SHOW-ME REGION

REGIONAL SERVICE COMMITTEE

REGIONAL GUIDELINES

Reviewed 1/21/2023

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GLOSSARY OF ABBREVIATIONS

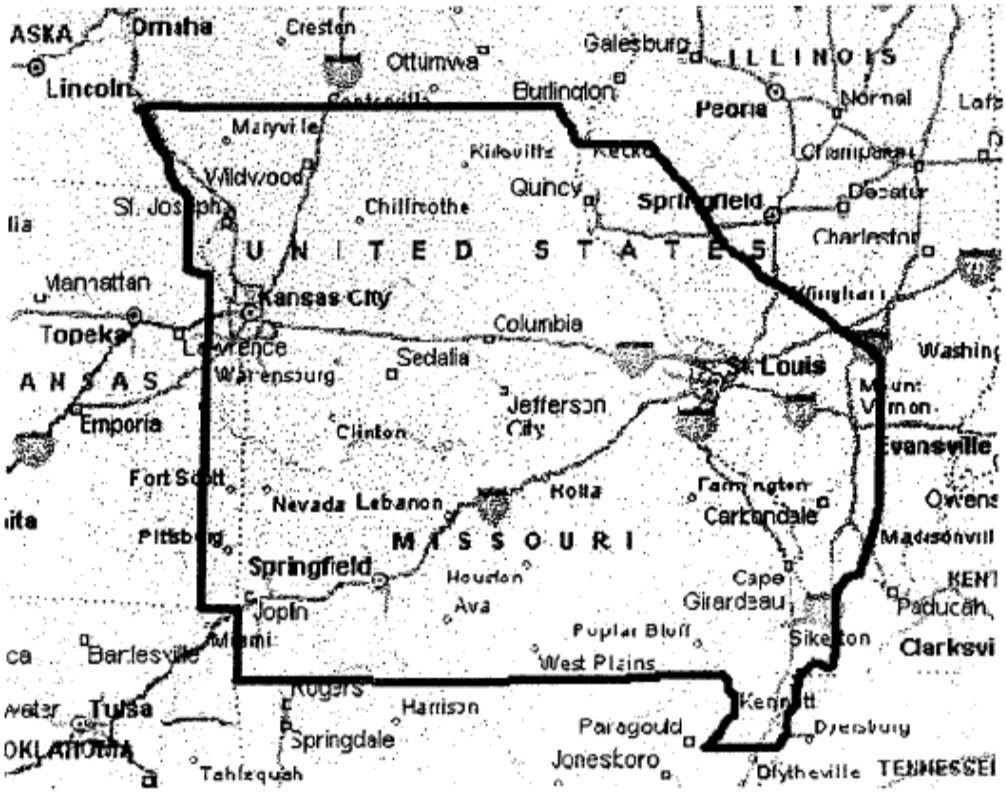
AD	Alternate Delegate
AD-HOC	Temporary committee formed for a specific project
ASC	Area Service Committee
ASO	Area Service Office
BOD	Board of Directors
BOT	Board of Trustees
GLS	Guide to Local Service
GSR	Group Service Representative
H&I	Hospitals & Institutions
Lit Com	Literature Committee
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PR	Public Relations
REC	Regional Executive Committee
RCM	Regional Committee Member
RD	Regional Delegate
RSC	Regional Service Committee
SMR	Show-Me Region
SMRCNA, Inc.	Show-Me Regional Convention Corporation, Inc.
WCC	World Convention Corporation
WSC	World Service Conference
WSO	World Service Office
WSR	Writing Steps for Recovery

PREAMBLE

The 9th Tradition states, "NA as such ought never be organised but we may create service boards and committees directly responsible to those they serve." In keeping with the spirit of responsibility to those we serve, this body felt it essential to have a set of guidelines and procedures to follow. These guidelines were developed to help us do the most efficient service work possible by sharing our experience, strength, and hope on how and where to be responsible to those we serve.

