Tri-State Regional Treasurer's Report for Start to Live.
 10. Provide to the Convention committee every month the Tri-State Regional Checkbook at a Glance for Start to Live.
 11. Provide performance with respect to budget.
 12. Provide a copy of check register each month.
 13. Provide to the Convention committee every month the Start to Live bank statement with the account numbers blacked out.
 14. Responsible for collecting all receipts from Convention Committee members before any money is reimbursed.
 15. Collect and promptly deposit all money from subcommittees throughout Convention year.
 16. Create a final Convention Committee financial report.
 17. Must be present for the daily cash counts during the Convention weekend.

E. **HOTEL LIAISON:** Four years clean; strong inter-personal, problem-solving and oral communication skills; previous convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA service.

1. Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
2. Develop an action plan.
3. Serves as the only liaison between the Convention Committee and the Convention hotel representative(s), regarding Convention Committee needs.
4. Provide a written report of liaison activities, financial activities, and other pertinent information.

5. Set two/three Committee meetings at hotel along with a pre-convention meeting between hotel staff and Executive Committee.
6. Serve as the liaison between the Convention Committee and Nar-Anon.
7. Coordinate and arrange guest speakers' hotel and travel accommodations.
8. Work closely with the Hotel Vice Liaison.
9. Coordinate and arrange room reservations for Convention Committee members.
10. Present a final report at or before the December Convention Committee meeting that will consist of the liaison's detailed yearly progress, along with recommendations for the next year's committee.
11. Coordinate, attend, and report on post-convention meeting between Executive Committee members and hotel representative.

F. **SECRETARY:** Two years clean; typing and organizational skills; area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

1. Attend all regular Convention Committee meetings and events.
2. Record the minutes of all Convention Committee meetings.
3. Maintain Convention Committee archives, including Convention minutes and all subcommittee reports.
4. Maintain a current list of names, addresses, phone numbers and meeting attendance of all committee members.
5. In the absence of a Vice Secretary, type and e-mail agendas after the Chair has approved them.

VII. OTHER TRUSTED SERVANTS

G. **VICE TREASURER:** Three years clean; accounting skills required; organizational skills required; computer skills and familiarity with accounting software helpful; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

1. Attend all regular Convention Committee meetings and events.
2. Assist the Treasurer with such things as the preparation of the Convention budget,
3. organizing income and expense documents, and preparing clear, concise, detailed reports for
4. Submission to Convention Committee.
5. Assists the Treasurer with collections and deposits of all money associated with the Convention throughout the Convention year.
6. In the absence of a Treasurer, work closely with the Convention Committee Chair to ensure the Treasurer's responsibilities are completed.
7. In the absence of a Treasurer, present Treasurer's report to the Convention Committee.
8. Must be present for the daily cash counts during the Convention weekend.

H. **VICE SECRETARY:** One year clean; typing and organizational skills; area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

1. Attend all regular Convention Committee meetings and events.
2. Type and mail Convention Committee meeting agendas.
3. Assist Secretary.
4. In the absence of a Secretary, work closely with the Convention Committee Chair to ensure the Secretary's responsibilities are completed.

I. **HOTEL VICE-LIAISON:** Three years clean; strong inter-personal, problem-solving and oral communication skills; previous convention experience helpful; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

1. Attend all Convention Committee meetings and events.
2. Works closely with the Hotel Liaison.
3. Accompany Hotel Liaison to scheduled meetings with the hotel, whenever possible.
4. In the absence of a Hotel Liaison, present Hotel Liaison's report to the Convention Committee.
5. In the absence of a Hotel Liaison, work closely with the Convention Committee Chair to ensure the Hotel Liaison's responsibilities are completed.

VII. SUBCOMMITTEES

Subcommittees meet at regularly scheduled times (at least once each month) at the Tri-State Regional Service Office. Subcommittee meetings are required to be reserved on the regional calendar at the regional service office by the Subcommittee Chair. To aid and facilitate the business of these subcommittees, we have adopted Robert's Rules of Order, to be used at the Subcommittee Chair's discretion, except where they conflict with these guidelines or the policies of the TSRSCNA or the Twelve Traditions and Twelve Concepts for NA Service. The Chairs of all subcommittees have voting privileges within their respective subcommittees. The overviews, the Chair's requirements, and the Chair's responsibilities for each subcommittee are as follows:

J. **ACTIVITIES CHAIR:** This subcommittee is responsible for all entertainment activities for the Convention itself, as well as other activities such as picnics, unity days and dances. No more than seven activity dates per year shall be scheduled. The purpose for such events is to spark interest, encourage fellowship participation, and generate support for the Convention, in a fiscally prudent manner.

Chair's Requirements: Three years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including a financial impact.
3. Recruit members for their subcommittee.

4. Provide a written report of committee activities, financial activities, and other pertinent information.
5. Plan and arrange dates, times, and locations throughout the Tri State Region for activities. *Adhere to the Regional policy requiring a request for permission to use a facility commonly used by an area/group at least sixty (60) days prior to the activity.*
6. Work closely with Arts & Graphics Subcommittee Chair to assist in the creation of Activities flyers, as needed.
7. Submit flyers to the Convention Information Subcommittee for distribution.
8. Purchase and provide supplies (food & beverage, activity-related, etc.) for scheduled activities.
9. Maintain a list of food & beverage, supplies, and equipment inventories.
10. Provide the Treasurer with the necessary reports, receipts, and proceeds from each event.
11. Retain all disc jockeys, except for the convention disc jockey. (For the maximum seven (7) events, at least four (4) different disc jockeys must be retained.)
12. Provide above retained disc jockeys with a convention bid form to be completed, sealed, and submitted to the BOD to be considered for events at the convention.
13. Provide the BOD with a recommendation on the convention disc jockey selection.
14. Manage facility clean up after each activity.
15. Work closely with the Program Subcommittee in planning all activities throughout the convention year.
16. In planning all activities, invite and encourage all areas within the Tri-State Region to participate.
17. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

Retain all Photographers, except for the convention Photographer. For the maximum seven (7) events, at least two (2) different Photographer may be retained to alternate between events.

18. Provide above retained Photographers with a convention bid form and a resume to be completed, sealed and submitted to the BOD to be considered for the event at the convention.
19. Provide the BOD with a recommendation on the convention Photographer selection.
20. Will monitor admissions and re-admissions to all on site paid events.

K. **ACTIVITIES VICE CHAIR:**

Vice Chair's Requirements: Two years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. The Vice Chair of this committee is a learning position.
3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
4. The Executive Vice Chairperson will assume the duties of this committee, and can give the Vice Chair of Activities responsibilities as they deem necessary.

5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

L. CONVENTION INFORMATION/ GREETING/ ADDITION NEEDS:

(1.) This committee is responsible for providing information to the fellowship about the convention. This information may include a description of planned events, dates, locations, and other pertinent information. Members of this subcommittee must have thorough knowledge of the 12 traditions as they apply to public relations and personal anonymity. Any questions by Media must be directed to the Chair or Vice-Chair of Convention Information.

(2.) This committee consists of Greeters who are responsible for the delicate task of helping to maintain an atmosphere of recovery at convention events and throughout the Convention weekend. They are also responsible to greet members at all convention events, handle crowd control, and assist in providing information including meeting times and locations. These members must have 6 months clean. Greeters also work the door for the Merchandise Room, all Dances, any Entertainment (comedians, bands, etc.) and the Banquet during the Convention weekend.

This committee also consists of Huggers who will be posted throughout the convention site in order to welcome all who come to support. These members must have 24 hours clean.

(3.) This committee is responsible for providing convention information to agencies that serve addicts with additional needs. In addition, at the convention this committee is responsible for assisting addicts with additional needs. Experience with service relating to physically challenged individuals is helpful.

(4.) Convention Information committee will assist activities committee to monitor admissions and re-admissions to all onsite related paid events.

Chair's Requirements:

Three years clean, past Convention and Public Information experience; Regional Service along with Area or Group Service experience and a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.

Chair's Responsibility:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including the financial impact.
3. Recruit members for their subcommittee.
4. Provide a written report of committee activities, financial activities, and other pertinent information.
5. Monitor admission and readmission to all convention related paid events.
6. Assign responsible members to provide safety and crowd management at all Convention events. Greet members at all Convention events and assist in providing information, including meeting times and locations.

7. Maintain a mailing list of and provide convention information to hospital, treatment centers and agencies that provide direct service to addicts.
8. Maintain a mailing list of and provide convention information to Tri-State Regional area contacts, neighboring regional contacts, and NAWS.
9. (a) Work closely with the Arts and Graphics subcommittee chairperson to assist in the creation of all additional needs and convention information flyers as needed. (b) Distribute any and all flyers for all subcommittees once they have been approved by each subcommittee chairperson to all areas in the Tri-State Area Region at least 60 days in advance of any convention event.
10. Provide the Regional Delegate with 500 convention flyers to be distributed at the World Service Conference.
11. Prior to the convention, respond to questions and requests from members, and nonmembers pertaining to the convention.
12. Manage the creation, collection, and compilation of clean time tally at the convention.
13. Ensure press packages are up to date.
14. Manage a Convention Information table on site to assist the fellowship, press, visitors, etc. Additional Needs information to be provided by informed members.
15. Work closely with TSRSCNA and/or TSRSCNA Additional Needs Committee as needed.
16. Work with Hotel Liaison to coordinate any additional needs accommodations at the Convention Hotel.
17. Work with Activities Committee to ensure that events are held at handicap accessible facilities, whenever possible.
18. Solicit three sealed bids from sign language interpreters for Convention weekend, to be submitted to the BOD for review.
19. Work with Programming Committee to determine which meetings will need to be interpreted.
20. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.
21. Will work closely with Arts& Graphics sub-committee Chairpersons to assist verifying information of all sub-committees flyers as needed.

M. **Vice-Chair's Requirements:**

Two years clean; Past convention experience; Regional service along with Area or Group Service experience and a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service.

Vice-Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Utilize this position as a learning position.
3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.

4. The Vice-Chairperson of the Convention Committee will assume the duties of this committee, and can give the Vice-Chair of Convention Information responsibilities as they deem necessary.
5. Research all policies concerning this committee and keep updates or changes to the policy.

N. **GRAPHICS & TECHNOLOGY:** This subcommittee is responsible for assisting all other subcommittees in producing all required printed and online media for the promotion of the convention and its events. This subcommittee has the responsibility for maintaining consistency and professionalism in all media related to the convention. This subcommittee assists the other subcommittees with their technology needs.

Chair's Requirements: Two years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service; knowledge of graphics and/or web design; access to a computer.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan and budget for the year.
3. Recruit members to serve on the subcommittee.
4. Provide a report of committee activities, financial activities, and other pertinent information to the convention committee at its regular meetings.
5. Develop (or oversee the development by members of the subcommittee) a website at starttolive.org to promote the convention and events and provide information on registration and hotel reservations. Maintain convention-related social media outlets.
6. Call for and receive submissions for logos for the following year's convention and hold them in safekeeping for the selection process. Conduct logo selection through a process of elimination at the convention committee meeting by a date designated by the Committee Chair. Final logo approval is by the RCM's of TSRSCNA.
7. Maintain the approved logo artwork and provide it in digital or other formats as may be needed by other subcommittees.
8. Work closely with activities subcommittee for the creation of promotional flyers and tickets as may be necessary for convention events.
9. Work with the programming subcommittee regarding layout and design of program booklet.
10. Work with the programming subcommittee to provide speaker recordings in digital form for review by subcommittee members.
11. Assist with the maintenance and updating of the Square Register systems.
12. Create all necessary signage for use at the convention site including convention banner.
13. Arrange transportation of banners and signs to and from the convention location.
14. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.
15. Design a presentation or video to be shown prior to the Saturday night speaker.

