



Buckeye Region Service Committee of Narcotics Anonymous (BRSCNA) – Guidelines

Objective:

The purpose of BRSCNA is to administer and coordinate the business and activities common to the welfare of Narcotics Anonymous Areas within the boundaries of the Buckeye Region. To support the general needs of these Areas and to serve as a link between these Areas and WSO while maintaining the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. BRSCNA will serve as a contact point of NA for the general public.

AREAS SERVED:

Eight Areas in our region: GLASCNA, LEGS, NCCASCNA, NEOASCNA, STACSNA, TASCNA, WAGS and WRASCNA.

GEOGRAPHICAL AREAS INCLUDE, ALL OR A PART OF THE FOLLOWING COUNTIES:

Ashtabula, Trumbull, Mahoning, Columbiana, Lake, Geauga, Portage, Stark, Cuyahoga, Summit, Medina, Lorain, Wayne & Carroll.

REGIONAL MEETING INFORMATION:

The buckeye Region meets bi-monthly: February, April, June, August, October & December, on the 2nd Saturday at 10:00am.

Location: Town Hall II, 155 North Water Street, Kent, Ohio.

The Buckeye Region Sub-Committees meet bi-monthly: January, March, May, July, September & November, on the 2nd Saturday as coordinated by each respective subcommittee (please verify time and locations of subcommittee meetings).

Location: Town Hall II, 155 North Water Street, Kent, Ohio.

Passed: 06.08.02, Revised: 10.12.02, 12.12.04, 04.15.07, 12.08.07, 12.13.08, 04.11.09 (to include approval date)

PROCEDURAL GUIDELINES:

1. In the absence of the Chair and Vice-Chair, the RD will chair the Regional Service Committee (RSC) meeting.
2. The RSC shall follow "A Guide to Local Services in Narcotics Anonymous" except when superseded by these guidelines. The RSC will operate under Roberts Rules of Order.
3. The time, date and/or place of the meeting may be changed from time to time due to convenience or necessity or an Area wishing to host the RSC meeting. This requires the majority vote of RCM's present at a regularly scheduled meeting of the RSC. A 30days' notice must be given to all RCM's and RSC trusted servants and mailed to the designated mailing addresses of all the members Area's as furnished to the Secretary of the BRSCNA.

4. In case of emergency or acts of God, the time, date and/or place of the meeting may be changed by the administrative committee with reasonable notice given to all RCM's and RSC trusted servants wherever possible along with contacting the area chairs as may be practicable. (Amended: 8.01)
5. All flyers and administrative correspondences from BRSCNA must include the Narcotics Anonymous logo.
6. Note on Privacy – Since information made accessible by the internet can be accessed by the general public worldwide, we will not use full names of individual members.

CALL FOR POLICY

1. An RCM may interrupt the discussion (upon recognition of the chair), to call for a vote as to whether the issue being discussed should be sent to Area's for consideration.
2. Any motion changing BRSCNA Guidelines shall be considered a "call for policy" and sent back to Area's for consideration.
3. At least 4 area's must be represented at the BRSCNA meeting to conduct business. The quorum will be 4 RCM's present at the RSC meeting to conduct business that requires a vote.

ADMINISTRATIVE/TRUSTED SERVANT GUIDELINES:

1. All regional trusted servant terms are two (2) years. (Amended 12.08.07)
2. Trusted servants should not hold more than two (2) consecutive terms.
3. No RCM should hold an administrative RSC position.
4. Any elected position must exercise responsibility to communicate absences from RSC meetings to administrative committee. Two (2) unexcused absences consecutively, shall bring up discussion with RCM's on the ability/willingness of absent committee members position.
5. Mail from the P.O. Box will be picked up and read not less than monthly. Treasurer will assist secretary in checking the P.O. Box and maintaining the P.O. Box accordingly.

CHAIR GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. Chair should have a working understanding of the NA 12Steps, Traditions and Concepts. The Chair should also have an understanding of Roberts Rules of Order.
3. Chair must distribute an Agenda at each RSC meeting.
4. Chair should monitor the flow of funds for the RSC.
5. Chair will assist treasurer in a year financial audit.
6. Chair will be available as co-signer to the BRSCNA checking account if the Vice Treasurer position is not filled.