SECTION I: NAME AND BOUNDARIES

1. This body shall be known as the Show-Me Regional Service Committee of Narcotics Anonymous; hereafter called Show-Me RSC.
2. The Region is comprised of all Area Service Committees in Missouri, as well as any bordering Areas that wish to be part of the Show-Me Region.
3. These Areas and their boundaries are continually changing, because of this the boundaries of individual Areas are not shown on the map below. The heavy black lines denote the approximate outer boundary of the Region.



SECTION II: STATEMENT OF PURPOSE

Our purpose is to further the unity of the fellowship within the Show-Me Region and between other Regions by existing as a channel for communication between the Show-Me Region and the rest of NA as a whole; to communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening (serving) our fellowship. We are here to serve and respond to the needs of our fellowship as they arise.

The Regional Service Committee (RSC) consists of representatives from designated Areas and Groups of Narcotics Anonymous. It will be ever mindful of the spiritual principles expressed in the Twelve Steps and in the Twelve Traditions of the NA fellowship. It shall strive to be the true voice and true conscience of NA unity within its boundaries

It is from the RSC that a Regional Delegate to the World Service Conference is elected. It is the responsibility of the Show-Me RSC to provide the RD and Alternate Delegate with the support necessary to perform the duties of office while representing the Region.

General Service is divided into sections; the Area and the Region. These are both geographical and functional designations. The Area is designated to provide service to individual groups with specific needs and the Region is established to serve these same Areas. The RSC will serve the Areas, who in turn serve the group, “so that no addict need ever die from the horrors of addiction.”

SECTION III: THE REGIONAL SERVICE COMMITTEE MEETING, COMMITTEE PARTICIPANTS, AND PARLIAMENTARY AUTHORITY

3.0 THE REGIONAL SERVICE COMMITTEE MEETING

a. The RSC will meet the second weekend in January, April, July and October whenever possible. A Regional Assembly for the NAWS Conference Agenda Report will be held in March. The exact date is to be set at the January RSC.

b. The Regional Service Committee meetings will be held at the most centralized location within the Region.

c. A roll call will be taken by the secretary at the beginning of each Regional Service Meeting. In order to conduct business, a quorum of 50% plus one of the Area's represented by the region must be present.

3.1 COMMITTEE PARTICIPANTS

a. The Regional Service Committee is comprised of the RSC Board of Directors (RD, AD, Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer), Standing Subcommittees and Ad Hoc Chairpersons, RCMs and their alternates from represented Areas.

b. Upon election to the SMRCNA, Inc., Board of Directors, the person elected shall resign any other elected regional position including RD, AD, RCM, or any other RSC Officer including Subcommittee Chairperson, Ad Hoc or any other special committee chairperson.

c. An Ad Hoc Committee can be formed by the Chairperson to complete a specific task. It is directed by the RSC and will adhere to Standing Subcommittee Guidelines. It is to be active for a specific time frame and when the task is complete, the Ad Hoc Committee will dissolve.

d. All former RD's and committee participants, if willing, will serve as Ex-Officio members of the RSC and will be placed on the mailing list by the Secretary to receive all communications from the RSC.

e. The Show-Me Region is comprised of its recognized member Areas.

f. The number of Areas in the Show-Me Region will be flexible according to the needs of the Groups, Areas and the Region.

g. A new Area may become part of the Show-Me Region by a two-thirds majority vote of the RSC.

h. Each Area recognized by the Region will have an ASC, whose members will be one RCM, other Officers deemed necessary by the committee, and the elected GSRs from each registered NA group in the area.

i. Each Area should have a representative on every Regional Subcommittee who works to coordinate activities at the Area level.

j. Each Area should have regular ASCs that meet at the time and place of their own selection. Meetings should be monthly, bimonthly, quarterly or semi-annually.

k. Each Area's ASC meetings should be held according to the Guidelines in "A Guide to Local Services in Narcotics Anonymous".