O. **GRAPHICS & TECHNOLOGY VICE CHAIR:**

Vice Chair's Requirements: One year clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. The Vice Chair of this committee is a learning position.
3. In the absence of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
4. The Vice Chairperson of the Convention Committee will assume the duties of this committee, and can give the Vice Chair of Graphics & Technology responsibilities as they deem necessary.
5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

P. **MERCHANDISE:** This subcommittee designs and selects merchandise for approval. This subcommittee sells the approved merchandise throughout the convention year. Members of this subcommittee should be business-minded and have an understanding of the 12 Traditions regarding the sales of NA related items.

Chair's Requirements: Four years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service; experience with sales helpful.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including a financial impact.
3. Recruit members for their subcommittee.
4. Provide a written report of committee activities, financial activities, and other pertinent information.
Review catalogues/brochures for merchandise items to be presented to the Convention Committee for selection. Final approval of all merchandise rests with the BOD.
5. Purchasing merchandise is a three-bid system. Three bids for merchandise must be presented to the Start to Live committee for review, then all of the bids sent to the BOD with a recommendation.
6. Must attend Convention events, along with subcommittee members, for the purpose of selling Convention merchandise. Attend, whenever possible area events within the Tri-State Region for the purpose of selling Convention merchandise.
7. Retain all Jewelers, except for the convention Jeweler. For the maximum six (6) events, at least two (2) different Jewelers may be retained to alternate between events.
8. Provide above retained Jewelers with a convention bid form and a resume to be completed, sealed and submitted to the BOD to be considered for the event at the convention.
9. Provide the BOD with a recommendation on the convention Jeweler selection.
10. Keep accurate purchase and sales records to maintain inventory control.
11. Provide the Treasurer with the necessary financial reports, receipts and proceeds from each convention event and the Convention.

12. Must present to the BOD all starting numbers of all merchandise before the convention.
13. Must present to the BOD all ending numbers of returned merchandise from the convention.
14. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

Q. MERCHANDISE VICE CHAIR:

Vice Chair's Requirements: Three years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. The Vice Chair of this committee is a learning position.
3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
4. The Executive Vice Chairperson will assume the duties of this committee, and can give the Vice Chair of Merchandise responsibilities as they deem necessary.
5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

R. PROGRAM: This subcommittee selects speakers and chairpersons for all Convention events held throughout the year. This subcommittee plans all of the workshops and meetings at the Convention and prepares the content of the written program to be distributed at the Convention.

Program Subcommittee Guidelines

1. A voting member of this committee must have three years clean and must attend five subcommittee meetings prior to the selection of main speakers, with the exception of Area Program Liaisons, who are subject only to their area's policies.
2. Workshop speakers must have three years clean and workshop chairpersons must have one year clean.
3. The event speakers, regional speakers and main speakers must have five years clean.
4. Event speakers may be considered for regional speakers.
5. The committee will attempt to represent all areas in selecting event speakers.
6. The Program committee will distribute and collect chairperson and speaker sign-up sheets to and from the Areas in the Tri-State Region. These sign-up sheets will be the primary source when selecting workshop chairpersons and speakers.
7. Subcommittee members review tapes submitted of potential meeting speakers. The Program Committee Taping Liaison will distribute and collect tapes.
8. Subcommittee members review sign-up sheets for selection of workshop chairs and speakers for convention weekend.
9. Event speakers are selected through the voting process within the subcommittee.
10. The Convention Committee must approve the regional and main speakers before they are notified.

11. No member of the Convention Committee is permitted to chair or share at any Convention speaker meetings or workshops (exceptions: Saturday Banquet Speaker Meeting is chaired by the Convention Chairperson; Sunday Morning Speaker Meeting is chaired by the Executive Vice Chair)
12. Program Subcommittee members chair Event Speaker Meetings.
13. The Program Subcommittee will compile a convention program including, but not limited to times and locations of meetings, subcommittee locations and hours of operation, event times and locations, etc. The Convention Committee must approve the final draft of the convention program.
14. The week of the Convention, the Program Subcommittee holds a meeting, where they distribute packages and also conduct an orientation for convention speakers and chairpersons.
15. At the convention, the Program Subcommittee will have a sign-in area for speakers and chairpersons.

Chair's Requirements: Five years clean; past convention program experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including a financial impact.
3. Recruit members for their subcommittee.
4. Provide a written report of committee activities, financial activities, and other pertinent information.
5. Work closely with the Hotel Liaison planning the best possible use of the Convention hotel meeting space and facilities.
6. Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Program flyers and the draft convention program.
7. Work closely with Regional Taping Committee planning the number of meetings to be taped.
8. Assign members to count the number of attendees at workshops, main speakers and regional meetings during the Convention weekend.
9. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

S. PROGRAM VICE CHAIR:

Vice Chair's Requirements: Five years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.

2. The Vice Chair of this committee is a learning position.
3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
4. The Executive Vice Chairperson will assume the duties of this committee, and can give the Vice Chair of Program responsibilities as they deem necessary.
5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

T. **TICKETS & REGISTRATION:** This subcommittee is responsible for making available pre-registrations by attending Convention events and other NA events throughout the year. In addition, this subcommittee tracks pre-registrations and also assembles registration packages prior to Convention weekend. During Convention weekend the committee distributes registration packages and event tickets. To facilitate this process, assistance from Executive Committee members and/or BOD members is strongly suggested.

Chair's Requirements: Four years clean; past convention registration experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including a financial impact.
3. Recruit members for their subcommittee.
4. Provide a written report of committee activities, financial activities, and other pertinent information.
5. Must attend Convention events, along with subcommittee members, for the purpose of making available Convention pre-registrations.
6. Attend, whenever possible, area events within the Tri-State Region for the purpose of making available Convention pre-registrations.
7. Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Tickets & Registration flyers, as needed.
8. Work closely with all Subcommittee Chairs in creating draft Convention Registration Form. Convention Registration Form must be approved by Convention Committee
9. Submits the subcommittee's recommendation for "package stuffers" to the Convention Committee for their approval.
10. Provide the Treasurer with all proceeds collected from pre-registrations.
11. Keep accurate account of all pre-registrations and tickets sold, recording transactions as they occur and updating records weekly.
12. Collect registrations from the Convention PO Box at least once a week.
13. It is the Board of Directors option to have a satellite registration in the lobby.
14. All tickets that this committee uses must be numbered on both ends, Banquet Tickets, Dance Tickets, and Comedy Show ext.
15. Must present to the Board of Directors starting numbers of Registrations, Children Reg. Banquet, Dance and Comedy Show before the convention.
16. Must present to the Board of Directors ending numbers of Registrations, Children Reg.. Banquet, Dance and Comedy Show after the convention.

17. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

U. TICKETS & REGISTRATION VICE CHAIR:

Vice Chair's Requirements: Four years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. The Vice Chair of this committee is a learning position.
3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
4. The Executive Vice Chairperson will assume the duties of this committee, and can give the Vice Chair of Tickets and Registration responsibilities as they deem necessary.
5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

V. Auction and Archives

Chair's Requirements: Three years clean; past convention registration experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:

1. Attend all regular Convention Committee meetings, sub-committee meetings, and events.
2. Develop an action plan including a financial impact.
3. Procure auction items throughout the convention year.
4. Recruit members for their subcommittee.
5. Provide a written report of committee activities, financial activities, and other pertinent information.
6. Be responsible for collection of items for archives for each year in addition to upkeep of existing archives.
7. Responsible for upkeep of Start to Live banners.
8. Recommend to convention committee any and all "special edition" items.

9. Organize and implement a minimum of but not limited to three auctions per year, to be held at convention activities and the convention itself.

10. Work closely with activities and programming committees to schedule and implement auction activities.

11. Assist treasurer with collection of funds for all auction events and provide treasurer with necessary receipts, reports, and proceeds from each event

W. Auction and Archives VICE CHAIR:

Vice Chair's Requirements: Two years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Vice Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.

2. The Vice Chair of this committee is a learning position.

3. In the absent of the Chair, the Vice Chair DOES NOT assume the duties of the Chair.
(Executive Vice Chair will assume duties)

4. The Executive Vice Chairperson will assume the duties of this committee, and can give the Vice Chair of Tickets and Registration responsibilities as they deem necessary.

5. The Vice Chair of this committee will research all policies concerning this committee and keep updates or changes to the policy.

6. Work closely with chairperson to procure items for auctions and archives of Start to Live committee.

7. Help recruit members for their subcommittee.

Addendum A

TSRSCNA POLICY CONCERNING THE TRI-STATE REGIONAL CONVENTION NOT INCLUDED IN CONVENTION COMMITTEE GUIDELINES VERSION 10-13

Date Passed (Committee(s) to which the policy pertains)

- April 23, 1983 MSC
“That TSRSCNA form a convention committee to address bid for WSCNA 14.”
- June 4, 1983 MSC (2/0/0)
“Tri-State Regional Activities Sub-Committee put together a Convention Committee to arrange the first Tri-State Regional convention to be held the fourth weekend of October 1983.”
- August 14, 1983..... MSC (4/1/0)
“That activity sub-committee funds be used for regional convention, as needed.”
- October 30, 1983..... MSC
“That the surplus literature from the Convention be divided among those participating hospitals and institutions.”
- October 30, 1983..... MSC
“Keep the Regional convention within the Regional Activities sub-committee.”
- January 19, 1986#9., MSC (7/0/0)
“Using start to Live III as a model, the following be adopted as the purpose for the TSRSCNA; to carry the message to the still suffering addict by: 1) Celebrating recovery and 2) As a means of providing funding where practical, for the TSRSO, Inc. For this reason, the TSRSCNA sub-committee shall make effort to keep costs to a minimum to allow as many addicts as possible to participate, yet allow an excess after costs to help the TSRSO. This policy to remain effective until changed by 2/3 majority of TSRSCNA.”
- April 19, 1986#2 MSC (7/0/0)
“That no Speakers from outside the Fellowship be used at the Convention
- April 19, 1986#4, MSC (7/0/0)
“That the Regional convention committee present any proposed policy for granting of free convention packages more than 20 total to the TSRSCNA prior to its implementation.”
- April 19, 1986#5, MSC (5/1/1)
“That the Convention Committee not exceeds \$600 for entertainment purposes.”
- October 24, 1987.....#2, MSC (7/0/0)
“To follow WS convention committee guidelines for regional conventions where practical.”