VICE CHAIR GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. To act as chair during the absence of the Chair.
3. To act as coordinator for updating a yearly guidelines review.
4. Responsible for updating and distributing guidelines as they are reviewed and as RSC members request them.

SECRETARY GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. Minutes are to be emailed 10 days after the Regional Meeting.
3. Minutes are to include WSC/WSO/MZF information as obtained.
4. Minutes are to be emails to all regional servants and RCM's. If there is not a designated RCM, a hard-copy shall be mailed to the corresponding Area's P.O. Box.

SECRETARY GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. To act as Secretary in the absence of the Secretary.

TREASURER GUIDELINES:

1. Suggested five (5) years of continuous clean time.
2. Two signature account will be maintained for regional business. Treasurer and Vice Treasurer signatures are required to make check valid. If the Vice Treasurer position is not filled, the Chair will be the second signature.

3. All bills or service charges as well as Administrative expenses to be paid upon receipt.
4. Any project work should be approved by the RSC before funds are released.
5. All expenditure transactions will be paid by check.
6. Emergency Expenditures must be approved by the administrative committee and reported at the next regular RSC meeting.
7. The Treasurers report shall contain the current prudent reserve.
8. Phone line service shall be paid 4 months in advance.
9. A yearly audit happens immediately following the receipt of the May bank statements and available for review at the June RSC meeting.
10. Treasurer has a starting yearly budget of \$100.00

PARTICIPATION GUIDELINES:

1. Discussion of issues is open to all the RSC meeting.
2. All motions require a second unless brought forward by an Area Service Committee (ASC) or Regional Subcommittee.
3. All motions are to be written including intent and its effect (if any) on previously passed motions.

VOTING GUIDELINES:

1. Only RCMs can vote on business or policy. Votes are "For", "Against" and "Abstain. Abstentions do not count. Abstentions are considered non-votes.
2. Tie votes are broken by the chairperson.
3. A simple majority of the quorum is necessary to pass or fail a motion.
4. RCMs Administrative committee members, Sub-Committee Chairs and Vice-Chairs can vote during elections. The Chair does not vote unless breaking a tie.

ELECTION GUIDELINES:

1. Nominees must be present to state willingness.
2. Nominees from ASC need no second. Nominees from the floor need RCM second.
3. Nominations are held annually in April. Elections are held annual in June and then continue bimonthly thereafter until positions are filled.
4. All Nominees will answer the following mandatory questions (see below) and any additional questions from the floor.
 1. What is your clean date/clean time?
 2. Have you talked to your sponsor about stating the willingness?
 3. What service position do you currently have?
 4. Have you even been able to not fulfill a service position?
 5. Have you ever misappropriated NA funds? If yes; please explain.
5. Nominees for elections must be present at RSC meeting.
6. Servant vacancies may be temporarily appointed by chair by chair with unanimous RCM approval. This includes all AD Hoc Committee appointments.

BUDGET GUIDELINES:

1. Each Administrative position shall submit an annual budget at the next RSC meeting following their election.
2. Each Sub-Committee shall submit an annual budget at the next RSC meeting following their election.

VICE TREASURER GUIDELINES:

1. Suggested three (3) years of continuous clean time.
2. To act as treasurer during the absence of the Treasurer.
3. Two signature accounts will be maintained for regional business. Treasurer and Vice Treasurer signatures are required to make the check valid.

REGIONAL DELEGATE (RD) GUIDELINES:

1. Suggested five (5) years of continuous clean time; as well as suggestion of two (2) years of regional service experience.
2. Willingness to travel.
3. Must be willing to attend MRLCNA, two mid-west conferences and the WSC during their term.
4. The RD is responsible to provide 2-way communication between the Buckeye Region and the Midwest Zonal Forum.

