

Northern New York Region Of Narcotics Anonymous

Regional Service Committee Bylaws

Updated July 2014

STATEMENT ON SERVICE

Everything that occurs in NA Service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as Individuals, Members, Trusted Servants, Groups, Areas, Regions, or Subcommittees, we must never be in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned painfully that strife cripples our fellowship: it prevents us from providing the services necessary to grow as a fellowship.

AS QUOTED FROM THE SERVICE MANUAL OF NA

“To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services.”

ARTICLE I : DEFINITION, PURPOSE, AND FUNCTION

- A. Definition – The regional Service Committee (RSC) is a committee made up of Regional Committee Members (RCM’s) from all areas within the Northern New York Region of NA.
 - 1. The Northern New York Region shall be composed of the areas located between the Western New York Region and the ABCD Region within New York State
- B. Purpose – This service committee is designed to serve the common needs of its member areas.
 - 1. The RSC Shall be limited to such purposes as will qualify it as an exempt organization under Section (501) (c) (3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax law, including, for such purposes, the making of distributions to organizations which qualify as tax exempt organizations under that code.
 - 2. This RSC shall have and exercise all rights and powers conferred on unincorporated associations generally under the laws of the State of New York; provided, however, that the RSC is not empowered to engage in any activity which is not itself a furtherance of its purposes set forth in Section 1 of this article, nor is it empowered to engage in any activities mentioned in Section 3 of this article.
 - 3. No part of the net earnings, properties, or assets of this RSC shall inure to the benefit of any private person or individual, or any member or officer of this RSC, on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this RSC remaining after payment or provision for all debts and obligations shall be distributed and paid over to the World Service Conference of Narcotics Anonymous.

4. For the purpose of carrying out its objects and purposes, the RSC may acquire, receive and hold in its name, by purchase, gift, grant, or bequest, any real or personal property, and may transfer, sell, mortgage, convey, let or otherwise use use the same, subject to and in accordance with these Bylaws and any Bylaws hereafter accepted, consistent with the purposes for which the RSC is formed.
- C. Function – The Northern New York Regional Service Committee of Narcotics Anonymous (NNYRSCNA) meets bi-monthly, starting in January on the third Sunday to:
1. Unify its member areas.
 2. Carry the NA message through communication and coordination
 3. To provide a link between member areas and the world-wide fellowship of NA
 4. To provide service and support to member areas.
 5. To accomplish those tasks which areas find difficult to do alone.

ARTICLE II : MEETINGS

- A. The regular meetings of the NNYRSCNA shall be held on the third (3rd) Sunday of the following months: January, March, May, July, September, and November, unless otherwise decided by the RSC or the Policy and Procedure Subcommittee. Meetings shall be called to order at 12:30PM or as soon after that as a quorum is achieved.
- B. The regular meeting on the third (3rd) Sunday of May shall be known as the Annual Meeting. In addition to regular business:
 1. The final reports of Officers and subcommittees will be received
 2. Elections of Officers, Subcommittee Chairpersons, and RCM's to serve on the Policy and Procedure Subcommittee
- C. In the April preceding WSC, a special meeting chaired by the RD and consisting of all RCM's and any other interested NA members will be held for the express purpose of tabulating each Area's collective group conscience on items submitted in the Conference Agenda Report (CAR) for action at the World Service Conference.
- D. Special meetings may be called by the Chairperson of the RSC, and shall be called upon written request of 2/3 of the members of the RSC. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted. At least ten (10) days notice shall be given.

ARTICLE III : VOTING PARTICIPANTS, QUORUMS, AND PROCEDURES

- A. Any area which chooses membership in the NNYRSCNA shall have one vote accorded to its RCM or in the absence of the RCM, to that Area's RCM Alternate, or in the absence of both RCM and RCM Alternate, a duly appointed representative of that area. The RSC Chairperson may only vote in order to break a tie vote.
- B. A quorum shall consist of a simple majority of the active member areas. A quorum must be reached and maintained for the committee to conduct business. If a member area is not represented at two consecutive regularly scheduled RSC meetings, it shall be accorded "inactive" status for the sake of quorum computation at the second meeting. Upon said area's attendance at the RSC, it will be returned to active status.