- October 8, 1988.....#14, MSC, (6/2/1)
 “That the Convention Chair report to and be directly responsible to the BOD as a non-voting member of the BOD.”
- April 15, 1989 #4, MSC (10/0/0)
 “We suggest that no member of the Convention committee or Convention sub-committee chair or share at Convention meetings or workshops.”
 A M E N D E D _ MSC (10/0/0)
 “Except the Saturday night meeting which will continue to be chaired by the Convention Chair.
- April 13, 1991 #1 MSC (2/2/2)
 “That any member of the convention committee, Spiritual Retreat and or the RSC, not be permitted to do business as a vendor with that committee, and or any of their sub-committees” INTENT: To avoid any conflict of interest or the appearance of any improprieties
- July 11, 1992.....#7 MSC (6/0/2)
 “Any member involved on any convention committee cannot be a vendor for 1 year following their term. Effective for the 1993 Start to Live XI and Spiritual Retreat.

June 1995 (Tickets & Registration, Program)

1. That Start to Live be a registration only convention beginning in 1995.
2. That the Serenity Prayer be the closing prayer at all meetings and workshops of Start to Live and the Tri- State Regional Spiritual Retreat.

December 1997..... MSC

Any member involved on any convention committee and the/a representative of the Spiritual Retreat committee be required to report to the RSC.

February 1997MSC

“That the Tri-State Region Convention Committee develops, distribute, and collect a revised speaker nomination sheet for all subsequent conventions. The new signup sheet shall include a request that each home group in the Region fill it out during a group conscience meeting. Those nominated shall be the primary source of speakers for our convention

February 1998 (Activities, Program)

1. That there be no fashion shows at any Regional event starting 3-1-98.
2. That the Tri State Regional Convention Committee develop, distribute and collect a revised speaker nomination sheet for all subsequent conventions. The new sign up sheet shall include a request that each home group in the Region fill it out during a group conscience meeting. These nominations shall be the primary source of speakers for our convention

August 1998 (Merchandise)

1. That no jewelers not licensed with the WSO be allowed to be vendors at the Tri State Regional Convention.

June 1999 (Program)

1. To increase the number of out of town speakers at the Start to Live Convention from 12 to 20.
2. To require the Start to Live Program Committee to set times for all service workshops by the October RSC.

August 2001 (Tickets & Registration)

1. The Convention Committee will present any proposed policy for the granting of free convention packages, of more than twenty total to the TSRSCNA prior to its implementation.

September 2001 (Registration, Merchandise, Activities)

1. No refunds shall be given for any related convention purchases. All fliers, signs, forms, etc shall include this policy.

October 2002 MSC

Start to Live Chair be elected at the August RSC

February 2003 MSC (5/1/1)

Add the duties and responsibilities of the Start to Live additional needs to the duties and responsibilities of the convention information committee and dissolve the Start to Live Additional Needs committee.

February 2003 MSC (5/1/1)

To add clean time requirements of SIX months to Start to Live Greeters who will be people who work the doors for merchandise, taping, dances, shows and the banquet convention weekend and people who handle crown control. Huggers who will be people who hug and will not have a clean time requirement.

April 2004 MSC (11/2/1)

To combine Greeting and Convention Information committees, effective STL XXIII, to promote these respective committees to work together for XXIII to ensure a smooth integration of responsibilities for the following year.

February 2005 MSC (6/3/4)

“Any comedian, or other performer, at an NA function should perform in a manner to uphold the spiritual principals and the twelve Traditions of Narcotics Anonymous. **“Intent:** To maintain a safe atmosphere of recovery for all members of Narcotics Anonymous.”

June 2005 MSC (8/2/1)

To have the Newcomer packages of Hope as shown on the attachment for STL XXII. There will be 203 packages given to the areas. If the packages are not picked up at the convention by 1:00 PM Saturday they may be sold.

December 2005MSC

“To have newcomer Packages of Hope to distribute in October of each year, based in ½ the number of TSRSCNA Home Groups that exist in each area in August of that year. If packages are not picked up by 1pm Saturday, they may be sold”

Current policy reads: To newcomer packages of hope (1 per TSRSCNA group) given to areas, If packages are not picked up by 1pm Saturday, they may be sold” (XIVB-page12) ***Intent:*** To correct the existing written policy in June 2005 Policy Book to reflect the motion which the policy is based and to make Packages of Hope available in an orderly fashion.

June 10, 2006 MSC (6/1/1)

To change existing policy to give away a STL convention CD free of charge to the speakers at the Start to Live Convention Also change the form of the Intellectual Properties to “Upon them signing a release form they will receive the tape as a gift ***INTENT*** To show our gratitude to speakers at STL convention

June 10, 2006 MSC (7/0/1)

To change our policy as it written regarding tapes/CDs CD prices wholesale for speakers is \$1 and the tape price for speakers wholesale is \$1. We will BUDGET into the STL Programming Committee the cost of a tape OR CD for each speaker. ***INTENT:*** In exchange for the speaker receiving their tape/CD as a gift.

December 2006 MSC 8/0/1

Motion regarding removal of Trusted Servants

Loss of abstinence is considered an automatic resignation for any regional position including, but not limited, the TSRSCNA Convention chair and Spiritual retreat chair; Trusted Servants may also be removed due to non-fulfillment of duties or lack of participation in TSRSCNA, and/or TSRSCNA Sub-committees. Participation will be defined as being present from start to finish of the TSRSCNA meeting, and providing a written report.

TO THIS CHANGE

Loss of abstinence is considered an automatic resignation for any regional position including, but not limited, the TSRSCNA Convention chair and Spiritual retreat chair, Trusted Servants may also be removed due to non-fulfillment of duties, ***theft of funds*** or lack of participation in TSRSCNA, and/or TSRSCNA Sub-committees. Participation will be defined as being present from start to finish of the TSRSCNA meeting, and providing a written report.

August 12, 2006..... MSC (7/0/1)

“To change policy as it written regarding tape/CDs.CD price wholesale for speaker is \$1 and tape price for speaker wholesale is \$1. We will Budget into the STL Programming Committees the cost of a tape or CD for each speaker. ***Intent*** In exchange for the speaker receiving their tape/CD a gift

Motion #021007-4: Made by STL XXV Chair; 2ndd by ICANA RCM M/S/C 6/2/1 PASSED
"To have live entertainment at the STL XXV only convention and tickets will be sold."
Intent: To provide different forms of entertainment.

June 6 2008 MSC (7/1/1)
To make the Start to Live Convention a registration only convention. Intent: Because of the financial impact to occur over that few years we must return to a t a registration only convention. Registration only indicates that for any activity outside of a meeting individual would need to register to purchase tickets. Last year we brought back 400 registrations. For example 400x\$25 =\$10,000

December 2010..... MSC
1. Logo must be taken to TSRSCNA for approval.
December 2012MSC
That the Tri-State Region Direct the Board of Directors to establish online registration for the Start to Live Convention beginning with the 2013 convention year Intent: to allow easy access to the registration process and to provide easy access to those who don't receive fliers as it well as increase registration

December 2012 MSC
That the Start to Live Convention committee form an auction and archive committee as a voting member of the convention committee suggested clean time 3yrs chair 2 yrs. vice chair. Intent: To preserve the Tri-State Regional Conventions rich history as well as continuing to collect items pertinent to that history and procuring auction items

April 2013MSC
1. Following year's logo should be approved by the RSC at the October RSC meeting
2. STL can be 4-day convention beginning in 2013.
3. Increase maximum number of activities from six to seven.

June 2013MSC
1. Approve creation of Archives & Auction Chair and Vice Chair positions.

June 2013 MSC
A voting member must attend five (5) subcommittee meetings prior to the selection of ANY speakers with the exception of Area Program Liaison, who are subject to their area policies. INTENT To be fair to all subcommittee members who have the willingness to serve and allow them to participate in the voting process of all speakers.

June 2013MSC
Speakers from prior year convention are not eligible to speak at current convention. INTENT: Tospecify speaker selection criteria that has been verbalized but written into policy

February 2014 MSC
(Convention Information)
That the convention information committee absorbs the Additional Needs Committee for STL convention.

April 2014MSC
(Executive Vice Chair, Hotel Liaison, Treasurer)
Executive vice chair will perform the duties of hotel liaison and or treasurer the position(s) are vacant.

April 2014MSC
 (Activities)
 Activities Chair will monitor admissions and re-admissions to all on site paid events

April 2014 MSC
 (Convention Information, Activities)
 Convention Information committee will assist activities committee to monitor admissions and re-admissions to all onsite related paid events.

April 2014 MSC
 (Convention Information, Arts & Graphics)
 Convention information chair will work closely with Arts& Graphics sub-committee Chairpersons to assist verifying information of all sub-committee’s flyers as needed.

April 2014 MSC
 (Voting Members)
 Executive committee, sub-committee chairs and vice chairs can vote on motions presented at the convention committee meetings.

April 2014 MSC
 (Executive Vice Chair, Archives and Auctions, T&R, Merchandise)
 Executive Vice Chair attend Archives and auction, T&R and Merchandise sub-committee meetings, Providing guidance and support.

April 2014 MSC
 (Vice Chair, Activities, Arts & Graphics, Convention Info., Programming)
 Vice Chair attend Activities, arts& Graphics Convention information and Programming Sub-Committees Providing guidance and support.

August 2014 MSC
 The Tri-State regional convention CAN be up to 4 days

December 2014 MSC
 To raise the Convention prudent reserve to \$10,000.

February 2015MSC
 That any single item over \$500. For any TSRSCNA sub-committee requires 3 bids

February 2015MSC
 All bids for an events (SR STL) weekend must be received by the negotiation team 90 days Prior to the event NO bids will be accepted after that time

December 10, 2016MSC
 All merchandise remaining at the end of each Start to Live event must be returned to the BOD.
INTENT: To stay accountable.

December 10, 2016MSC
 To amend Start to Live policy amendment dated February 2015 as follows: to change current wording from “All bids for any events (STL or Spiritual Retreat) weekend must be received by the negotiating team 90 days prior to the event...” change from 90 days to 60 days. *INTENT:* To give both the Convention Committee and the negotiating team adequate time to solicit and review bids. There was no deadline at all before STL 34 and the 90 days prior deadline has placed excessive burden and stress on the Convention Committee.

August 12, 2017MSC(10/0/2)

To correct current policy language in TSRSCNA Guidelines Start to Live, page 19; “That STL Programming Subcommittee add an Additional Needs Workshop, to allow for the opportunity for development of and interest and understanding of Outreach.” To correct for clarity to read as “That STL Programming Subcommittee add an Additional Needs Workshop, to allow for the opportunity for development of and interest and understanding of Additional Needs.” **INTENT:** For correction, clarity and consistency with all corresponding Guidelines.

August 12, 2017MSC(10/0/2)

To add paragraph as stated, “That STL Programming Subcommittee add an Outreach Workshop, to allow for the opportunity for development of and interest and understanding of Outreach.” to TSRSCNA Guidelines Start to Live, page 19. **INTENT:** To include all relevant and corresponding Start to Live Subcommittee Guidelines to remain consistent and inclusive.