l. Each Area will furnish Names, addresses, phone numbers and email addresses of newly elected RCMs; Subcommittee members, GSRs and Alternates, to the Regional Secretary.

m. The Standing Subcommittees of the RSC will be H&I, PR, Literature, Outreach, WSR, SMRCNA BOD and Campvention, as well as any others deemed necessary to implement the needs of the Region.

n. All Standing Subcommittees will be chaired by a person elected by the RSC. Chairperson terms will be for one year and should correspond with those of other members of the RSC, unless the guidelines for that subcommittee state the Chairperson has a different term of service.

o. Standing Subcommittees will be comprised of such officers deemed necessary by the committee to ensure its ability to adequately fulfill its duties.

p. Each Standing Subcommittee will hold quarterly meetings on Saturday afternoon at each RSC meeting unless the guidelines for that subcommittee state otherwise.

3.2 PARLIAMENTARY AUTHORITY

In all areas of service we will be guided by the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous. We will conduct the business of the service committee meetings utilizing Robert's Rules of Order found in “A Guide to Local Services in Narcotics Anonymous”.

3.3 VOTING PROCEDURES

a. Voting members of the RSC will be RCMs from registered Areas of the Show-Me Region. Alternate RCMs may vote for RCMs who are not present. No Area shall have more than one vote.

b. RCM’s may use consensus based decision making where appropriate.

c. Regional business (i.e. creating ad-hocs, approval of tasks to be done, elections of officers, subcommittee requests, money issues, sending motions to CAR, etc.) require simple majority. A simple majority vote means more than half of votes cast, not including abstentions.

d. Regional Guidelines, amendments, and removal of Regional officers require two-thirds majority. A two-thirds majority means two-thirds or more of votes cast, not including abstentions.

e. An abstention is any voting member abstaining or removing their vote from the voting body due to lack of information, conflict of interest, or any other non-specific reason. Final decision for all votes is solely based on yes (pro) or no (con) votes. Abstention votes are thrown out and do not count. If a majority of votes are abstentions on any vote, the vote will go back for discussion and will either be re-voted on after discussion or it can be tabled (if the body agrees no harm no will come by tabling).

f. Matters such as the election of trusted servants, the distribution of any significant amount of NA funds or any matter that could affect the Region or Areas as a whole should be sent back to the Areas for their approval.

g. RCMs can immediately vote on any issue that deals with the ability of the Regional body to conduct business at the RSC meeting.

h. RCMs carry a vote of confidence from their Areas. Because of this, RCMs can vote on a matter of importance without taking it back to the Areas *if* a two-thirds majority of the voting Areas approve the need for such a vote.

i. Once a motion has been stated by the chair and 2nd by a voting member of the Region body, it is no longer property of the maker, but of the Region body. Any amendments, “friendly” or otherwise can be adopted by the Region body, either by majority vote or unanimous consent (consensus based) during the motions discussion before it is ready for voting or before it is sent back to groups. Any motion amended that already went back to groups, must return back to groups for discussion before it can be voted on “if” deemed necessary by the Region (exceptions include typos, grammar, etc. in the amended motion).

j. CAR/CAT motions/proposals to be counted as follows: Each NA member has one vote. Each RCM will bring tally votes, yes, no, abstentions from Areas to the Region. The RD and AD will tally all Area votes. The Regional vote to the WSC will be tallied, yes, no, abstentions and the outcome will be based on the majority.

