

## MRSCNA POLICIES AND PROCEDURES

There are at least three different levels/types of policy. The highest level, or most important type, “formal policy” consists of motions presented, discussed, and voted on by the service committee. Formal policy represents “rules” established by the body that must be followed unless there is a formal motion, passed by vote, to do otherwise.

The next level or type consists of guidelines that have been discussed and voted on by the service body. These policies are expected to be followed although there may be times they cannot be. When these policies cannot be followed, the service body is to be notified at the first opportunity. Not following policies at this level does not automatically change or obviate those policies.

The third level or type of policy is policy by practice. These policies have been established by consensus rather than by a formal motion and vote. These are expectations that can be altered by consensus. If a motion arises regarding a policy by practice, and a motion passes, it then becomes formal policy.

From “A Guide To Local Services in Narcotics Anonymous”: pg. 87, Regional committees generally do not perform direct services – that is, they do not run phone lines, organize H&I panels, or carry out a public information program. Regions are formed simply to pool and develop local service resources that can be used both by groups and by areas in better fulfilling their responsibilities.

### ARTICLE ONE (1)

#### BOUNDARIES

##### SECTION 1.

This body shall be known as the MISSISSIPPI Regional Service Committee of Narcotics Anonymous (MRSCNA). This committee shall serve the State of Mississippi and any other area of Narcotics Anonymous (NA) that should choose to affiliate with the region.

### ARTICLE TWO (2)

#### PURPOSE

## SECTION 1.

The Mississippi Regional Service Committee exists to serve the areas of the Mississippi Region.

MRSCNA serves as a link in the communications channel of Narcotics Anonymous.

Our stated purpose is to support and accommodate the fulfillment of needs that the areas share in common. By working together, we can achieve our goals and participate in the growth of NA in our areas and in the world. The outreach services of the MRSCNA also extend into the level of World Service by initiation work or participating in work finalized through the World Service Conference and financial support within our means to the conference.

The mission of the Mississippi Region is to accomplish the following:

1. To support the common welfare of every group within the Region and the unity of the fellowship.
2. Support and accommodate the fulfillment of needs that areas share in the common.
3. To create service boards or committees that are necessary or helpful by providing the necessary resources and information to deliver directly back to the areas.
4. To respond collectively to issues of concern or decisions that affects other areas, the region, or Narcotics Anonymous as a whole.

## ARTICLE THREE (3)

### MEMBERS

## SECTION 1.

General membership in the RSC shall be open to all members of Narcotics Anonymous who share the stated purpose of this committee.

This committee is comprised of:

- A. The Regional Committee Member (RCM) and the Regional Committee Member Alternate (RCMA) from the established areas that fall within the boundaries set forth.
- B. The Administrative Committee.

C. Regional Delegate (RD) and Regional Delegate Alternate (RDA).

D. Regional Sub-Committee Chairpersons.

## SECTION 2.

Voting membership shall be comprised of the Regional Committee Members (RCMs). Their duly elected alternates will vote only in absence of the RCM.

## SECTION 3.

A quorum shall consist of at least one-half (1/2) plus one (1) of the active Regional Committee Members for business requiring a vote shall not be conducted.

## PARTICIPATION

All members of the Narcotics Anonymous are welcome to participate in RSC Business. In addressing the body however, RCM's have first priority reflecting their Responsibility for the actions of the RSC. Trusted servants have second priority, and all others have third priority at the discretion of the chair.

Any member of NA may make a motion providing the time is appropriate. Motions not originating from an ASC must be seconded by an RCM. Only RCM's, or the RCM-ALT. in the absence of the RCM, have voting privileges.

## ARTICLE FOUR (4)

### FUNCTIONS

#### SECTION 1.

Hold regular, quarterly RSC meetings in the following rotation:

Odd Years: Lake Tiak O'Khata, Mid-MS, Delta, I-59

Even Years: Lake Tiak O'Khata, Gulf Coast, North East, Mid-MS (Jackson). (This spot is also available to any area that may join the Mississippi Region.)

