

REGIONAL SERVICE COMMITTEE GUIDELINES

As of February 2011

PURPOSE OF THE ALASKA REGIONAL SERVICE COMMITTEE

The purpose of the Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose (Each group has but one primary purpose – to carry the message to the addict that still suffers), by linking together the Areas and Groups within its region; to serve as a link between the Areas and the World Service Conference; by helping Areas and Groups with their basic situations and needs; and by encouraging the growth of the Fellowship. Although the Alaska Regional Service Committee may offer advice and suggestions, the Alaska R.S.C. does not have binding authority over the decisions or the activities of any Areas or any groups.

REGIONAL SERVICE COMMITTEE

A REGIONAL SERVICE COMMITTEE (R.S.C.) is a committee made up of (Regional Committee Members) RCM's from all of the Areas within the Alaska Region. This service committee is designed to provide service to its member areas. An A.S.C. and R.S.C. are similar in nature and purpose, but their respective functions are slightly different. While the A.S.C. serves the common needs of its member Groups, the Alaska Regional Service Committee serves three basic functions:

1. To unify the Areas within it's Region.
2. To carry the message of recovery.
3. To contribute to the growth of N.A., both by initiating much of the work to be finalized at the World Service Conference, and by helping our World Services.

TRADITION NINE

The Tradition states that we ought never be organized, but we may create special service boards and committees directly responsible to those we serve.

We are not organized in the sense that there is no MANAGEMENT OR CONTROL. We are directly responsible to those we serve. Whether or not Areas choose to utilize our services is up to them.

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I. REGIONAL SERVICE COMMITTEE

1. Only NA approved Guidelines will be used in the Alaska Region. (Only “A Guide to Local Services In Narcotics Anonymous” will be used in the Alaska Region.)
2. The only voting members of the Regional Service Committee (RSC) are RCMs, RCM Alternates, or duly appointed members of their respective Area if pre-arranged with the Regional Chairperson. There is one representative for each Area. *(There is only one vote per Area, regardless of the number of Area Representatives in attendance at the meeting.)*
3. There must be a Quorum to carry the vote. In the Alaska Region, a Quorum is over 50% of the voting members *(RCMs)* present.
4. For a motion to pass, over 50% of the voting members *(RCMs)* present must vote yes, providing there is a Quorum. The only exception is for Motion’s concerning policy, then the vote must be unanimous, that is all voting members *(RCMs)* present voting yes. *(Additionally, the “Motion Table” in the Guide to Local Services in Narcotics Anonymous will be used as a guide for motions, seconds, debates, and voting. Copy is attached to this document.)*
5. Motions in the Alaska Region can only be made by Voting Members *(RCMs)* or Subcommittee Chairs when dealing with their specific Subcommittee issues. *(The RSC Chair may “entertain” a motion.)*
6. Elections are held as follows:
 - i. Chairperson, Vice Chairperson, Secretary, Treasurer biannually during odd years, at the Fall quarter regional committee meeting;
 - ii. Subcommittee Chairpersons, biannually during even years at the Fall quarter regional committee meeting;
 - iii. Alternate Regional Delegate (ARD), biannually during even years at the fall quarter regional committee meeting.
 - iv. The incumbent ARD will roll into the Regional Delegate (RD) position biannually during even years. If the ARD position is vacant or if the ARD cannot fulfill the duties of RD, an election for RD and ARD will be held.
 - v. Elections will be held whenever a position becomes open and a nomination is brought forward. Nominations will be accepted 60 days or more after a vacancy occurs, which affords an opportunity for all areas to bring forward a nomination. Such a partial term ends according to the biannual schedule outlined above, at the Fall Regional Committee meeting of the even or odd year respective of the position.
 - vi. Pro-Temp appointments – When a position vacancy opens up, the Chair may appoint someone to temporarily fill the position in order to keep business running as usual. The “pro temp” position candidate shall meet the minimum position requirements.