3.4 MOTION PROCEDURES

a. Every main motion must be presented in writing on the appropriate form containing the intent. The motion shall be anonymous in order to keep principles before personalities. Every amendment to a main motion must be presented in writing.

b. There shall be a limit on debate by any member. No individual may speak longer than three (3) minutes on a motion for each time he or she is recognized by the Chair to speak. No member may speak on a motion more than once unless all others desiring to speak on the motion have exercised their opportunity.

c. Three (3) pros and three (3) cons may be heard on each main motion made and seconded before a vote is taken. Maker of motion may be considered one (1) pro by decision of the Chairperson. This discussion shall come from the RCMs (or Alternates in their absence), Chairperson, Subcommittee Chairs, or RSC Board of Directors. Discussion may be extended by a simple majority vote. The Chairperson may also recognize a point of information from any member in attendance, if it is pertinent to the matter at hand.

d. Elected Regional Committee Members or Alternates may make, second and vote on motions (one vote for each Area present) and may make and vote on nominations for election purposes.

e. Elected or appointed RSC Board of Directors may make and second motions, and may make nominations for election purposes.

SECTION IV: NOMINATION AND ELECTION OF REGIONAL SERVICE COMMITTEE BOARD OF DIRECTORS, SMRCNA BOD, AND STANDING SUBCOMMITTEE CHAIRS

4.1 Nomination procedures

a. Nominations for all RSC Board of Directors will alternate years (per sec.4.3) and be open in new business of the RSC in April. The Subcommittee chair nominations will be open at the RSC meeting in April with exception of Campvention, which will open nominations in July and SMRCNA BOD, which will open nominations at the RSC meeting following the convention.

b. The RSC Board of Directors of the RSC will be the RD, AD, Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer.

c. Each January, the SMRCNA BOD will submit to the RSC the number of Board Members that are due to become vacant by virtue of expiration.

d. There will be no nominating committee appointed, and all nominations will be taken from the floor. All nominees must be present with a Show-Me Regional Service Resume. These resumes will be attached to the minutes of the RSC.

e. All Service Resumes must be turned into the Secretary by noon on Saturday to be discussed during open forum and no later than 8am on Sunday to be reviewed in new business.

f. Any NA member of the Show-Me Region may make a nomination for election purposes.

g. Treasurer, Alternate Treasurer, Secretary and Alternate Secretary will be nominated and elected in odd numbered years. Chair, Vice Chair, and Alternate Delegate will be nominated and elected in even numbered years with the sitting Alternate Delegate at that time.

4.2 Election of the RSC Board of Directors

a. The RSC Board of Directors, including RD, AD, Chairperson, Vice Chairperson, Secretary, Alternate Secretary and all standing Subcommittee Chairpersons will be elected by written ballot at the RSC meeting in July. The RSC Treasurer and RSC Alternate Treasurer will be elected by written ballot at the RSC meeting in October.

b. Absentee or proxy votes will not be allowed.

c. The order of election on even numbered years in July RSC meeting will be AD, Chairperson, and Vice Chairperson. The order of election on odd numbered years in July RSC meeting will be, Treasurer, Alternate Treasurer, Secretary, and Alternate Secretary.

d. Upon fulfilling the term of AD, the AD will assume the position of RD by a vote of confidence from the RSC.

e. Alternate Delegate and Vice Chairperson are to be elected separately, and not as runners-up to RD and Chairperson Elections.

f. In the event any RSC Board of Director is unable to finish his or her term or is removed from office by a two-thirds vote of the RSC, the Chairperson will call for an election at the following RSC meeting. If the vacancy is RD, Chairperson or Secretary, their Alternates will step into the office and the above replacement proceedings would then be held for new Alternates.

4.3 Election of Subcommittee Chairpersons

a. The Subcommittee Chairs will be elected by written ballot at the RSC meeting following the RSC where nominations are received. Refer to 4.1a.

b. The order of election will be SMRCNA BOD, H&I, PR, Literature, Outreach, WSR, Campvention, as well as any other committees as may be deemed necessary to implement the needs of the Region.

c. In the event any Subcommittee Chairperson is unable to finish his or her term or is removed from office by two-thirds vote of the RSC, complete authority of the vacated office will transfer to the person or persons as stated in the Subcommittee's Guidelines until such time as a replacement is elected by the RSC. In the absence of such a person or Guidelines, the Vice Chairperson of the RSC will assume all authorities of the vacated office.