## SECTION 2.

Record and distribute minutes of all regular RSC meetings to the RSC members. Any NA members may request a copy of the RSC minutes. Upon request, minutes shall be available and sent to any Area Service Committee (ASC) Chairpersons within the region. No business shall be conducted without written minutes unless a motion is moved/passed to be off the record.

## SECTION 3.

Maintain a bank account with a prudent reserve of 4,500.00.

## SECTION 4:

The MRSCNA shall maintain a website and domain name of mrsena.net. Responsibilities for maintaining said website will fall under the Web Servant position.

## SECTION 5:

Encourage and support an annual convention within the region. Rotation for Convention being as follows: Northeast, Mid-Mississippi, I-59, Gulf Coast, and Delta.

## SECTION 6:

Contribute to the growth of NA as a whole, by facilitating open communication between the WSC, the membership within the MS Region and the Fellowship of NA as a whole.

## SECTION 7:

Support the subcommittees, such as Public Relations (P.R.), Hospitals and Institutions (H&I), Outreach, Convention, Web Servant and Ad-Hoc Committees in their endeavors to respond to the needs and directives of the membership of the Region as they arise and to serve as a platform for the initiation of work to be finalized at the WSC level.

## SECTION 8:

The Chairperson may call special meetings. A special meeting shall be called upon at the request by a simple majority of active voting members. The purpose, place, and time of the meeting shall be stated in the call to all members. All meetings, special or otherwise, will comply with these guidelines to the best of our abilities. A minimum of ten days prior notice shall be given for all special meetings of the RSC.

## ARTICLE FIVE (5)

### ADMINISTRATIVE BODY

#### SECTION 1:

The Administrative Body shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, RD and RDA.

The members of this body shall perform the duties prescribed by these guidelines, A Guide to Local Services in Narcotics Anonymous, their successors and the parliamentary procedures (Roberts Rules of Order) adopted by this committee.

The members of the Administrative Body shall provide written reports to the RSC.

It is suggested that a committee member should not hold more than one position.

#### SECTION 2:

##### CHAIRPERSON:

##### Requirements:

1. Minimum of three (3) years continuous clean time.
2. Minimum of one-year service at regional level. Serving in any MRSCNA elected position satisfies this requirement.
3. In depth understanding of MRSCNA policy and procedures.
4. Knowledge of the Guide to Local Serve, Robert's Rules of Order, Consensus Based decision making, 12 Traditions and 12 Concepts of NA.

Duties:

1. Presides over administrative committee sessions.
2. Calls special meetings when necessary. Notice must be sent out to all MRSCNA members at least 10 days in advance.
3. Arranges the next RSC meeting's agenda following the current RSC meeting.
4. Presides over all regular business meetings of the RSC. Must be capable of conducting business meetings with a firm yet understanding hand.
5. Facilitates the Trusted Servants Assembly.

SECTION 3:

VICE-CHAIR

Requirements:

1. Minimum of two (2) years continuous clean time.
2. Willingness to become Chairperson upon approval of the RSC at the end of the Chairperson's term.
3. One year service experience at either the Area or Regional level.

Duties:

1. In the absence of the chair, perform all duties of that position.
2. Helps chair establish agenda
3. Coordinates sub-committee activities
4. Helps Treasurer audit financial records
5. Responsible for updating the Policy Manual and distributing same at the end of their term.

#### SECTION 4:

##### SECRETARY

###### Requirements:

1. Minimum of two (2) years continuous clean time.
2. Minimum of six months service experience at the Area or Regional level.