5. The RD is responsible to represent and speak for the member areas and groups that comprise the BRSCNA at the World Service Conference.
6. The RD is responsible to provide a 2-way communication between the BRSCNA and NAWS.
7. The RD is responsible to provide a 2-way communication between the BRSCNA and other Regions of the Midwest zone as necessary.
8. The RD will purchase a copy of the C.A.R. (Conference Agenda Report) when it becomes available every two (2) years for each Area represented at the RSC.

REGIONAL DELEGATE ALTERNATE GUIDELINES:

1. Suggested three (3) years of continuous clean time.
2. To act as RD in the absence of the RD.
3. Follow all RD Guidelines.
4. Assist RD in submitting a yearly budget.

REGIONAL SUB COMMITTEES

ACTIVITIES GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. The Activities subcommittee will meet during the months opposite the BRSCNA meeting. These months are January, March, May, July, September & November. The meeting time and place will be well publicized and also announced at each regional meeting.
3. Put on annual speaker jam – fundraiser for OCNA.
4. Maintain a Regional Activities calender and keep updated.
5. Create a presentation for the annual learning day.
6. Activities have a starting yearly budget of \$200.00. Activities shall submit an annual budget at the RSC meeting following their election.

ADMINISTRATIVE COMMITTEE:

Consists of Chair, Vice-Chair, Secretary, ALT. Secretary, Treasurer, ALT. Treasurer, RD and ALT. RDA

Administrative committee should function as “Financial Committee and meet twice yearly, in September and March to develop and revise prudent reserve. This prudent reserve should become part of the agenda and approval at RSC meeting.

Regional shall set up a Prudent Reserve so that certain funds will always be available for Phone line and all Administrative needs before funds can be used for travel.

Prudent Reserve establish at \$2000.00

1 st communication	\$140.00 per month
Town Hall II	\$240.00 per month
Phone book listing	\$7.50 per month
Secretary Expenses	\$50.00 per month
Insurance	\$1,000 per year
Website	\$120.00 per year
Treasurer Expenses	\$100.00 per year
P.O. Box	\$42.00

Starting 1-1-02 and thereafter, \$50.00 shall be sent to the WSO monthly as long as the funds are available over our Prudent Reserve (Passed 12-08-01)

After review of the budgets, the Administrative Committee shall make a recommendation to the RSC of an amount to donate to the WSO.

HOSPITALS AND INSTITUTIONS (H&I) GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. The H&I subcommittee will meet during the months opposite the BRSCNA meeting. These months are January, March, May, July, September and November. The meeting time and place will be well publicized and also announced at each regional meeting.
3. Provide guidance and direction to Areas H&I subcommittees when facing problematic or unfamiliar situations.
4. Keep a list of Hospitals and Institutions in the Region. Keep track of which ones are served by which Areas H&I subcommittee.
5. Keep on hand support materials that Area H&I subcommittees may use their H&I efforts.
6. H&I has a starting budget of \$200.00. H&I shall submit an annual budget at the RSC meeting following their election.
7. Maintain current H&I contact list.

LITERATURE GUIDELINES:

1. Suggested two (2) years of continuous clean time.
2. The Literature subcommittee will meet during the months opposite the BRSCNA meeting. These months are January, March, May, July, September & November. The meeting time and place will be well publicized and also announced at each regional meeting.
3. Review all new or revised WSO literature and keep all Areas informed of all proposed changes.
4. Maintain a Regional newsletter and include a copy in the Regional minutes. Make additional copies available to the RCM's
5. Work with RD to develop and submit a Regional conscience of all literature changes to WSO.
6. Literature has a starting yearly budget of \$200.00. Literature shall submit an annual budget at the RSC meeting following election.

PUBLIC INFORMATION GUIDELINES:

1. Suggested two (2) years of continuous clean time and 1 year of PI experience.
2. The PI Subcommittee will meet during the months opposite the BRSCNA meeting. These months are January, March, May, July, September & November. The meeting time and place will be well publicized and also announced at each regional meeting.
3. Maintain and Update website www.nabuckeye.org
4. Maintain and Update Phone List & Training. Once a year submit a phone list to all Areas.
5. Maintain and Update Regional Meeting Schedule.
6. PI has a starting budget of \$200.00. Literature shall submit an annual budget at the RSC meeting following their election.