Spiritual Retreat Guidelines

(It's Available to Us All)

TRI-STATE REGION
OF
NARCOTICS ANONYMOUS

GUIDELINES

"TRI STATE REGIONAL
SPIRITUAL RETREAT"

(It's Available to Us All)

Revised September 2021

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ARTICLE I: PURPOSE AND DUTY

The name of this Subcommittee shall be the Tri-State Regional Spiritual Retreat Committee (herein referred to as the Retreat Committee). The purpose of the committee is to carry the message of recovery to the still suffering addict by organizing a self-supporting annual spiritual retreat weekend, to be held in May or June. The Retreat will provide an atmosphere of recovery, unity, and spiritual growth. The theme of the Retreat will be "It's Available To Us All." It is this committee's duty to carry out all its activities in accordance with these guidelines, the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, and the policies of the Tri State Regional Service Committee (TSRSCNA), and the Tri State Regional Service Office, Inc. and its Board of Directors (BOD).

ARTICLE II: MEMBERSHIP AND VOTING

A. MEMBERSHIP

1. General membership in the committee shall be open to all willing members of Narcotics Anonymous who share the stated purpose of the committee.
2. Executive Committee membership shall include the Retreat Chairperson, Retreat Vice-Chairperson, Camp Liaison/Additional Needs Chair, Secretary and Treasurer.
3. Other trusted servants of the committee shall include the Chairpersons of the Activities, Merchandise, Programming, and Tickets & Registration Subcommittees.
4. The Retreat Chairperson shall be elected at the June meeting of TSRSCNA.
5. All trusted servants of the committee shall be elected by the BOD one month after the election of the Retreat Chairperson.
6. All nominees shall bring his/her Area's nomination as per TSRSCNA policy.
7. No trusted servant shall hold the same position for more than two consecutive terms.

B. VOTING

1. The voting participants of the committee shall be the Executive Committee Chairperson, Vice Chairperson, and the Subcommittee Chairpersons.
2. Any member of the Retreat Committee may make a motion, but only a voting member may second a motion.
3. Subcommittee Chairpersons carry a vote in their respective Subcommittees.
4. When representing their Subcommittee at the Retreat Committee meeting, in place of the Subcommittee Chairperson, a Subcommittee Vice Chairperson carries a vote.
5. The Retreat Chairperson may vote only to break a tie.

ARTICLE III: CLEAN TIME REQUIREMENTS

COMMITTEE	POSITION	CLEAN TIME REQUIRED	ELECTED BY	VOTING MEMBER
Executive	Chair	4 years	TSRSCNA	No*
Executive	Vice Chair	3 years	BOD	Yes
Executive	Treasurer	3 years	BOD	Yes
Executive	Camp Liaison/Additional Needs Chair	2 years	BOD	Yes
Executive	Secretary	1 year	BOD	Yes
Subcommittee	Activities Chair	3 years	BOD	Yes
Subcommittee	Merchandise Chair	3 years	BOD	Yes
Subcommittee	Programming Chair	3 years	BOD	Yes
Subcommittee	Tickets & Registration Chair	3 years	BOD	Yes
Subcommittee	Activities Vice Chair	2 years	BOD	No**
Subcommittee	Merchandise Vice Chair	2 years	BOD	No**
Subcommittee	Programming Vice Chair	2 years	BOD	No**
Subcommittee	Tickets & Registration Vice Chair	2 years	BOD	No**
Subcommittee	Vice Treasurer	2 years	BOD	No**
Subcommittee	Camp Liaison/Addit'l Needs Vice Chair	1 year	BOD	No**
Subcommittee	Vice-Secretary	9 months	BOD	No**

* The Retreat Chair may vote only to break a tie.

** Subcommittee Vice-Chairs may vote when representing their Subcommittee in the absence of their Subcommittee Chair, per II.B.4.

ARTICLE IV: TRUSTED SERVANTS

A, GENERAL INFORMATION

The trusted servants of the committee shall include the Executive Committee and the Chairpersons of Activities, Merchandise, Programming, and Tickets & Registration Subcommittees. These trusted servants shall perform within the guidelines as follows:

1. Any trusted servant missing two Retreat Committee meetings in one term constitutes an automatic resignation.
2. Any Subcommittee Chairperson missing two Subcommittee meetings in one term constitutes an automatic resignation.
3. Loss of abstinence constitutes an automatic resignation.

4. All Subcommittee Chairpersons will report in writing their Subcommittee's progress, recommendations and ideas at each Retreat Committee meeting.
5. All Subcommittee Chairpersons will submit in writing, to the Executive Committee, a detailed budget including expected expenses pertaining to the upcoming event and all related events.
6. All trusted servants will report all expenses incurred to the Committee, verified by receipts. No reimbursements are to be made without said receipts.
7. No member of the Retreat Committee shall sign any contracts or make verbal commitments without prior approval of the BOD. All contracts shall be submitted to the BOD for approval prior to signing.
8. All Subcommittee Chairpersons are responsible for scheduling and presiding over their monthly Subcommittee meetings at the Regional Office.

B. GENERAL QUALIFICATIONS

1. Homegroup membership within the Tri-State Region
2. Willingness to give the time and resources necessary to fulfill the commitment.
3. Previous Retreat and/or Convention experience.
4. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
5. Understanding of and willingness to follow these guidelines.

C. MISCELLANEOUS POLICIES

The following requirements apply to all Trusted Servants and/or Subcommittee Chairs and Vice Chairs:

1. No member of the Spiritual Retreat Committee shall act as a vendor for the Retreat.
2. Receipts must be submitted before any reimbursement of expenses and a *Payment Voucher form filled out with the receipts attached.
3. Any Retreat Committee member who handles funds must have at least two years clean.

ARTICLE V: VICE CHAIRS OF SUBCOMMITTEES

- A. The Vice Chair positions are learning positions.
- B. The Vice Chair of a Subcommittee shall be elected at a regular scheduled BOD Meeting and must have an Area nomination, as per TSRSCNA policy.
- C. The Vice Chair of a Subcommittee acts as Chair in the absence of the Chair, with guidance and direction from the Executive Committee.
- D. If the Chair position of a Subcommittee becomes vacant, the Vice Chair of that Subcommittee will serve as the Chair until the next BOD meeting where that position will be put on the agenda of the BOD.
- E. The Vice Chair can run for the position of the Chair at that time, keeping in mind clean time requirements and the need for their Area's nomination, per TSRSCNA policy.

ARTICLE VI: EXECUTIVE COMMITTEE

The Executive Committee acts on behalf of the Spiritual Retreat Committee between Retreat Committee meetings. It functions as the administrative committee of the Retreat and holds separate, periodic, and special subcommittee meetings. It is also the responsibility of the Executive Committee to schedule and announce monthly Retreat Committee meetings.

The members of the Executive Committee are the Retreat Chair, Retreat Vice Chair, Treasurer, Camp Liaison/Additional Needs Chair and Secretary. The qualifications and responsibilities of the Executive Committee are as follows:

A Chairperson's Requirements: Four Years Clean, past retreat experience, regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA service, and Robert's Rules of Order.

Chairperson's Duties:

1. Prepare an agenda for and preside over Committee and Executive Committee meetings.
2. Suggest, coordinate, organize, delegate, follow up, and in general help generate enthusiasm for the projects planned by the Committee. Provide guidance and support to all subcommittees.
3. Attend all regularly scheduled BOD and TSRSCNA meetings and submit written reports of all projects and activities of the Committees including financial information. Financial items to be presented to the BOD and RSC are; Spiritual Retreat Bank Statement, *Tri-State Regional Financial Treasurer's Report for the Spiritual Retreat, and *Tri-State Regional Financial Checkbook at a Glance for the Spiritual Retreat. The Chairperson shall obtain these items from the Spiritual Retreat Treasurer.
4. Schedule monthly Committee meetings and submit written reports at said meetings of all BOD and TSRSCNA business pertaining to the Retreat.
5. Prepare and submit a yearly budget to the BOD within two (2) months of election. Work with the Committee and BOD to communicate and resolve budget issues as the year progresses.
6. Will be a signatory on the Spiritual Retreat Checking Account.
7. In the absence of a Treasurer, assume all duties of the Treasurer. (If this is the case, another signatory will have to be appointed in lieu of the Chair of the Retreat; a BOD member can be a signatory.)
8. Maintain archives to be handed from Chairperson to Chairperson
9. Attend all Retreat events and oversee the count of the funds at the end of the event.
10. Allow ample discussion on major issues before calling for a vote.
11. Coordinate attendance of the Executive Committee for all BOD and TSRSCNA meetings and submit the required reports.
12. Submit detailed final report of the Retreat at the July BOD Meeting and the August TSRSCNA meeting, including all subcommittee final reports and the final financial report.
13. Must be present for the daily financial counts during the Retreat weekend.

B - Vice Chairperson's Requirements: Three Years Clean, past retreat experience, regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA service, and Robert's Rules of Order.

Vice Chairperson's Duties:

1. Take an active part in the direction of the Committee, working closely with the Chairperson, assisting with the organizational duties at the Committee level.
2. In the absence of the Chairperson, conduct the Retreat Committee meetings and see that all committee responsibilities and projects progress with continuity.
3. In the absence of Subcommittee Chairperson(s), assist those Subcommittees in the completing of their tasks.
4. In the event that the Retreat Chairperson is unable to complete their term, the Vice-Chairperson may receive a nomination from the Retreat Committee for the Chairperson position.
5. Will be a signatory on the Spiritual Retreat Checking Account
6. Attend all Retreat events and oversee the count of the funds at the end of the event.
7. Must be present during the daily financial counts during the Retreat weekend.
8. The Vice Chair of the Retreat Committee will research all policies concerning the Retreat Committee and keep updates or changes to the policy.

C - Secretary's Requirements: One Year Clean, computer and organizational skills; area or group service experience; working knowledge of the-12 Steps, 12 Traditions and 12 Concepts for NA service

Secretary's Requirements:

1. Maintain accurate minutes of topics discussed and motions made at the Committee meetings.
2. Type, copy, mail or email to all Trusted Servants, minutes pertaining to the previous Committee meetings. Also, mail or email agenda of upcoming meetings to all Trusted Servants.
3. Maintain a list of names, addresses, and phone numbers of Committee members for Committee use.
4. Maintain an accurate attendance sheet, recording all Trusted Servants' attendance.
5. Maintain a binder to be kept at the Regional Office with the minutes, any contracts or invoices and each of the committee's monthly reports and also the monthly *Tri-State Regional Financial Treasurer's Report for the Spiritual Retreat, including the bank statements.
6. Hold password for the Spiritual Retreat's email account, check for emails on a regular basis, and forward emails to the appropriate committee member for response. Include a report of all emails in his/her monthly report to the committee.