###### Duties:

1. Responsible for keeping accurate minutes of each regular RSC meeting.
2. Responsible for printing and distributing minutes of all regular RSC meetings within 30 days, to RSC members. (voted on; date)
3. Keeps records on hand at each RSC meeting of current and previous year's meetings. Passes the previous year's minutes to the RSC Chairperson at the end of office term for compilation into the RSC archives, and passes the current year's minutes onto the incoming Secretary.
4. Maintains an up-to-date mailing list of RSC participants, as well as, telephone numbers, email addresses, and distributes them quarterly.

#### SECTION 5:

##### TREASURER

###### Requirements:

1. Minimum of four (4) years continuous clean time.
2. Two years service experience at either the Area or Regional level.
3. Previous accounting or financial record keeping experience suggested.

###### Duties:

1. Custodian of the MRSCNA bank account.
2. Records all transaction of MRSCNA finances and keeps on file receipts of income and distributions.

3. Insures all bills are paid in a timely manner.
4. Submits a detailed written financial report at every RSC meeting including a copy of latest bank statement and a fiscal year end financial summary showing month-to-month expenses, income, and balance.
5. Works with Vice-Chair to audit RSC records and sub-committees budgets at least once prior to the close of our fiscal year.

## SECTION 6.

### REGIONAL DELEGATE

#### Requirements:

1. Minimum of five (5) years clean.
2. Minimum of two years previous service at the regional level.

#### Duties:

1. Works for the good of NA by serving as a communication link between region and WSC, and from region and region.
2. Reports all pertinent information and happenings from WSC and quarterly workshops.
3. Carries the Regional conscience of items contained within the Conference Agenda Report to the WSC.  
Also carries a vote of confidence from the RSC to vote in the best interest of the MRSCNA on all items not contained in the CAR or purposed on the floor of the WSC.
4. Insures the RDA is fully involved in all duties of the RD to provide adequate training for the RDA.
5. Corresponds with RCM's to promote unity.
6. Write a regional annual report to the WSC. This report will be made available at the March RSC meeting.
7. Attend WSC, Zonal Forums, and CAR Workshops.



SECTION 7:

RD-ALTERNATE

Requirements:

1. Minimum of three (3) years clean time.
2. Willingness to become RD after the RD's term upon approval of the RSC.
3. Minimum of one-year service at the area or regional level.

ARTICLE SIX (6)

REGIONAL SUB-COMMITTEES

SECTION 1:

The MRSCNA shall maintain sub-committees in the following area: Public Relations (PR), Hospitals and Institutions (H&I), Web Servant and Convention. The voting body of this RSC shall elect Chairpersons for these committees.

The Sub-committee Chairperson shall have the responsibility of maintaining the archives of their respective area of interest and make monthly contact to their respective areas in this Region.

Chairpersons shall have a minimum of three (3) years clean time and one-year service in their respective field at either the area or regional level.

SECTION 2:

Ad Hoc or special subcommittees may be established for a clearly defined purpose. These subcommittees shall perform the duties prescribed by the motion to commit. Further, these committees shall follow these Guidelines, A Guide to Local Services in Narcotics Anonymous, their successors and parliamentary procedures adopted by this RSC.

### SECTION 3:

The RSC Chairperson shall appoint Ad Hoc or special subcommittees, unless otherwise specified in the motion to commit. The Ad Hoc committee will disband upon completion of their assigned task, or when directed to do so by the RSC.

### SECTION 4:

A. PUBLIC RELATIONS: To act as a resource to groups and members in their efforts to carry the message to non-addicts and professional people, while upholding the Twelve Traditions of Narcotics Anonymous.

- His/Her direction is to try to become the most informed person regarding Public Relations within the Mississippi Region.
- They shall also act as a vehicle to provide information to agencies regarding the Narcotics Anonymous program, and to the media within this Region, who request such services.
- The PR chair will be responsible for compiling up to date meeting schedules.
- The PR chair should solicit reports from the PR subcommittees within each area. These reports should be combined and mailed back to each Area thus keeping all PR subcommittees informed.
- The PR chair shall provide a written report of their past years activities. This report will be provided to the RD and RDA on or before December RSC, for inclusion in the Region's annual report to the WSC.
- The PR subcommittee shall comply with the MRSCNA's PR Guidelines.