4.4 Election of Show-Me Regional Convention Corporation Board Members

a. The SMRCNA BOD members will be elected by written ballot at the July RSC.

b. In the event any SMRCNA BOD member is unable to complete his or her term, or is removed from office by a two-thirds vote of the RSC, or is removed from office by the SMRCNA BOD as provided in the Bylaws of the SMRCNA BOD, the SMRCNA BOD will elect replacement members to serve until the following year's scheduled election.

SECTION V: THE QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF THE REGIONAL BOARD OF DIRECTORS, STANDING SUBCOMMITTEES, AND REGIONAL COMMITTEE MEMBERS

5.0 No RSC trusted servants may serve more than 2 full consecutive terms in the same RSC position

5.1 Among the qualifications of the RD are the following:

a. The RD should have at least five *(5)* years continuous clean time and should have served at least one (1) full term as an RSC BOD, Committee Chairperson or RCM.

b. Should have previously served as Alternate Delegate whenever possible.

c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, A Guide to World Service, and Show-Me Regional Guidelines.

5.2 Among the duties and responsibilities of the RD are the following:

a. Term of service for RD is (2) two years.

b. The RD shall also be a member of the SMRNA corporation board of directors and adhere to the "BY-LAWS OF SHOW- ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. The RD will carry out the clearly defined duties indicated in the, A Guide to Local Services in Narcotics Anonymous.

g. The RD is authorized for expenses to attend the WSC.

h. Perform outlined responsibilities defined in guideline 6.5 "An Audit Committee made up of the RSC Vice Chairperson, Alternate Treasurer, RD and at least one Subcommittee Chairperson will examine the Treasurer's books and vouchers quarterly one hour before the start of the Sunday session of each regularly scheduled RSC. The Subcommittee Chairperson will rotate on the following basis: Campvention, H&I, Literature, PR, and Outreach. If the Chair position is vacant, it will simply rotate to the next available Chair. It will be the responsibility of the RSC Vice Chairperson to notify and confirm the attendance of the Audit Committee one month prior to the audit. "

i. The RD will bring regional report questions and conference participant surveys to the RSC meeting to receive regional review before submitting to the WSC.

j. Presents, with assistance of Treasurer, the regional budgets at the October regional meeting for RSC approval.

5.3 Among the qualifications for the AD are the following:

a. The AD should have at least three (3) years continuous clean time and should have served at least one (1) full term as RSC BOD, Committee Chairperson, or RCM.

b. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, A Guide to World Service, and Show-Me Regional Guidelines.

5.4 Among the duties and responsibilities of the Alternate Delegate are the following:

a. Term of service for AD is (2) two years.

b. The AD shall also be a member of the SMRNA corporation board of directors and adhere to the "BY-LAWS OF SHOW- ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Assume duties of the RD in his/her absence.

g. Should the RD be unable to finish his/her term, the AD will automatically become RD and finish the term.

h. Facilitate RCM Open Forum meetings at the RSC.

i. Assist RD in fulfilling his/her duties indicated in A Guide to Local Services in Narcotics Anonymous.

j. Maintain written and/or spoken communication with current RD, RSC and NAWS.

k. The AD is authorized for expenses to attend the WSC.

5.5 Among the qualifications of the Chairperson are the following:

a. The Regional Chairperson should have at least three (3) years continuous clean time and served at least one (I) full term as RSC Officer, Committee Chairperson or RCM.

b. Should have previously served as Vice Chairperson whenever possible.

c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.6 Among the duties and responsibilities of the Chairperson are the following:

a. Term of service for the Chairperson is two (2) years.

b. The Chairperson shall also be a member of the SMRNA corporation board of directors and adhere to the "BY-LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Carry out the clearly defined duties of the Regional Chairperson as outlined in A Guide to Local Services in Narcotics Anonymous.