D - Treasurer's Requirements: Three Years Clean, computer and accounting skills required (familiarity with EXCEL preferred); organizational skills; past retreat experience, regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA service

Treasurer's Duties:

1. Maintain contact with the BOD Treasurer regarding funds and validating all expenses.
2. Maintain the Retreat Checking Account.
3. Work with the executive committee to formulate a budget for each committee to be presented to the BOD for approval.
4. **A Tri-State Regional Financial Report for the Spiritual Retreat, a *Tri-State Regional Financial Checkbook at a Glance, *Check Register and the Spiritual Retreat bank statement, must be presented to the Retreat committee each month.*
5. Record all Committee expenditures and report them to monthly BOD meetings through the Chairperson. The items you must give to the Chairperson to report to the BOD and TSRSCNA are: *the *Tri-State Regional Financial Report for the Spiritual Retreat, a *Tri-State Regional Financial Checkbook at a Glance, *Check Register and the Spiritual Retreat bank statement.*
6. Deliver in person, a full financial report of the Retreat to the BOD upon completion of the Retreat.
7. Disburse and collect funds as necessary in accordance with the Committee's decision. All reimbursements must have the receipts attached to the **Payment Voucher* form before a check can be issued, unless it is an advance for a specific purchase and then the monies and receipts should be reconciled as above upon completion of the purchase.
8. Deposit all collected funds within 48 hours of receipt of said funds
9. Must not be a signatory on the Retreat Committee checking account.
10. Attend all Retreat events and oversee the count of funds at the end of the event.
11. There are to be NO cash transactions. Every transaction must come through the Spiritual Retreat checkbook.
12. An **Activity Expense/Income report* should be prepared at the conclusion of each event and presented along with the other financial reports to the Retreat Committee, BOD and TSRSCNA.
13. Final financial reports should be emailed to the BOD Treasurer.
14. **A sample copy of each of these documents is attached in an addendum at the back of this document. These are basic excel documents and a copy of these documents with the formula's included can be obtain on a CD at the Tri-State Regional Office. or these documents can be emailed to you with the formulas in it.*

E. CAMP LIAISON/ADDITIONAL NEEDS CHAIR: this subcommittee is responsible for communication between Camp (ranger) and the Retreat Committee, and oversees the needs of campers (including any special needs), security and parking.

Camp Liaison/Additional Needs Chair's Requirements: Two Years Clean, previous regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service. A Public Information (PI) Workshop is required.

Camp Liaison/Additional Needs Chair's Duties:

1. Maintain an accurate and current record of all camp liaison related expenses
2. Obtain general information on possible Retreat locations (if needed), to be reported to the Committee
3. Upon approval by the Committee, contact selected locations to obtain detailed information
4. Report detailed information to the Committee for location selection (final selection pending BOD approval)
5. Address all inquiries related to camp rules, services, accommodations, etc. This Trusted Servant is the only member of the Committee to have ongoing conversation with the camp prior to the Retreat, keep other Executive Committee members informed of those communications in a timely manner, and report them to the Retreat Committee in his/her monthly report.
6. *Secure from a BOD-approved vendor, walkie-talkies for use by the Committee, of a number to be decided by the Retreat Committee.
7. Arrange with a BOD-approved vendor for cash register rental for Merchandise and Tickets & Registration Subcommittees. Provide vendor with programming information obtained from the Subcommittee Chairs.
8. During Retreat Weekend is responsible for the following:
 - a. does a pre-retreat walk-through at the campground,
 - b. posts signs leading to the Retreat
 - c. oversees the needs of campers and cabins and helps with their logistical needs
 - d. oversees parking areas to maximize space
 - e. remains available for any security and safety concerns
 - f. hangs banners in the dining hall from the current year and all the previous years and ensures that they get back to the Regional Office
 - g. makes sure camp is as it was when we arrived when we leave (with the help of all committees)
9. Assists with the challenges that some of our fellowship may encounter at the Retreat due to any additional need.
10. Maintain archives (minutes and camp related material) to be handed from Chairperson to Chairperson

ARTICLE VII: SUBCOMMITTEE CHAIRPERSONS

Subcommittees meet at regularly scheduled times (at least once each month) at the Tri-State Regional Service Office. Subcommittee meetings are required to be reserved on the regional calendar at the regional service office by the Subcommittee Chair. To aid and facilitate the business of these subcommittees, we have adopted Robert's Rules of Order, to be used at the Subcommittee Chair's discretion, except where they conflict with these guidelines or the policies of the TSRSCNA or the Twelve Traditions and Twelve Concepts for NA Service. The Chairs of all subcommittees have voting privileges within their respective subcommittees. The overviews, the Chair's requirements, and the Chair's responsibilities for each subcommittee are as follows:

- A. **ACTIVITIES:** This subcommittee is responsible for all activities leading up to the Retreat as well as at the Retreat itself. No more than four activity dates per year shall be scheduled. The purpose for such events is to spark interest, encourage fellowship participation, and generate support for the Retreat, in a fiscally prudent manner.

Activities Chairperson's Requirements: Three Years Clean, past retreat experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Activities Chairperson's Duties:

1. Attend all regular Retreat Committee meetings and events.
2. Develop a committee by recruiting and involving committee members.
3. Facilitate monthly committee meetings.
4. Develop an action plan including a financial impact.
5. Maintain an accurate and current financial record of all activities and other related expenses.
6. Conducts all activities in accordance with BOD policies.
7. Plan and arrange dates, times, and locations throughout the Tri State Region for activities and take into consideration other events in the Tri-State Region. Adhere to the Regional policy requiring a request for permission to use a facility commonly used by an area/group at least sixty (60) days prior to the activity.
8. Maintain archives (minutes, Activity-related information, food and beverage purchased and related materials) to be handed from Chairperson to Chairperson.
9. Maintain an accurate and current record of all food and beverage related expenses.
10. In an attempt to generate funds, sell refreshments at all Committee Activities and the Retreat, whenever possible.
 - a. Purchase and provide supplies (food & beverage, activity-related, etc.) for scheduled activities.
 - b. Maintain a list of food & beverage, supplies and equipment inventories.
11. Turn over all collected funds to the Committee Treasurer.
12. During the Retreat, coordinate and/or work closely with Camp Staff in the preparation and/or service of all meals.
13. Work closely with the Programming Subcommittee in planning all activities throughout the Retreat year.

14. In planning all activities, invite and encourage all areas within the Tri-State Region to participate (i.e. distribution of flyers to RSC)
15. Present a final report at the June Retreat Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.
16. Securing facilities is contractual; you must get the BOD's approval, whether it is by a signature or Board permission. This is to protect the member from any financial harm.
17. Any activity, new or unused for two previous years, must be presented to TSRSCNA for approval.

B. **MERCHANDISE:** This committee designs and recommends merchandise for approval by the Retreat Committee and then the BOD; this committee sells the approved merchandise throughout the year. This Subcommittee also encompasses Arts and Graphics (per previous motion at the RSC level). Responsible for assisting all subcommittees in producing all required graphic material; responsibility for maintaining consistency and professionalism in all graphic materials. Members of this subcommittee should be business-minded and have an understanding of the 12 Traditions regarding the sales of NA related items.

Merchandise Chairperson's Requirements: Three Years Clean, previous regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

MERCHANDISE CHAIRPERSON'S DUTIES

1. Develop a committee by recruiting and involving committee members.
2. Facilitate monthly committee meetings.
3. Maintain an accurate and current record of all merchandise, graphics, and artwork related expenses.
4. Before purchasing any merchandise the committee should obtain at least two bids for merchandise, cups, etc. and must be approved by the Retreat Committee and the BOD. The amount of merchandise and the pricing of the merchandise shall be the responsibility of the Board, with the committee's recommendation.
5. Turn over all collected funds to the Committee Treasurer
6. In an attempt to generate funds, attend all Committee Activities and pursue permission to attend other fellowship events.
7. All merchandise shall be the responsibility of the Merchandise Subcommittee Chairperson at all times.
8. *A Merchandise Spreadsheet must be maintain and kept up to date including the information of sales throughout the year and during the Retreat Weekend, to be presented to the Retreat Chairperson and Treasurer to be included in his/her final report.
9. During the Retreat, maintain a Merchandise table
10. Present to Committee three designs for the logo, to be approved by the BOD
11. Logo must be approved by the TSRSCNA.
12. Create photocopies of any material requested by the Committee.
13. Create all signs and banners, whenever possible, related to the Retreat and its Activities, as requested by the committee.

14. Maintain archives (minutes, merchandise related proposals and purchases/sales records, signs, banners, and artwork) to be handed from Chairperson to Chairperson
15. *A sample copy of each of these documents are attached in an addendum at the back of this document. These are basic excel documents and a copy of these documents with the formula's included can be obtain on a CD at the Tri-State Regional Office or these documents can be emailed to you with the formulas in it.

C. PROGRAMMING: This subcommittee selects speakers and chairpersons for all Retreat events held throughout the year. This subcommittee plans all of the workshops and meetings at the Retreat and prepares the content of the written program to be distributed at the Retreat.

PROGRAMMING CHAIRPERSON'S REQUIREMENTS Three Years Clean, previous retreat experience; previous regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

PROGRAMMING CHAIRPERSON'S DUTIES:

1. Attend all regular Retreat Committee meetings and events.
2. Develop an action plan including a financial impact.
3. Develop a committee by recruiting and involving committee members.
4. Facilitate monthly committee meetings.
5. Provide a written report of committee activities, financial activities, and other pertinent information.
6. Contact the Regional Hospitals & Institutions and Public Information Subcommittees to find out if they want to conduct workshop(s) during the Retreat, and schedule such workshops if they are requested.
7. Prepare and distribute, as per TSRSCNA policy, to the Tri-State Regional meetings, volunteer speaker/chairperson sign up sheets; Collect sign-up sheets from RCM's through the Chairperson or via mail.
8. Use the sign up sheets as the main source for selecting chairpersons/speakers. Clean time requirement for Activities and main speaker meetings is three years clean, for workshop speakers, two years clean, and for chairpersons, one year clean.
9. Select chairpersons, speakers, and topics for all Retreat Activities and meetings.
10. Obtain the approval of the Retreat Committee for all Activity and Retreat meeting topics.
11. At the Retreat, at least three (3) meetings are to be recorded,-- the Friday Main Speaker Saturday Main Speaker, and Sunday Morning Main Speaker. Other meetings may be recorded as possible and practical. Recordings will be turned over to the BOD for handling as they deem appropriate.
12. Prepare written schedule including meeting times and locations, meal times, and all other activities, to be approved by the Programming Subcommittee and the Retreat Committee.
13. No member of the Programming Committee shall be the chairperson or speaker at any Activity or Retreat meeting.
14. Use the Serenity Prayer as the closing prayer at the Retreat and all Retreat related functions.
15. Maintain archives (minutes and selected chairpersons/speakers sheets) to be handed from Chairperson to Chairperson.

16. Recommend for the Retreat Committee's approval, the NA Fellowship-approved literature to be given away to newcomers at Activities and the Retreat Weekend. Purchase that literature from the TSRSO, charging it to the Spiritual Retreat's account.
17. Responsible for ensuring that the PA System is delivered to the Retreat site.
18. Present a final report at the June Retreat Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

D. **TICKETS & REGISTRATION:** This subcommittee is responsible for making available pre-registrations by attending Retreat events and other NA events throughout the year. In addition, this subcommittee tracks pre-registrations and also assembles registration packages prior to Retreat weekend. During Retreat weekend the committee distributes registration packages and event/meal tickets. To facilitate this process, assistance from Executive Committee members and/or BOD members is strongly suggested.