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7. Conditions of Nomination(s)

- i. Nominations for any RSC office shall be brought by an Area RCM or RCM alternate (or duly authorized proxy), or by a group from an unorganized area. Nominations shall be made at a duly convened RSC meeting. Alternatively, an Area may bring a nomination to the Regional Chair 60 days prior to the Fall Regional Committee meeting, which if he or she (the nominee) meets the minimum position qualifications, will be distributed to the Area RCMs to gather Area vote or conscience to vote at the Fall RSC meeting.
- ii. A nomination shall include a written statement of the (i) members clean time, (ii) service background, (iii) understanding of the Steps, Traditions, and Concepts, (iv) willingness to serve, and (v) any plans for the position. Nominations do not require a second. Nominations will be brought back to the Areas.
- iii. RSC should consider not waiving clean time.
- iv. No member will hold an RSC elected position more than one consecutive term. A partial term will not disqualify a member from holding that position in the following cycle.
- v. The clean time requirements shall be as follows:
 - a. RSC Chairperson -- 7 years
 - b. RSC Vice Chairperson - 7 years
 - c. Secretary -- 3 years
 - d. Treasurer -- 5 years
 - e. Regional Delegate -- 7 years
 - f. Alternate Delegate -- 7 years
 - g. Subcommittee Chair -- 5 years
 - h. Convention Committee Chair 5 years
- vi. The minimum service experience shall be as follows:
 - a. RSC Chairperson -- 2 years of Regional Service
 - b. RSC Vice Chairperson -- 1 year of Regional Service
 - c. Secretary -- no requirement
 - d. Treasurer -- 2 years of Regional or Area level service
 - e. Regional Delegate -- 2 years of Regional Service
 - f. Alternate Delegate -- 2 years of Regional Service
 - g. Subcommittee Chair -- 2 years of Area Level Service
 - h. Convention Committee Chair – 2 years of Area Level Service, and must have served as a Convention subcommittee chair or on a Convention executive committee.

8. No committee member (Chairperson, Vice Chair, Secretary, Treasurer, Subcommittee Chair, Regional Delegate or alternate RD) may hold more than one position on the committee at the same time nor be a voting member of this committee (i.e., RCM).

9. If a Regional Officer or Sub-committee Chair misses two consecutive RSC meetings without either *alternate* representation or submitting a written report, then their position becomes open

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Sub-committee Chairs may be represented by a duly appointed representative as long as such person does not already hold a position on the RSC

10. If an Area is not represented at two consecutive RSC meetings then they cannot vote at the next RSC meeting in which they are present.
11. Geographically remote Area voting is by Proxy if they cannot afford to have their RCM present.

II. RSC CHAIRPERSON

1. Contact all RCMs no later than 30 days prior to the quarterly RSC meeting informing them of any changes since the previous RSC meeting and asking if their Area has anything (i.e., Motions (*motions should be in writing with the "intent" of the motion stated*), Nominations (*should be made in writing and include the qualifications required in Guideline #7*), etc.) to go on the RSC Agenda.
2. Arrange and Mail RSC Agenda to all Areas no later than 21 days prior to the Quarterly RSC meeting.
3. Verifies the minutes of the RSC are accurate before copies are made.
4. Suggested Four years continuous abstinence from all Drugs and participation in the RSC for the past Two years.

III. VICE-CHAIRPERSON

1. Keeps in contact with all Sub-committees so that if a Sub-committee Chairperson or representative is absent from the RSC meeting the RSC Vice-chair can answer all questions concerning that Sub-committee
2. Perform all duties of RSC Chairperson in the absence of the RSC Chairperson.

IV. SECRETARY

1. Keeps accurate minutes of each RSC Business meeting. Types and Distributes copies of the minutes to all members of the RSC no later than one month after the RSC meeting. (*Posting on the Regional Web Page is not readily available to all members*).
2. Have minutes verified by RSC Chairperson before copies are made.

V. TREASURER

1. Coordinates payment of RSC bills and allocation of RSC Budgets.
2. Handles RSC Banking accounts and is Co-signer of RSC checking account along with the RSC Chairperson and Vice-Chairperson. If one of these positions is not filled then the RD will assume responsibility of being of one the Co-signers.

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VI. REGIONAL SERVICE DELEGATE

1. Must have the ability to participate in the WSC biannual Meeting. RSC is responsible for providing money.
2. Five years continuous abstinence from all Drugs and suggested participation in this RSC for the past Two years.

VII. REGIONAL SERVICE DELEGATE ALTERNATE

1. Responsible for the Policy of this RSC. Knowledgeable in all Areas of Policy. If an answer is not known then they are responsible for getting an answer.
2. Performs all duties of the RSD in the RSD's absence.
3. Must have the ability to participate in the WSC bi-Annual Meeting. RSC is responsible for providing the money.