g. Prepare the Regional Service Committee Meeting agenda, which shall include all items of business, will be sent to all voting participants, all motions to be included in the agenda, not less than forty-five *(45)* days prior to the next Regional Service Committee meeting.

h. Presides over RSC meetings.

i. Cosigns on the Regional bank account, along with the RSC Secretary and RSC Treasurer.

j. If any RSC BOD or RCM is absent from any RSC meeting and is not represented by an Alternate or designee, the Chairperson, upon notification from the Secretary, may contact the absent member or appropriate Area to seek a remedy to the absence or ask for the selection of a qualified replacement.

k. The Treasurer and Regional Chair are accountable for the timely filing of Annual Corporation paperwork by the State deadline.

l. The Chair will announce at Jan RSC of odd years that motions for CAR consideration are due by April RSC of odd years

. The Regional Chair is accountable for annual liability Insurance updates / RCM will be responsible for providing updated information for groups receiving updated certificates.

n. In the absence of the Treasurer, the chairperson will be responsible for changing all access passwords on Regional laptop.

o. In the absence of Treasure, the chair will be responsible for collection of the regional laptop and all associated media.

5.7 Among the qualifications of the Vice Chairperson are the following:

a. The Vice Chairperson should have at least three (3) years continuous clean time and served at least one (1) full term as RSC Officer, Committee Chairperson or RCM.

b. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.8 Among the duties and responsibilities of the Vice Chairperson are the following:

a. Vice Chairperson term of service will be two (2) years.

b. The Vice-Chairperson shall also be a member of the SMRNA corporation board of directors and adhere to the “BY- LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS’.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Assume the duties of Chairperson in his/her absence.

g. Serve as coordinator for all subcommittees.

h. Assume the position of Chairperson should the current Chairperson be unable to complete his/her term.

i. Keep an ongoing, up-to-date list of any Guidelines changes or amendments at all RSC meetings and provide a copy of this to the Secretary and Alternate Secretary to be included in minutes and added to the Guidelines.

j. Cosigns on the Regional bank account (only when acting in the absence of the RSC Chair), along with the RSC Secretary and RSC Treasurer.

k. In the event any Subcommittee Chairperson is unable to finish his or her term or is removed from office and the Subcommittee is left with a vacated office, the Vice Chairperson of the RSC will assume all authorities of the vacated office.

l. Perform outlined responsibilities defined in guideline 6.5 “An Audit Committee made up of the RSC Vice Chairperson, Alternate Treasurer, RD and at least one Subcommittee Chairperson will examine the Treasurer's books and vouchers quarterly one hour before the start of the Sunday session of each

regularly scheduled RSC. The Subcommittee Chairperson will rotate on the following basis: Campvention, H&I, Literature, PR, and Outreach. If the Chair position is vacant, it will simply rotate to the next available Chair. It will be the responsibility of the RSC Vice Chairperson to notify and confirm the attendance of the Audit Committee one month prior to the audit. "

5.9 Among the qualifications of the Regional Secretary are the following:

a. The Secretary should have at least three (3) years continuous clean time and served at least one (1) full term as RSC Officer, Committee Chairperson or RCM.

b. Should have previously served as Alternate Secretary whenever possible.

c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.10 Among the duties and responsibilities of the Secretary are the following

a. Secretary term of service will be two (2) years.

b. The Secretary shall also be a member of the SMRNA corporation board of directors and adhere to the "BY-LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Carry out the clearly defined duties of Secretary outlined from A Guide to Local Services in Narcotics Anonymous.

g. Responsible for taking minutes of RSC meetings and Area reports.

h. Takes roll at the beginning of each RSC meeting, making sure only voting members of the RSC vote on business.

i. Assists the Chairperson in preparing the RSC meeting agenda, taking care that business carried over from the previous RSC is included.

j. Responsible for filing and storage of all Regional records including minutes, committee and officer reports, geographical maps of the Region, and other documents declared property of the Region.

k. Provides receipts or vouchers for expenses to be paid by the Regional Treasurer.