- C. When a quorum is not present, the RD and RD Alt. Will automatically be voting members until such time RCM(s) arrive to constitute a quorum. Only basic housekeeping business may be conducted in this fashion (e.g. meet basic RSC business)
- D. Motions: the following Trusted Servants may make motions:
 - 1. RCM's of the Member Areas
 - 2. RCM Alt. In the absence of the RCM
 - 3. RD regarding business pertinent to their position
 - 4. RD Alt. regarding business pertinent to their position
 - 5. Subcommittee Chairpersons regarding business pertinent to their committees
- E. Discussion of motions
 - 1. All NA members in attendance at the RSC meeting shall have the right to participate in discussion. Members must be recognized by the Chairperson before speaking, and comments should be directed to the committee as a whole.
 - 2. Motions (as defined by Roberts Rules of Order) brought to the floor shall be limited to three pros and three cons before voting. All motions must be submitted in writing. Motions from areas and from RSC officers pertaining to their duties do not require a second.
 - 3. All motions concerning changed of the Bylaws of the NNYRSCNA will be referred to the "Policy and Procedure Subcommittee" for review before voting. (name may be changed)
- F. Voting
 - 1. Only RCM's shall be allowed to vote at the RSC meetings, except under conditions stipulated in Article III, Section C.
 - 2. All voting shall be determined by a simple majority of yes and no votes given by member areas present.
 - 3. Any motion may be referred to the areas for Group Conscience at the discretion of a simple majority of member areas present. These motions shall be in the written form, stating the intent.
 - 4. All Standing Rules of the NNYRSCNA must be incorporated in the Bylaws, renewed, or will expire two years from their inception.

ARTICLE IV : ELECTION OF TRUSTED SERVANTS

- A. Election of all Trusted Servants of the RSC will be done at the May RSC Meeting.
- B. Nomination / Selection of Trusted Servants to be as follows:
 - 1. Nominations open 4 months (January) prior to any regularly schedule elections and should be solicited from each member area at that time – except for the RD and RD Alt., which open 4 months prior to the conclusion of their commitment cycle.
 - 2. An explanation from these Bylaws should be given to establish each position's duties and responsibilities in order to match these to the nominees qualifications
 - 3. Each nomination must be seconded if it comes from an individual. Area or subcommittee nominations do not require a second.
 - 4. After accepting nominations from the areas, the Chairperson will ask the floor if there are any further nominations

5. Nominations will be closed two months (March) prior to any regular election
 - a. When nominations are accepted, each nominee should submit a written resume and state their qualifications for serving the fellowship as a whole and/or this region by answering the following questions:
 - I. In what capacity have you served NA
 - II. Why would you be good for this position
 - III. What might hinder you from fulfilling your service in this capacity?
 - IV. Have you completed all of your service commitments, if not, why?
 - V. Have you ever misappropriated Narcotics Anonymous funds, if so, how?

Other pertinent questions may be asked of a prospective nominee through the RSC Chairperson, who will determine if the question is appropriate.
 - b. Voting is done by closed paper ballot
6. This procedure is repeated until all positions are filled or tabled
7. Nominees must be present to qualify, or in the event a prospective nominee is unable to attend the scheduled meeting at which qualifications are to take place, the submission of a letter with an explanation of absence, expression of willingness to serve, and a list of qualifications will allow the nomination to be accepted.
8. A Trusted Servant may be elected for a maximum of two complete, consecutive terms or thirty months, whichever comes first, for the same position.
9. In the event a Trusted Servant position is not filled by election, the Chairperson may appoint a member to temporarily carry out the duties of the position with the approval of a simple majority of member areas present.
10. Newly elected officers will take office at the close of the meeting in which they were elected.

C. Resignations

1. Voluntary: Given in writing to the RSC Chairperson prior to the RSC meeting.
2. Involuntary:
 - a. Misses one RSC meeting without advising alternate or submitting a written report without just cause. This absence shall be recorded during the roll call portion of the agenda.
 - b. Relapse during term of service
 - c. Removal by a simple majority vote of active member areas for the breach of Traditions or failure to perform duties and responsibilities.