VIII. SUB-COMMITTEE CHAIRPERSON

1. Must provide written report to the Quarterly RSC meeting including a financial report. (Subcommittee chairs will submit their respective subcommittee budget annually for approval by the committee.)
2. Must follow WSC Approved guidelines (*see note in Guideline #1*) for their Sub-committee and Regional Guidelines and Directives.

IX. PUBLIC INFORMATION

1. Produce regional schedules quarterly.
2. Hold regular workshops to address the needs and activities of the Alaska Region and its individual Areas.
3. Oversee ARSC web site maintenance.
4. Oversee ARSC outreach activity.
5. Be responsible for ARSC phone lines.

X. LITERATURE

1. Produce a Regional Newsletter.
2. Keep Area Literature Sub-committees informed of newly approved literature, Approval Literature, literature in Draft or Review Form, and the work of other Area Literature Sub-committees.
3. Facilitates Workshops to teach Area Literature Sub-committees the Literature Review process, especially the importance of the Area Literature Sub-committee participation.
4. Keep accurate files of Area and Regional literature Sub-committee action.

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XI. CONVENTION SUB-COMMITTEE

1. Use the approved WSO Convention Guidelines.
2. Convention subcommittee is a subcommittee of the ARSC.
3. Areas seeking to host the convention shall submit a request to the ARSC 30 days prior to the October ARSC meeting. (Allows the RSC Chair to include it on the agenda, and Areas to consider the request.)
4. The Convention host Area will be decided at the October ARSC. In voting for what Area shall host the next convention, the RCM's (and Areas) shall consider an Area's human resources capacity, accessibility, the principle of rotation, and cost to Alaska Region.
5. The host Area shall elect the Convention Chair. The Convention Chair is accountable to the RSC.
6. Convention chair will submit a Convention report and transfer all funds to the RSC treasurer within 45 days of the Convention.

XII. REGIONAL FINANCES

1. Money is handled at the regional level in pretty much the same way it's managed by area treasurers. The regional committee as a whole considers it's projected expenses and authorizes expenditures to cover them. These costs often include:
 - WSC participation expenses for the regional delegate and alternate
 - Space rental for committee meetings
 - Phone lines
 - Outreach
 - Service forums
 - The regional assembly
 - H&I literature
 - Mailings
2. Budget
 - i. Purpose: The purpose of the bi-annual budget is to have a prudent and balanced spending plan, which protects the fellowship from capricious and unreasonable expenditure. The purpose of the review process is to give all members in the Alaskan Regional fellowship the opportunity to participate in our budget formation and adoption.
 - ii. Budget Formation and Adoption:
 - It is a basic principle that the initial draft budget comes from the RSC and is sent to the Areas for approval.
 - The Area groups review the budget, making suggestions to revise the budget, and providing direction and conscience to their Area RCM.
 - The RCMs bring their area's suggestion(s) and conscience back to the RSC. The RSC revises the budget according to Area direction.
 - The revised budget is then returned to the Areas for approval/disapproval. The draft budget is not amended at this point except for serious flaw or omission.
 - A majority of Areas must approve the budget in order to adopt.

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iii. Budget is adopted in of the first half of odd years. It is reasonable practice to amend the budget in the second year.

iv. Budget Schedule:

- October - At the regular Fall RSC meeting during even years, the RSC will form an ad-hoc budget committee to draw up the initial draft budget.
- November - Before the end of November, the ad hoc budget committee will provide the draft budget to the RSC for review. When the draft budget is approved by the RSC by a simple majority vote, the draft budget will be distributed to the Areas for review and comment.
- December - RCMs will distribute the draft budget to their Area groups for review and comment.
- January - GSRs will discuss proposed changes to the budget with their RCMs at their ASC meetings.
- February – After their ASC meetings, the RCMs will meet with the Budget ad hoc committee or RSC to work out budget revisions.
- March - The RSC will approve the revised budget for disbursement to and approval by the ASCs. RCMs then present the revised budget to their Areas and the revised budget goes back to the groups for approval or disapproval
- May - The RSC will convene to vote on the budget. If approved, budget is finalized.

3. Donation from the Convention Proceeds

The Region shall donate 10% of the annual regional convention proceeds, after all expenses and seed money have been deducted, to the Narcotics Anonymous World Service. (The intent is to donate 10% of the profits of the annual convention to NAWS.)