CHAIRPERSON'S DUTIES Three Years Clean; previous regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

1. Develop a committee by recruiting and involving committee members.
2. Facilitate monthly committee meetings.
3. Recommend registration packages and prices to the Retreat Committee (for Committee and BOD approval).
4. Draft a brochure for the Retreat Committee's approval, and print and distribute that approved brochure to the fellowship.
5. Work with TSRSCNA Web Chair to place the logo and registration information on the TSRSCNA website.
6. Maintain a mailing list and send flyers to encourage pre-registrations.
7. Maintain an accurate and current receipt book related to all Retreat pre-registrations, with a backup record. Provide confirmation to all people who pre-register.
8. Must maintain a *Tickets & Registration Income Sheet and keep it up to date.
9. Turn over all collected funds to the Committee Treasurer.
10. Hold a key to the Retreat's Post Office Box. Check for mail at least twice a month, including once no more than three days before the monthly Retreat Committee meeting. If unable to check the box, communicate with the holder of the second key to ask them to check it. Distribute and report all mail to the Retreat Committee in his/her monthly report.
11. Designs and prints tickets for all Retreat activities if needed, working with the Activities Chair.
12. In the attempt to generate registrations, attend all Committee Activities, and pursue permission to attend other fellowship events.
13. During the Retreat, maintain a Registration Table.
14. Provide the Camp Liaison/Additional Needs chair with information for programming a cash register to record sales at the Retreat. One key should be created for every package available so that all sales can be accurately accounted for.
15. Cash donations may be accepted from NA members. Donations will be reported separately under the budget of the Tickets & Registration Subcommittee.

16. Maintain archives (minutes and registration records) to be handed from Chairperson to Chairperson.
17. A sample copy of each of these documents is attached in an addendum at the back of this document. These are basic excel documents and a copy of these documents with the formula's included can be obtain on a CD at the Tri-State Regional Office or these documents can be emailed to you with the formulas in it.
18. Present a final report at the June Retreat Committee meeting that will consist of the subcommittee's detailed yearly progress and the final Tickets & Registration Income Sheet, along with recommendations for the next year's committee.

ARTICLE VIII: MISCELLANEOUS POLICIES

A. FINANCIAL

1. A prudent reserve of \$2,000.00 shall be maintained in the Retreat's checking account to be used as start up funds for the following Retreat. All other funds will be returned to the BOD unless a larger prudent reserve is determined to be appropriate.
2. Any Committee member handling funds at the Retreat or any Activity shall have at least two years clean.
3. Financial counts at the Retreat and all Activities will be conducted in the presence of at least three of the following trusted servants: Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, and/or a BOD At-Large member.

B. POLICIES AND GUIDELINES

1. These guidelines and any policy motions may be amended at any BOD meeting and/or TSRSCNA meeting by a 2/3 majority of the quorum and approved by the TSRSCNA.
2. Any guidance or direction not covered herein shall be taken from TSRSCNA policies and guidelines.
3. That any single item over \$500.00 for any TSRSCNA sub-committee require three (3) bids (motion passed Feb.2015)
4. All bids for an event (SR. STL) weekend must be received by the negotiation team 90 days prior to the event NO bids will be accepted after that time (motion passed Feb.2016)

Tri-State Region Outreach Subcommittee Guidelines

Regional Outreach Subcommittee Policy

Approved 2018

I. BASIC PURPOSE

This service committee was formed by, and is directly responsible to, the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA). The purpose of Regional Outreach is to assist isolated groups or troubled areas within the tristate region, providing information through literature or attendance. This sub-committee is also responsible for Sponsorship Behind the Walls which sponsors inmates currently incarcerated through letters. This sub-committee will follow all applicable TSRSCNA and NAWS guidelines and policy.

II. FUNCTION OF THE SUBCOMMITTEE

- A. A resource to assist members, groups, and areas by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Attend Regional I Meetings to report progress and collect information from RCMs related to needs of each Area.
 - a. Maintain a list of Area Service Meeting dates, time, location, and a contact person, for the subcommittee's reference.
- C. Attend Area meetings to evaluate support needs at an Area and Group level.
- D. Attend Group meetings in need of support to evaluate meeting needs.
- E. Follow-up with Areas and Groups to ensure needs were met.
- F. Maintain communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional Outreach Subcommittee.
- G. To be a subcommittee of the Tri-State Regional Service Committee and maintain effective communication and cooperation with that committee.
- H. To follow the Guidelines contained in the WSC Regional Outreach Handbook.
- I. Performs any other activities or functions that benefit the Outreach effort in the Region, including monthly and/or quarterly business meetings, if necessary.
- J. The TSRSC Regional Outreach Subcommittee shall meet as needed to review guideline revisions.
- K. Is directly responsible to TSRSCNA
- L. Shall open and maintain the lines of communication between NA and the public, and between the individual member, the area, regional, and world levels of NA service.
- M. Shall respond to all requests for information and sponsorship by inmates.
- N. Shall assist Regional requests for presentations.

III. FUNDING

This subcommittee shall have a working budget of \$200 between regional meetings and will follow all applicable TSRSCNA and NAWS guidelines and policies.

Budget will be used for materials necessary for Sponsorship Behind the Walls such as stamps, envelopes, postage, paper, pens, IPs, and meeting lists.

Funds, no greater than \$50.00 (50% of monthly budget), will be spent on materials to assist areas and meetings needing support. Purchases will be made following a group conscious at that Area and Meeting and a group conscious decision of the Regional Outreach Subcommittee. Purchases are limited to recovery-related literature and materials (e.g., coffee, cups, food, etc., are not to be purchased with these funds).

IV. SUBCOMMITTEE MEMBERSHIP

Membership on the TSRSC Regional Outreach Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Institutional Liaison, Area Liaison, as well as, any member of the fellowship who wishes to better carry the message.

V. AGENDA

1. Serenity prayer
2. Twelve traditions
3. Twelve concepts
4. Function of the TSRSC Regional Outreach Subcommittee
5. Welcome new members/visitors
6. Roll Call
7. Approval of minutes
8. Chairperson report
9. Old business
10. New business
11. Announcements
12. Serenity prayer

VI. VOTING

Voting members of the TSRSC Regional Outreach Subcommittee shall be the Vice-chairperson, secretary, treasurer, institutional liaison, and Area liaison. All voting members will have equal rights of input and vote on decisions made by this subcommittee. The chairperson only has a vote in the case of a tie.

All officers are elected for a term of one (1) year and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position. Nominations shall take place in April elections shall take place in May for all positions.

Any other committee member wishing to vote must have attended two (2) of the previous three (3) subcommittee meetings

VII. QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

No trusted servant will be eligible to serve more than two (2) terms consecutively in the same position.

Relapse constitutes automatic resignation of a trusted servant.

Any Regional Outreach trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the chairperson who can only be removed by TSRSCNA.

All trusted servants of TSRSCNA RO must have an NA sponsor and an NA homegroup.

All trusted servants must attend the monthly Regional Outreach meetings. Two consecutive unexcused absences constitute resignation of RO commitment. Whether an absence is excused or not will be decided at a group conscience of the subcommittee.

A. Chairperson

1. Is elected by the group conscience of the home group, nominated by Area, and elected by the TSRSC for a one year term.
2. Will be elected in June of each year by TSRSCNA and is accountable and subject to guidelines.
3. Requires three (3) years uninterrupted clean time.
4. Recommend a minimum of one (1) year activity at the Regional level.
5. Must express a willingness to serve.
6. Mediate all meetings of the subcommittee with a general understanding of parliamentary procedure.
7. Prepares a report for each TSRSC meeting and makes all motions on behalf of the subcommittee.
8. Attend all TSRSCNA business meetings and the first P&A meeting after election.
9. Coordinates and is responsible for all work done by the TSRSC RO Subcommittee and generate enthusiasm for involvement.
10. If necessary may be removed by the TSRSC as outlines in its guidelines.
11. A working knowledge of the 12, 12 and 12 of NA.
12. A working knowledge of TSRSCNA Guidelines and Policy
13. A working knowledge of NAWS and TSRSCNA Regional Outreach Guidelines
14. The ability to organize and serve this subcommittee.
15. The willingness to give the time and resources necessary to conduct the business of this subcommittee.
16. Must have an NA sponsor and NA homegroup.
17. Prepare monthly agenda.
18. Rigorously maintain subcommittee archives that are to be given to the next Chairperson.
19. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
20. Make a bi-monthly report of all expenses to TSRSCNA and this subcommittee, to be validated with receipt

B. Vice Chairperson

1. Is elected by the Regional Outreach subcommittee by a majority vote for a term of one(1) year.
2. Requires at least three (3) years uninterrupted clean time
3. Recommend at least one (1) year experience in Region.
4. Prepares a report of each TSRSC RO subcommittee meeting and makes all motions of and is the voice of the H&I subcommittee in the absence of the Chairperson.
5. Works with the Chairperson to ensure the smooth operation of the subcommittee.
6. Attend all Subcommittee meetings and be available for Regional Meetings.
7. Chairs all Ad-Hoc Committee meetings.
8. Be available to perform quarterly audits of literature and records.
9. Willingness to give the time and resources necessary to serve.
10. A working knowledge of the 12, 12 and 12 of NA.
11. A working knowledge of NAWS and TSRSCNA PI/Helpline Guidelines
12. Must have an NA sponsor and an NA homegroup.
13. Take an active part in the direction of this subcommittee, working closely with the Chairperson and assisting with organizational duties.
14. In the absence of the Chairperson, will chair the subcommittee business meeting.
15. In the event of the inability of the Chairperson to perform, or upon resignation of the Chairperson, the Vice Chairperson will receive an automatic nomination for the chairperson in accordance with TSRSCNA guidelines.
16. Suggested attendance at the TSRSCNA business meeting

C. Secretary

1. Is elected by the TSRSC Regional Outreach subcommittee

2. Requires at least two (2) years uninterrupted clean time.
3. Recommended six (6) months experience in Regional Outreach work.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all Regional Outreach subcommittee meetings and learning sessions.
6. Keep a current list of subcommittee members.
7. Responsible for distributing minutes monthly to all area subcommittee representatives.
8. Maintain a file of all correspondences and minutes at the Tristate Regional Office. The next business meeting must turn in all receipts.
9. Work with the Chairperson to ensure the smooth operation of the TSRSC H&I Subcommittee

D. Institutional Liaison

1. Is elected by the TSRSC H&I Subcommittee
2. Requires at least two (2) years uninterrupted clean time.
3. Recommended six (6) months experience in Regional Outreach work.
4. Recommended experience with jails and institutions.
5. Communicate with jails in the Tristate region to coordinate Sponsorship Behind the Walls participation.
6. Send letters, upon review of the committee, to jails regarding Sponsorship Behind the Walls.

E. Area Liaison

1. Is elected by the TSRSC H&I subcommittee.
2. Requires at least two (2) years uninterrupted clean time.
3. Must have some understanding and experience with Regional Outreach as well as all activities.
4. Communicate with Area Chairs to coordinate visits from Regional Outreach to Area meetings needing support.

VIII. Sponsorship Behind the Walls

Sponsorship Behind the Walls is a component of Regional Outreach and its commitment to isolated groups or individuals.