B. HOSPITALS AND INSTITUTION:

To act as a resource to groups and members in their efforts to carry the NA message into hospitals and institution.

- His/her direction is to try and become the most informed person regarding H&I within the MRSCNA while upholding the Twelve Traditions of Narcotics Anonymous.
- H&I should solicit reports from the H&I subcommittees within each area. These records should be combined and mailed back to each Area, thus keeping all H&I committees informed.

- The H&I chair shall provide a written report of their past years activities. This report will be given to the RD and RDA on or before the December RSC meeting for inclusion of the Regions annual report to the WSC.
- The H&I subcommittee shall comply with the MRSCNA's H&I Guidelines.

C. WEBSERVANT:

- The MRSCNA shall maintain a website site and domain name of [www.mrscna.net](http://www.mrscna.net). Responsibilities for maintaining such website will fall under the Web Servant position.

D. CONVENTION CHAIR:

- Financial reports regarding the account for the Convention are required. They should be included in the Convention Chair's report at every RSC meeting and a final Convention Committee full financial report should be submitted at the December RSC meeting without exception.

## ARTICLE SEVEN (7)

### VOTING

#### SECTION 1:

A simple majority is required for motions other than amendments of the Policy Manual or subcommittee guidelines. Amendments to the policy or subcommittees guidelines require a 2/3 majority vote. If half of the voting members abstain then that is a clear indication that there is significant uncertainty regarding the business on the floor. The item of business should be postponed until the next RSC meeting, to allow the RCM's to seek guidance from their ASC.

#### SECTION 2:

Any member of NA may make a motion providing the time is appropriate. Motions not originating from an ASC must be seconded by an RCM. Only RCM's or their alternates have privileges. All motions concerning policy amendments should be sent back to the Area.

SECTION 3:

A voting participant shall be deemed inactive after missing two (2) consecutive RSC meetings. An inactive voting participant shall regain voting and seconding powers upon attending their second consecutive RSC meeting.

SECTION 4:

Voting on matters pertaining to the World Service Conference Agenda, a simple majority vote of the GSR's within the Mississippi Region is required. Voting will be held at the Trusted Servants Assembly in March of a conference year. GSR's that are unable to attend must submit a ballot on or before 9am Saturday morning on the weekend of the TSA in order to be counted.

ARTICLE EIGHT (8)

ELECTIONS

SECTION 1:

Any qualified member of NA is eligible for nomination to a RSC position.

SECTION 2:

Any member of NA may nominate a qualified individual for a RSC position but must be seconded by an RCM.

SECTION 3:

A six month moratorium will be required for any service member resigning or removed from their service position prior to completion of their term. The only exception will be when their resignation is to fill a newly election position or the waiver of this clause by the RSC.

SECTION 4:

Term of service is two (2) years.

#### SECTION 5:

No member shall be eligible to serve more than two (2) consecutive full term in the same position unless the RSC makes waiver of this clause.

#### SECTION 6:

Nominations are announced and opened in the September RSC, closed at the end of the December RSC, and elections are held at the March RSC for Administrative Committee positions and Sub-committees. Elections are held biannually in the off year of the WSC.

Newly elected trusted servants will join the outgoing administrative body in conducting and completing the RSC meeting to facilitate an appropriate turnover of material and responsibilities.

#### SECTION 7:

All nominees must be present at the time of elections, if not declination of nomination is assumed.

#### SECTION 8:

In the case of no qualified nominees or need of a special election, the following policy is invoked.

1. Notice is sent to areas via the RCM's from RSC.
2. At the next RSC nominations are opened.
3. Nominees must be present to be qualify and be voted on.
4. Nominations must be closed prior to voting and must be seconded by a RCM.
5. Election is by majority vote.
6. For all situations where positions are unfilled after 2 attempts via the special format, the Chair will appoint someone to fill the vacancy.