ARTICLE V : QUALIFICATIONS FOR TRUSTED SERVANTS

A. Regional Delegate (RD)

1. Four year commitment to include two WSC conference cycles
2. Minimum five years continuous abstinence
3. Understanding of the Twelve Steps and Twelve Traditions of NA

B. Regional Delegate Alternate (RD Alt.)

1. Eight year commitment contingent upon election as Regional Delegate

2. Minimum four years continuous abstinence
3. Understanding of the Twelve Steps and Twelve Traditions of NA

C. Secretary

1. One year commitment
2. Minimum two years continuous abstinence
3. Understanding of the Twelve Steps and Twelve Traditions of NA

D. Treasurer

1. One year commitment
2. Minimum five years continuous abstinence
3. Understanding of the Twelve Steps and Twelve Traditions of NA

E. Regional Services Coordinator

1. One year commitment
2. Minimum three years continuous abstinence
3. Understanding of the Twelve Steps and Twelve Traditions of NA
4. Other qualifications as deemed in the corresponding NA Service Handbook / Guidelines
5. General Knowledge of Computers

ARTICLE VI : DUTIES AND RESPONSIBILITIES OF TRUSTED SERVANTS

All NNYRSCNA Trusted Servants shall be required to attend all scheduled meetings of the NNYRSC in its entirety.

A. Regional Delegate

1. The primary responsibility is to work for the common good of NA by providing two-way communication between the RSC and the rest of NA, primarily the World Service Conference and NAWS, Inc.
2. Is chairperson for all of the NNYRSCNA meetings with the following responsibilities
 - a. Compiles a pre-arranged agenda prior to each RSC meeting. All input, ideas, and motions should be submitted to the Chairperson. Agenda to be presented to all RSC participants at the start of each RSC meeting.
 - b. Presides over all meetings of the NNYRSCNA. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
 - c. To recognize members or observers who are entitled to the floor
 - d. To be fair and impartial. Will not impose his/her opinions on issues, but will share experience by request of RCM's
 - e. To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
 - f. To appoint all special committees except, when in the interest of the RSC, it is deemed necessary to elect a special committee by ballot by RCM's

- g. To decide all questions of order, subject to appeal – unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
 - h. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
 - i. To authenticate by signature, when necessary, all acts, orders, and proceedings of the assembly.
 - j. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
3. May be a co-signer on all bank accounts of the NNYRSCNA
 4. Attends and is a voting member of the NNYRSCNA Policy and Procedure Subcommittee
 5. To conduct correspondence of the RSC, as may be necessary
 6. To make a report of the year's work at the Annual Meeting
 7. Presents reports of the WSC and NAWS, information from other areas, regions (conventions, conferences, etc) and the contents of the World Service Conference Agenda Report (CAR)
 8. Attends and is a voting member of the NNYRSC Policy and Procedure Subcommittee
 9. Attends as many Area Service Committee meetings as possible
 10. Attends the Bi-annual World Service Conference in its entirety
 11. Attends as many RSC functions as possible
 12. Attends whenever possible, and is an active participant of the Northeast Zonal Forum
 13. To provide the RSC with the agenda for the next meeting of the WSC, ninety (90) days prior to that meeting.

B. Regional Delegate Alternate (RD Alt.)

1. Works closely with the RD to prepare to assume the position of RD the following term
2. Performs all duties and has all powers of the RD in his/her absence
3. Attends and is the Chairperson of the NNYRSC Policy and Procedure Subcommittee.
4. To coordinate the functions of the coordinators
5. To be a co-signer on all bank accounts of the NNYRSCNA
6. To vote in order to break all ties
7. To contact any officer missing one (1) regular meeting of the RSC and inform them that they must attend the next regular meeting of the RSC or send a representative or written report to confirm that their office's responsibilities are being met to the satisfaction of the RSC as a whole, or automatically resign their office, in accordance with Article IV, Section C, Part 2a of these Bylaws
8. Attends as many Area Service Committee meetings as possible
9. Attends the WSC and whenever possible
10. Attends as many NNYRSC functions as possible
11. Attends whenever possible, and is an active participant of the Northeast Zonal Forum

C. Secretary

1. Is responsible for the written records of the RSC meetings

2. Maintains a mailing list of all RSC members and Areas throughout the NNY Region
3. Attends and is a voting member of the NNYRSC Policy and Procedure Subcommittee
4. Types and distributes minutes by mail no later than fourteen days following each RSC meeting. Distribution of these minutes to be as follows:
 - RSC members – priority given to the Chairperson and the RCM’s
 - World Service Office (WSO)
5. In the absence of the Chairperson, Vice-Chairperson, and the Regional Delegate, to call the meeting to order and preside until the immediate election of a Chairperson pro tem.
6. To keep the RSC’s official membership roll and to call the roll at each regular meeting
7. To make the minutes and records available to members upon request
8. To notify officers, subcommittee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees.
9. To sign all certified copies of acts of the RSC.
10. To maintain record book(s) in which the Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded (policy log) , and to have the current record book(s) on hand at every meeting.
11. To send out to the membership a notice of each special meeting, known as the “call” of the meeting
12. To conduct correspondence of the RSC which is not a function proper to other officers, or to committees.
13. To be a co-signer of the RSC’s bank account
14. To manage the registration of members
15. To maintain the RSC’s files and archives