A. Who is eligible to sponsor:

- a. Any addict with a working knowledge of the 12 steps is eligible to sponsor an inmate. It is preferred that the sponsor have 1 (one) year clean
- b. Clean with an NA sponsor and NA home group.
- c. Reviewed and understands the background packet related to Sponsorship Behind the Walls policy
- d. Attendance of monthly Regional Outreach Subcommittee meetings is recommended but not required
- e. Must follow all guidelines and restrictions instituted by the subcommittee.

B. Guidelines for Sponsorship Behind the Walls

- a. All correspondences will occur via mail. No calls or face-to-face meetings between the sponsor-sponsee will occur while the sponsee is incarcerated.
- b. All letters will go through the Regional Office. No personal addresses will be used.
- c. A pen name should be used by the sponsor to assist with anonymity.
- d. The sponsor will not send any money, products, items, books, etc., to the sponsee. If the sponsee requests literature, the sponsor should notify the Regional Outreach Committee to handle the request.
- e. Upon release from jail, all communications on behalf of the sponsor's position in Sponsorship Behind the Walls will stop. Any further communication is at the discretion of the sponsor and is separate from Regional Outreach.

- f. Sponsorship Behind the Walls can only assist incarcerated individuals within the Tristate Region. Any requests from outside of the region will be referred to the appropriate contact, as possible.
- g. All letters received related to sponsorship will be assigned immediately to a sponsor. If a sponsor is not currently available, an introduction letter will be sent to the inmate based on the template below. Upon receipt of their follow-up letter, the sponsee will be assigned to a sponsor. If a sponsor is not available within three weeks of the receipt of the reply letter, a second follow-up letter containing step work questions will be sent to ensure a timely reply to the sponsee. Every effort should be made to identify a sponsor right away.
- h. It is a group conscious decision that men sponsor men and women sponsor women. If a request is made for sponsorship outside of these guidelines, it will be a group conscious decision and that the sponsor have 5 years clean, has worked a 4th Step and have talked with his/her sponsor.
- i. A central database will include a list of all sponsees, their institution, their sponsor, and other information as necessary. It will be updated upon receipt of each new letter.
- j. All outreach will be done at the level of the institution and no inmates will be contacted directly without reaching out to the subcommittee first.

C. Contact information

- a. A link to contact SBTW is available on the tristate regional office website (outreach@tsrcna.org)

Tri-State Region H&I Subcommittee Guidelines

Tri-State Regional H&I Guidelines

I. BASIC PURPOSE

The purpose of the TSRSCNA Hospital & Institutions sub-committee is to help coordinate Area H&I activities, provide a place where Area H&J committees can meet to share their experience, strength, and hope, and to sponsor workshops and learning days. This sub-committee will follow all applicable TSRSCNA and NAWS guidelines and policy.

If the TSRSCNA H&J sub-committee needs literature, it will procure literature from TSRSO, Inc. via a voucher system. The literature voucher for this sub-committee is not to exceed \$200.00 between regular meetings of the TSRSCNA.

II . FUNCTION OF THE SUBCOMMITTEE

A. Is a resource to assist members, groups and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.

B. Provide a forum or pooling places for Area H&I Subcommittees to share their experience, strength and hope.

C. Maintains an updated listing of all appropriate facilities within the Region and records which ones are served by which area subcommittee and the type of services that are being performed.

D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee, also known as regional panels.

E. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.

F. Maintains communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional H&I Subcommittee.

G. To be a subcommittee of the Tri-State Regional Service Committee and maintain effective communication and cooperation with that committee.

H. To follow the Guidelines contained in the WSC H&I Handbook and/or the TSRSC H&I Subcommittee.

I. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or quarterly business meetings.

J. The TSRSC H&J Subcommittee shall meet as needed to review guideline revisions.

III. SUBCOMMITTEE MEMBERSHIP

Membership on the TSRSC **H&I** Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-Coordinator, Activities Coordinators and Chairpersons of the recognized area **H&I** Subcommittees or

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their designated representative; as well as, any member of the fellowship who wishes to better carry the message to Hospitals and Institutions.

IV. AGENDA

1. Serenity Prayer
2. Twelve Traditions
3. Twelve Concepts
4. Function of the TSRSC H&I Subcommittee
5. Welcome New Members/Visitors
6. Roll Call
7. Approval of minutes
8. Chairperson report/Vice Chairperson
9. Literature Disbursement Report
10. Regional Panel Coordinators Report
11. Activities Coordinators Report
12. Area Report
13. Old Business
14. New Business
15. Announcements
16. Serenity Prayer

V. VOTING

Voting members of the TSRSC H&I Subcommittee shall be the TSRSC H&I Vice-Chairperson, Secretary, Regional Panel Coordinators, Regional Panel Co-Coordinator, Activities Coordinators, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-coordinator, Regional Panel Chairpersons and Area H&I Subcommittee Chairpersons or their designated representative. Voting members lose their vote upon the absence of two (2) consecutive meetings.

Voting privileges will be reinstated at attendance of two (2) consecutive TSRSC H&I subcommittee meetings. Each has one (1) vote. The TSRSC H&I Chairperson only has a vote in the case of a tie. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position. Nominations shall take place in April elections shall take place in May for all positions.

VI. QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

A. Chairperson

1. Is elected by the group conscience of the TSRSC H&I Subcommittee and approved by the TSRSC as per their guidelines
2. Requires three (3) year uninterrupted clean time.
3. Must have a minimum of one (1) year activity at the Regional level of Hospitals and Institutions work.
4. Must express a willingness to serve.
5. Mediates all meetings of the Subcommittee with a general understanding of parliamentary procedure.

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6. Prepares a report for each TSRSC meeting and makes all motions on behalf of and is the voice of the TSRSC H&I Subcommittee.

7. Coordinates and is responsible for all work done by the TSRSC H&I Subcommittee.

8. Is available to answer questions for the Area H&I Subcommittees.

9. Prepares a budget with the Subcommittee to be submitted for the approval of the TSRSC for the upcoming year.

10. If necessary may be removed by the TSRSC as outlined in its guidelines.

11. Assist in coordination of new panels

12. Be available to perform quarterly audits of literature and records.

B. Vice Chairperson

1. Is elected by the H&J Subcommittee.

2. Requires at least three (3) years uninterrupted clean time.

3. Must have at least one (1) year experience of Regional H&I work.

4. Prepares a report of each TSRSC H&I Subcommittee meeting and makes all motions on behalf of and is the voice of the H&I Subcommittee in the absence of the TSRSC H&I Chairperson and must attend all meetings of the Subcommittee as well as the TSRSC.

5. Works with the Chairperson to ensure the smooth operation of the TSRSC H&I Subcommittee.

6. Chairs all Ad-Hoc Committee meetings.

7. Coordinates correspondence with inmates, along with the Literature Disbursement to Coordinator/Co- Coordinator.

8. Be available to perform quarterly audits of literature and records.

C. Secretary

1. Is elected by the TSRSC H&I Subcommittee.

2. Requires at least three (3) years uninterrupted clean time.

3. Must have at least six (6) months experience in Regional H&I work.

4. Must have a certain amount of clerical skills.

5. Must keep an accurate set of minutes of all H&J Subcommittee meetings and learning sessions. (Topic discussed)

6. Responsible for distributing minutes monthly to all area H&I Subcommittee representatives.

- H&I Play

VII. ADDITIONAL GUIDELINES

1. All area **H&I** Chairpersons are required to give a monthly report on the suggested report form as presented in the WSC H&I Handbook or the TSRSC H&I Subcommittee approved report form. It is suggested all members maintain a current WSC H&I Handbook.
2. Attendance for all TSRSC H&I Subcommittee members is required at all TSRSC H&I Subcommittee monthly meetings. Two (2) consecutive absences may be reason for replacement. The conscience of the TSRSC H&I Subcommittee will be adhered to.
3. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

VIII. GENERAL INFORMATION

1. Any member of the TSRSC H&I Subcommittee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, unless under direct supervision of a regularly delegated Panel Leader or substitute specifically appointed by the Panel Chairperson of the TSRSC H&I Subcommittee. They must also be acceptable to the authorities of the institution being serviced.
3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
 - The inmate or patient on the inside
 - The working ability and the privilege of their subcommittee to carry the message inside the institutions, courts, or hospitals; nor employment, parole, probation, or medical problems.
4. Length of time clean required by each institution is to be rigidly held by all panel Chairpersons, Panel Leaders and Panel Members (Speakers).
5. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All speakers and panel members must strictly comply with this regulation.
6. Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.
7. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this subcommittee without the expressed clearance by the authorities of said institutions.
8. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
9. N.A. case histories, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Subcommittee.
10. That the Region help other area with literature for H&I meetings, if asked upon TSRSCNA approval.

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7. Maintain a file of all correspondence and minutes at the Tri-State Regional Office. The next business meeting must turn in all receipts.

8. Work with the Chairperson to ensure smooth operation of the TSRSC H&I Subcommittee.

D. Regional Literature Disbursement Coordinator and Co-Coordinator

I. Is elected by the TSRSC H&I Subcommittee

2. Requires at least one (1) year uninterrupted clean time.

3. Must have at least six (6) months experience in Regional H&I work.

4. It is the responsibility of the Regional Literature Disbursement Coordinator and Co-Coordinator to distribute N.A. Conference-approved literature and any other items the TSRSC H&I Subcommittee uses in carrying the message, such as copies of Reaching Out to TSRSC Regional H&I panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular TSRSC H&I Subcommittee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the chair and vice chair to ensure that the literature outlays are reasonable and accounted for.

5. Disbursement of literature should be made directly to the Regional Panel Chairpersons, or to their designated representative in the case of their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the TSRSC H&I Subcommittee.

6. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.

Regional Activities Coordinator

1. Is elected by the TSRSC H&I Subcommittee.

2. Requires at least two (2) years of uninterrupted clean time.

3. Must have some understanding and experience with H&I as well as all activities.

4. Must attend all TSRSC H&I Subcommittee meetings and is responsible to maintain a regular and on-going link of communication between TSRSC H&I Subcommittee and TSRSC Activities Subcommittee.

5. Coordinates TSRSC H&I participation with Area/Regional Learning Days, Marathons, etc.

6. Insures that the Regional H&I Learning Day is scheduled, coordinated and held in the fall of each year. Responsibilities associated with this major task may, upon TSRSCNA approval, include, but are not limited to the following:

- Regional H&I Learning Day Banner
- Flyer design and printing

- T-shirt design and printing
- Workshop assignments
- Program for Learning Day
- Speaker presentation and record

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11. All speakers and panel members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.

12. The suggested attire for N.A. subcommittee's panel participation is neat and modest in compliance with institutional rules.

13. Any TSRSC H&I Subcommittee not conforming to the foregoing requirements or to any other which might be hereinafter added or who refuses to abide by the rules and regulations of the institution being served shall, upon Subcommittee consideration and with two-third voting members present, be relieved of any institutional subcommittee assignments previously granted.

14. ALL RULES AND REGULATIONS OF ALL FACILITIES ENTERED BY N.A. ARE TO BE ADHERED TO.

\ IX. ANNUAL H&I FALL LEARNING DAY

J. The Regional H&I Subcommittee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked that area shall be removed from the pool until all areas have had an opportunity to host the event.