SECTION 9:

Once the Regional Convention Executive Committee is confirmed, the committee as a whole can remove and replace any member as needed.

ARTICLE NINE (9)

REMOVALS

SECTION 1.

A trusted servant may be removed from their position for non-compliance after due written notification. A two thirds (2/3) majority vote is required for removal. Non-compliance includes but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of their stated duties
- C. Non-attendance to a minimum of two (2) consecutive RSC meetings without prior notification of the RSC Chairperson.
- D. Non-adherence to the Anti-Theft Policy.

ARTICLE TEN (10)

SPECIAL RULES OF ORDER

SECTION 1.

Business resulting from a member's report/recommendation is to be taken up in New business unless disposed of previously in Open Forum.

SECTION 2.

Service members shall use the current RSC report forms unless the report is lengthy or previously typed.

### SECTION 3.

All new trusted servants of the RSC will receive a copy of a current version of these guidelines and should possess a copy of A Guide to Local Services in Narcotics Anonymous.

## ARTICLE ELEVEN (11)

### FUNDS

#### SECTION 1:

All monies accumulated from Area contributions and other NA sources shall maintained in a bank account/general fund, subject to disbursement by the Regional Treasurer for paying obligations:

- A. Sub-committee expenses as budgeted
- B. Administrative committee reimbursement for gas up to \$50.00 with receipts for each RSC meeting.
- C. WSC, Regional Trusted Servants Assembly, and CAR workshops as budgeted.
- D. The Convention Committee shall receive seed money in the amount of 4500.00
- E. All RSC Committee members and sub-committee chairs shall submit a budget at the June RSC meeting.
- F. The fiscal year runs June to June

#### SECTION 2:

Twice yearly, in June and December, any funds above the prudent reserve and the current Quarter's expenses shall be forwarded to the WSO.

#### SECTION 3:

All expenditures made by the RSC shall be paid by check except when necessary to make other arrangements.

#### SECTION 4:

### ANTI-THEFT POLICY

- The Eleventh Concept establishes the sole absolute priority for use of NA funds is to carry the message. The Twelve Concepts for NA Service give the MRSCNA a mandate from the NA Groups, which calls for total financial accountability.
- With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated. Should any MRSCNA Participant, Administrative Committee Member be found to have allegedly misappropriated, or misused MRSCNA and/or other assets, the Presiding Officer of the MRSCNA, immediately upon calling the MRSCNA meeting to order must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved.
- Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time.

#### A. MRSCNA ACTION

- The MRSCNA once informed of the alleged misuse of funds and/or other assets may suspend the participation of individual(s) with cause by a two thirds (2/3) majority vote, pending investigation and resolution.
- Having been found to have misappropriated or misused funds and/or other assets, said individual(s) participation is immediately terminated, with cause, by a two-thirds (2/3) majority vote.
- Additionally, any member removed by the MRSCNA for misappropriation of misuse of funds and/or other assets may not hold an elected seat on the MRSCNA or its subcommittees for a period of two years.

#### B. RESTITUTION

Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all MRSCNA funds. Should a member be removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the MRSCNA.

#### C. Regional Trusted Servants shall be requested to sign agreements of financial responsibilities.



D. Procedure of Resolution:

1. A thorough review of all books and financial records.
2. Then scheduled a meeting, assuring that the individual(s) who allegedly misappropriated or misuse of funds and/or other assets, is informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
3. If the individual admits to the theft and agrees to pay back the fund and/or other assets, a restitution agreement can be developed. Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
4. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, the World Service Board, and the Narcotics Anonymous World Services Incorporated as resources.
6. If legal action is pursued one or all of the following may occur:
  - A. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
  - B. The MRSCNA may pursue a criminal prosecution of the individual(s) through the proper authorities.

SECTION 5:

No expenditures shall be made from the RSC treasury without receipt or proof of payment.