D. Treasurer

1. Must sign all NNYRSCNA bank account checks along with one other officer of the NNYRSCNA
2. Attends and is a voting member of the NNYRSC Policy and Procedure Subcommittee
3. Keeps an accurate record of all transactions
4. Prepares and presents reports at each RSC, making current bank statements available.
 - a. The projected expenses for the next 12 months are to be included in each report
 - b. Also contained in each report will be a recommendation to the body regarding prudent reserve adjustments
 - c. Expense projections are based on known existing bills or duties and any already approved budgets or expenditures
5. Prepares and presents a yearly report to the RSC, to be audited by an Ad Hoc Committee
6. Disburses moneys per the conscience of the RSC
7. Collects and deposits all donations from individuals, groups, subcommittees and areas
8. Gives and keeps receipts for income and disbursements
9. Maintains the current approved budget

10. Below listed expenses may be funded by the RSC Treasurer without procedural vote of the RSC. Item and subject to be listed in the Treasurer's report at the following RSC meeting.
 - a. Copying, postage and mailing expenses for the RSC minutes and agenda
 - b. Copies, paper, envelopes, RSP PO Box rental and forwarding expenses
 - c. Phone bills of Trusted Servants of the RSC may be reimbursed with the approval of the Treasurer with the submission of a photocopy of the bill and notations as to the nature of the business
 - d. Any coordinator or ad-hoc needs of under \$20.00 per month
 - e. Travel expenses for NNYRSCNA Trusted Servants at \$0.25 per mile to fulfill the duties of their positions, excluding NNYRSC and Subcommittee meetings
11. Will forward to the WSC additional funds above and beyond the regular donation when directed by a simple majority of member areas present at any scheduled RSC meeting
12. Will make direct payments for RSC purchases whenever possible

ARTICLE VII : RSC Services Coordinators

- A. Outline of purpose and duties of the RSC Services Coordinators
 1. In order to minimize the amount of time spent discussing and debating issues and actions needed in RSC meetings, a coordinator system is used by the RSC
 2. It is important to note that the coordinators cannot do the day to day work. Only the members can do this, which means that each ASC subcommittee needs active participation. The RSC covers a large geographical area and meets only six times in a year except for special sessions, such as the CAR session in April. This means that most of the work must be coordinated with ASC subcommittees. Initiation and finalization of these projects takes place at the RSC meetings through the Services Coordinators.
 3. The Services Coordinator is wholly responsible to communicate and coordinate with the functional member ASC's and their subcommittees.
 4. Each Services Coordinator should submit a written report at each RSC meeting. This report should include plans, ideas, motions for initiation, finalization or implementation, and a financial report and/or request.
 5. Each Services Coordinator is responsible to the RSC. In order to better serve, an Ad-Hoc Subcommittee may be formed at the discretion of the Services Coordinator and with the approval of the RSC body. The Ad-Hoc will operate under the following basic guidelines:
 - A> The purpose of the Ad-Hoc will be stated at it's creation and must be based on fulfilling the duties of the Services Coordinator
 - B> The Ad-Hoc will exist until it's specific purpose is fulfilled or until the end of the RSC year (May) - whichever comes first
 - C> The Services Coordinator will act as Chairperson of the Ad-Hoc, preparing the agenda and facilitating each meeting
 - D> Officer positions within the Ad-Hoc will be Vice-Coordinator and Secretary. Elections of such trusted servants will be a simple majority count.
 - E> The Services Coordinator will be responsible for any and all financial records and transactions.

- F> The committee may operate based on Robert's Rules, Consensus Based Decision Making, or a hybrid of both at the discretion of the committee

B. Outline of Purpose, Duties and Responsibilities of Specific Service Coordinators

1. Hospitals and Institutions (H&I)

- i. The purpose of the H&I Services Coordinator is to unify the efforts of the Member Areas of the Northern New York Region in carrying the NA message of recovery to those who cannot come to meetings. This is accomplished by:
 - a. Maintaining regular monthly contact with Member Area H&I Subcommittees within the Northern New York Region to see where services or resources can be pooled or shared to meet the needs of carrying the message
 - b. Acting as a resource to members, groups and areas in their efforts to carry the NA message of recovery from the disease of addiction to those who cannot come to us.
 - c. Following the suggestions in the World Service Conference Hospitals and Institutions Handbook to the best of his or her ability.