2. The venue itself shall be secured by the Regional Activities Subcommittee.

3. Contracts shall be negotiated by Activities and signed by the Regional Service Office (The contract should be negotiated to consider the needs of the H&I program)

4. Flyers:

- a. Themes, artwork and logos shall be selected by the Regional H&I subcommittee.
- b. Flyers shall be paid for, printed and distributed by the Regional Activities Committee.
- c. This event will be held in the fall of each year.

5. For Regional H&J to put on a fall picnic. Look at speakers from out of town for H&I to be funded at \$500.00

Tri-State Region Public Relations Subcommittee Guidelines

TRI STATE REGION
OF
NARCOTICS ANONYMOUS

PUBLIC RELATIONS SUBCOMMITTEE
GUIDELINES

Updated, July 2016

I. NAME:

Tri-State Regional Service Committee of Narcotics Anonymous
Public Relations Subcommittee (TSRSCNA PR).

II. PURPOSE

This service committee was formed by and is directly responsible to the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA). The purpose of the Public Relations (PR) Subcommittee is to inform the public the Narcotics Anonymous (NA) exists and that it offers recovery from addiction, while also educating the fellowship about public relations work. This Public Relations Subcommittee offers information about how and where to find NA. In addition, this PR Subcommittee will also provide a helpline for addicts seeking meeting locations, and/or dialogue with recovering addicts, and also will direct requests and/or questions about our fellowship to the appropriate subcommittees. All TSRSCNA PR activities will be carried out in accordance with TSRSCNA Guidelines, The Twelve Traditions, The Twelve Concepts and the Narcotics Anonymous World Service (NAWS) handbooks.

III. FUNCTIONS AND RESPONSIBILITIES:

This PR Subcommittee:

1. Is directly responsible to TSRSCNA
2. Shall open and maintain the lines of communication between NA and the public, and between the individual member, and area, regional and world levels of NA service.
3. Shall respond to all requests for information and see that such requests are handled at the appropriate level(s) of **NA** service.
4. Shall coordinate four (4) workshops annually.
5. Shall, at the direction of a majority vote of the PR Subcommittee members, agree to be responsible for, or assist with, any project not listed which falls within the boundaries of the Regional PR Subcommittee.
6. Shall assist Area PR Subcommittees in requests for presentations.

IV. BUSINESS MEETINGS:

The TSRSCNA PR Subcommittee will meet regularly each month. The meeting time will be well publicized within the NA fellowship, encouraging all members to attend.

V. FUNDING:

This PR Subcommittee will maintain a separate monthly budget, funded by, and in accordance with TSRSCNA Guidelines.

VI. AMENDING GUIDELINES:

These Guidelines may be amended by the TSRSCNA PR Subcommittee by a 2/3 majority, subject to approval by TSRSCNA.

VI MEMBERSHIP:

Members of this PR Subcommittee will be defined according to one or more of the following: Chairperson, Vice-Chairperson, Secretary, Helpline Vice-Chairperson, Area PI Chairpersons, PI Presenters, and any other concerned member of Narcotics Anonymous as a whole. Any member of NA has the right to address this subcommittee with PR related business.

VI VOTING MEMBERSHIP:

Voting membership of this PR Subcommittee shall consist of:

1. The trusted servants of this subcommittee (listed in section IX.). All voting members will have equal rights of input and vote on decisions made by this subcommittee with the exception of the Chairperson, who carries a vote in the case of a tie vote.
2. Area PR Chairpersons.
3. Any other PR committee member wishing to vote must have attended two (2) of the previous three (3) TSRSCNA PR Subcommittee meetings.

K TRUSTED SERVANTS QUALIFICATIONS/ELECTIONS/REMOVAL:

1. The Chairperson will be elected in June of each year by TSESCNA, and is accountable and subject to TSRSCNA Guidelines.
2. Vice-Chairperson, Secretary, Helpline Vice-Chairman, will be elected in August of each year by the PR Subcommittee.
3. Regardless of when trusted servants are elected, all positions are open for nominations in August of each year, except the Chairperson who is nominated in June.
4. No trusted servant will be eligible to serve more than two (2) terms consecutively in the same position.
5. Relapse constitutes automatic resignation of a trusted servant.
6. Any TSRSCNA PR trusted servant may be removed from service by a 2/3 majority vote of the subcommittee, except the Chairperson who can only be removed by TSRSCNA.
7. All trusted servants of TSRSCNA PR must have attended one (1) PR Workshop, must have a NA sponsor and a NA home group.
8. All trusted servants must attend the Monthly TSRSCNA PR meetings. Two (2) consecutive, unexcused absences constitutes resignation of PR commitment. Whether an absence is excused or not will be decided at a group conscience of the subcommittee.
9. All TSRSCNA PR members must keep in mind that they are seen as a representative of Narcotics Anonymous and conduct themselves accordingly.

X CHAIRPERSON:

Elected in accordance with, and will be held accountable to, TSRSCNA Guidelines, at TSRSCNA, for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of three (3) years continuous abstinence.
2. Previous relevant area or regional service experience.
3. A working knowledge of the 12, 12 and 12 of NA.
4. A working knowledge of TSRSCNA Guidelines and policy.
5. A working knowledge of NAWS and TSRSCNA PR Helpline Guidelines.
6. The ability to organize and serve this PR Subcommittee.
7. The willingness to give the time and resources necessary to conduct the business of this subcommittee.
8. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Coordinate all TSRSCNA PR Subcommittee business, and generate enthusiasm for PR / Helpline involvement.
2. Prepare monthly subcommittee agenda.
3. Provide written reports to TSRSCNA on the status of regional PR business.
4. Rigorously maintain PR Subcommittee archives that are to be given to the next TSRSCNA PR Chairperson.
5. Establish and maintain contact between this subcommittee and other PR subcommittee- tee at the area, regional and world levels of NA service.
6. Attend all TSRSCNA business meetings, and the first P&A meeting after election.
7. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
8. Make a bi-monthly report of all PR expenses to TSRSCNA and this subcommittee to be validated with receipts.
9. Hold a key to the Tri-State Regional Service Office (TSRSO).
10. Coordinate and maintain a list of PR Presenters and designate the presenter responsible to submit a report.

XI VICE-CHAIRPERSON:

Elected by a majority vote of this subcommittee for a term of one year.

A. QUALIFICATIONS:

1. Suggested minimum of two (2) years continuous abstinence.
2. Willingness to give the time and resources necessary to serve.
3. A working knowledge of the 12, 12 and 12 of NA.
4. A working knowledge of NAWS and TSRSCNA PR / Helpline Guidelines.
5. One (1) year previous PR experience.
6. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Take an active part in the direction of this subcommittee, working closely with the Chairperson and assisting with organizational duties.
2. In absence of the Chairperson will chair the subcommittee business meeting.
3. In the event of the inability of the Chairperson to perform, or upon resignation of the Chairperson, the Vice-Chairperson will receive an automatic nomination for the TSRSCNA PR Chairperson, in accordance with TSRSCNA Guidelines.
4. Refer all requests needing immediate attention. from public agencies and/or professionals, to the appropriate Area PR Chairperson within twenty-four (24) hours.
5. Maintain a literature stockpile and mailing supplies, and submit receipts for said supplies.
6. Assume the duties of any open position on this subcommittee.
7. Work closely with this subcommittee to uphold the integrity of NA in all correspondence with the general public.
8. Suggested attendance at TSRSCNA business meetings.

XI SECRETARY

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum one (1) year continuous abstinence.
2. Willingness and desire to serve.
3. Should have basic secretarial and organizational skills.
4. A working knowledge of the 12, 12 and 12 of NA.
5. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Keep a complete record of every regular and special meeting.
2. Maintain minutes and submit a typewritten copy to the Chairperson no later than one (1) week following each monthly subcommittee meeting.
3. Keep accurate archives of all PR business that occurs during their term and make them available to any NA member upon request.
4. Keep a continuing roster of attendance at each monthly subcommittee meeting.
5. Assist in developing and maintaining all volunteer data basis for use in PR efforts.
6. Assist with any typing needed for correspondence used in PR efforts.
7. Keep a record of all subcommittee members' names, addresses, phone numbers and e-mail addresses.
8. Maintain all necessary stationary supplies, needed for secretarial duties and submit receipts for said supplies.
9. Keep in close contact with the TSRSCNA PR Chairperson.

XI. HELPLINE VICE CHAIRPERSON:

Elected by a majority vote of this subcommittee for a term of one (1) year.

A. QUALIFICATIONS:

1. Suggested minimum of two (2) years continuous abstinence.
- 2.
3. Willingness and desire to serve.
4. Willingness to give the time and resources necessary.
5. A working knowledge of the 12, 12 and 12 of NA.
6. Must have attended one (1) PR workshop and one (1) Helpline workshop.
7. One (1) year previous Helpline experience.
8. Must have a NA sponsor and a NA homegroup.

B. DUTIES:

1. Coordinate the efforts of the Helpline volunteers.
2. Act as a liaison between the Helpline volunteers and the subcommittee, and report on the status of all volunteers monthly.
3. Keep in close contact and work with the TSRSCNA PR Chairperson, Vice-Chairperson, and Secretary.
4. Maintain communications with the Helpline answering service and address any concerns.
5. Answer all requests for information from the public, forwarded by the answering service, on a weekly basis.
6. Make a monthly written report to this subcommittee.
7. Make available to the secretary all accumulated data pertaining to all current Helpline volunteers for data base purposes.
8. Make an effort for a suggested replacement for regional Helpline Vice-Chairperson near the end of his/her commitment.

XV. HELPLINE VOLUNTEERS:

Selected from current helpline workshop sign-in sheets.

A. QUALIFICATIONS:

1. Suggested minimum one (1) year continuous abstinence.
2. Willingness and desire to serve.
3. Attend one (1) helpline workshop every two years.
4. Willingness to give the time and resources necessary.
5. A working knowledge of the 12, 12 and 12 of NA.
6. Must have a NA sponsor and homegroup.

B. DUTIES:

1. Adhere to all NAWS handbooks.
2. Keep in mind that they are seen as a representative of NA and conduct themselves accordingly.
3. Report all contact to the Helpline Vice-Chairperson.

XV. REGIONAL PR PRESENTORS:

Selected and approved by the PR Chairperson and Vice-Chairperson.

A. QUALIFICATIONS:

1. Suggested minimum one (1) year continuous abstinence.
2. Six (6) months previous PR experience.
3. Willingness and desire to serve.
4. Willingness to give the time and resources necessary.
5. A working knowledge of the 12, 12 and 12 of NA.
6. Must have attended a PR workshop.
7. Must have attended one (1) PR presentation workshop.
8. Must have attended two (2) PR presentations as an observer.
9. Must have a NA sponsor and a homegroup.

B. DUTIES:

1. Supply a schedule of availability for PR presentations.
2. Represent a good image of NA during presentations as stated in the NAWS hand book's e.g. - be on time, dress appropriately, use only NA recovery language, avoid obscenities, etc.
3. Submit a written report detailing the presentation given, any referrals, and all information gathered to the TSRSCNA PR chairperson, no later than fourteen (14) days following said presentation.