2. Recovery by Mail (RBM)

- i. The purpose of the RBM Services Coordinator is to act as a conduit between addicts behind the wall seeking step guidance by mail and such available experienced members willing to act as step guides. This is accomplished by:
 - a. Working closely with the H&I Services Coordinators and the Member Area H&I committees to maintain a list of willing members with at least 1 year continuous clean time and experience with working the 12 Steps of Narcotics Anonymous

3. Public Relations (PR)

- i. The purpose of the PR Services Coordinator is to unify the Public Relations efforts of the Member Areas of the Northern New York Region. This is accomplished by:
 - a. Maintaining regular monthly contact with Member Area PI / PR Subcommittees within the Northern New York Region to see where services or resources can be pooled or shared to meet the needs of public relations
 - b. Acting as a resource to members, groups and areas in their efforts to get the message out that NA exists and offers recovery from the disease of addiction
 - c. Following the suggestions of the World Service Conference Public Relations Handbook to the best of his or her ability
 - d. Regularly seeking out input and information from groups and areas within the Northern New York Region for producing an annual newsletter that is distributed at the RSC meeting in May.
 - e. Maintaining and making readily available a complete list of meetings found within the Northern New York Region

4. Literature

- i. The purpose of the Literature Services Coordinator is to unify the efforts of the Member Areas of the Northern New York Region in carrying the message in written form. This is accomplished by:
 - a. Working with Member Area Literature Subcommittees to host literature review workshops and forwarding the results of the workshops to the NA World Board
 - b. Seeking input from members, groups and areas within the Northern New York Region regarding literature review and forwarding such input to the NA World Board
 - c. Acting as a conduit of information between Member Area Literature Subcommittees and the NA World Board

5. Activities

- i. The purpose of the Activities Services Coordinator is to unify the efforts of the Member Areas of the Northern New York Region in the hosting and production of Activities, Events and Fundraisers. This is accomplished by:
 - a. Maintaining regular monthly contact with Member Area Activities Subcommittees to gather information on upcoming events and keep the Areas informed of possible conflicting dates
 - b. Maintaining and making readily available a complete list of all upcoming events within the Northern New York Region
 - c. Working with Member Areas Activities Subcommittees for the hosting of Regional Events.

6. Insurance

- i. The purpose of the Insurance Services Coordinator is to have a single and effective point of communications between the members of the RSC and the insurer of the Northern New York Region.
 - a. Works closely with both the Public Relations and Activities Service Coordinators to maintain a list of meetings and events happening within the region and keeps a record of which ones are currently registered as insured.
 - b. Acts as the conduit of communication and negotiation between the RSC / ASC's / Groups and the insurance carrier. Responds to area and group requests for insurance registration and certificates of insurance in a timely fashion and reports to the RSC all individual requests for insurance that happen between RSC meetings.
 - c. Maintains a working relationship with the insurance carrier to ensure that the carrier is aware of our needs as the insured and the manner in which we operate as a fellowship.
 - d. Reports to the RSC any changes to the insurance policy or concerns or warnings of the insurer.

- e. Presents options for renewal of current policy and/or new policy quotes 2 RSC meetings prior to the expiration of a current policy if one is in place.
 - 1. If no policy is in place, the first duty of the Insurance Service Coordinator is to seek quote(s) for insurance to be presented at the next RSC.
 - 2. The options presented will include the following information: Cost of policy including deductible, coverages, exclusions, and approximate area responsibility breakdown based on cost per group.
 - 3. Insurance will be voted on 1 RSC prior to the expiration of a current policy if one is in place. If the majority votes is abstentions, that vote will default to automatic renewal of a current policy to prevent lapses in insurance coverage.

ARTICLE IX : Banking and Finances

- a. The Northern New York Regional Service Committee shall have and maintain a bank account for the fulfillment of its services and duties.
 - i. The bank account shall have 4 active signors on it at all times. Those signors are the RD, RDA, Treasurer, Secretary. If one or more of those positions is unfulfilled, other elected service coordinators of the RSC may be selected by the body to be a signor.
 - ii. Each check written by the RSC will have 2 authorized signatures on it
 - iii. The RSC Treasurer has primary responsibility for the bank account and interactions with the bank NNYRSCNA uses.
 - iv. The RSC Treasurer will share duties and responsibility with the RD, RDA, and Secretary for the bank account as needed and for accountability.
- b. A flexible prudent reserve shall be maintained and increased at the discretion of the body each meeting
 - a. The prudent reserve is to be used as monies earmarked for the purpose of paying out bills and approved budgetary items. The only items that the prudent reserve can be used to pay for are:
 - i. Operational bills of the RSC such as PO Box, Insurance, Rent
 - ii. Expenses for any officer of the RSC to fulfill duties other than travel to the RSC
 - iii. RD / RDA Travel to the Northeast Zonal Forum
 - iv. RDA Travel to the World Service Conference
 - v. RD / RDA Travel to MRLE and/or MARLCNA
 - vi. Approved budgetary items
 - b. The above listed items are to be paid out from the prudent reserve automatically, without any need for procedural RSC vote.
 - c. Any other uses of the prudent reserve shall require a near unanimous vote by the RSC Body (All Officers + RCM's and Alternates minus two) in favor of the expenditure
 - d. The prudent reserve shall be an item on the agenda of every RSC to be reviewed based on projected expenses for the next 12 months

- c. A budget of expected and approved expenses shall be maintained at all times
 - a. Upon election, each officer will prepare an expected budget for the duration of his or her term to be presented as part of his or her first officer report to the RSC. That budget will be discussed, and approved, approved with amendments or disapproved.
 - b. Proposed changes, amendments or additions to the approved budget will be presented to the body as a written proposal or motion to be voted on by the body.
 - c. The treasurer shall maintain the current budget along with a regularly updated expense projection of the upcoming 12 months. The secretary shall have a copy of each on hand for record and for making the information accessible to members between RSC meetings.
 - d. Items that are automatic budgeted are as follows:
 - i. Operational expenses such as Insurance, PO Box, Rent, etc
 - ii. Secretarial expenses : \$25 per RSC
 - iii. RD / RDA Travel to the NEZF in April and October :\$800 per event
 - iv. RDA Travel to the WSC on each even year in April : \$2000
 - v. RD / RDA Travel to MRLE or MARCLNA : \$800 per event

ARTICLE IX : Policy and Procedure Subcommittee

- a. The Policy and Procedure Subcommittee shall consist of the following members.
 - ii. The RSC Vice-Chairperson shall serve as the Chairperson of this Subcommittee
 - iii. The other members of this Subcommittee will be the RSC Chairperson, Secretary, Treasurer, RD, RD Alt, and two (2) active RCM's.
 - iv. The two (2) RCM's shall be elected as voting members of the Policy and Procedure Subcommittee from the active RCM's along with all other RSC positions at the May meeting. They will be elected by a vote of the full RSC.
- b. The Policy and Procedure Subcommittee shall make recommendations to the Regional Service Committee, perform any other duties expressly delegated to it by the RSC, to include but not limited to: a financial review as per the NA Treasurer's Handbook, review and give recommendations on any and all budgetary issues and/or changes, and shall perform such other duties as are specified in these bylaws. The Policy and Procedure Subcommittee shall be subject to the orders of the Regional Service Committee, and none of these acts shall conflict with the Twelve Traditions of Narcotics Anonymous or action taken by the Regional Service Committee.
- c. The Policy and Procedure Subcommittee shall meet at any time deemed necessary by its Chairperson, the Regional Service Committee Chairperson, or as directed by the RSC. The Subcommittee will submit a written report of its activities at each RSC meeting and will submit at the March Annual RSC meeting updated Regional Bylaws that incorporates all policy changes from the previous year.

ARTICLE X : MEETING FORMAT

- A. The Northern New York Regional Committee Meeting will follow this format
 - 1. Call to order
 - 2. Serenity Prayer
 - 3. 12 Traditions
 - 4. 12 Concepts
 - 5. Service Prayer

6. Establish Quorum
7. Regional Delegate passes out the agenda for the meeting
8. Minutes from previous meeting approved or approved with corrections
9. Nominations and elections
10. Old Business
11. RCM Reports
12. Coordinator Reports
13. Officer Reports
14. New business
15. Prudent Reserve Adjustments
16. Final Disbursements
17. Closing
18. Policy and Procedure Meeting *if called for*

Service Prayer

***God, grant us the knowledge that we may act
according to your divine precepts.
Instil in us a sense of your purpose,
make us servants of your will and
grant us a bond of selflessness that this
may truly be your work, not ours,
so that no addict, anywhere,
need die from the horrors of addiction.***

*As adapted from the Introduction
section in our Basic Text, Fifth Edition*