l. Cosigns on the Regional bank account, along with the Chairperson and RSC Treasurer.

m. Responsible for sending RSC meeting minutes and correspondence to all RCMs and/or RCMAs within thirty (30) days of the previous RSC.

n. Secretary will send approved minutes and reports to the WSC quarterly.

o. Keeps original minutes in a digital archive and one digital back up and sends to all RSC BOD's , subcommittee chairs, and ad hoc chair persons (and ex officio officers on request)

p. Secretary or Alternate will have at the end of Fiscal Year for new Officers and RCMs a packet that contains: Guidelines, Motion Form, Trusted Servants List, Robert's Rules of Order, Resume Forms, and a suggested list of items to include in quarterly RSC reports.

q. Responsible for mediator of the Regional website and adherence to the File Sharing Platform guidelines

r. Responsible for completing duties outlined in section VIII: Amendments.

s. Responsible for set-up of tables and other operational needs at the RSC meetings

5.11 Among the qualifications of the Alternate Secretary are the following:

a. The Alternate Secretary should have at least (2) two years continuous clean time, when possible, and served one (1) full term as RSC Officer, Subcommittee Chairperson or RCM.

b. Has the resources necessary to fulfill the position.

c. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.12 Among the duties and responsibilities of the Alternate Secretary are the following:

a. Alternate Secretary term of service will be two (2) years.

b. The Alternate Secretary shall also be a member of the SMRNA corporation board of directors and adhere to the "BY- LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Assume the responsibilities of the Secretary in his/her absence.

g. Assist the Secretary in completing duties outlined in section VIII: Amendments.

h. Assume the position of Secretary upon completion of term as Alternate Secretary by a vote of confidence from the RSC.

i. Responsible for keeping the original and undistributed copies of the Guidelines.

j. Responsible for seeing all new members of the RSC receive a copy of the Guidelines.

k. Maintains all mailing lists, including names, addresses, phone numbers and email addresses for every RSC BOD, Subcommittee Chairperson, former RCMs and Alternates (whenever possible).

l. Provides vouchers or receipts for expenses to be paid by the Regional Treasurer.

m. Takes minutes of the RCM Open Forum to be included with RSC minutes.

n. Provides copies of Motion Forms, Resume Forms and office supplies needed for each RSC.

5.13 Among the qualifications of the Treasurer are the following:

a. The Treasurer should have at least seven (7) years continuous clean time and have previous accounting experience.

b. Previous NA Treasurer Service experience on the group or area level.

c. A good track record of responsibility to service commitments.

d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.14 Among the duties and responsibilities of the Treasurer are the following:

a. Term of service is for two (2) years.

b. The Treasurer shall also be a member of the SMRNA corporation board of directors and adhere to the "BY-LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Responsible for managing all Regional funds per Section VI: Financial Guidelines for the Show-Me Region Service Committee and its Treasurer.

g. Will be prepared, at any time, to advise the RSC on specific and/or general financial matters pertaining to the RSC

h. The Treasurer and Regional Chair are accountable for the timely filing of Annual Corporation paperwork by the State deadline.

i. Responsible for reserving meeting space and setting the schedule for the next year's RSC meetings. (This is done at the Oct. RSC)

5.15 Among the qualifications of the Alternate Treasurer are the following:

a. The Alternate Treasurer should have at least seven (7) years continuous clean time and have previous accounting experience.

b. Previous NA Treasure service experience on the group or area level.

c. A good track record of responsibility to service commitments.

d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.16 Among the duties and responsibilities of the Alternate Treasurer are the following:

a. Term of service for Alternate Treasurer is for (2) two years.

b. The Alternate Treasurer shall also be a member of the SMRNA corporation board of directors and adhere to the "BY- LAWS OF SHOW-ME REGION/NARCOTICS ANONYMOUS'.

c. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

d. Attend RSC meetings and any other functions deemed necessary by the RSC.

e. Notifies RSC if unable to attend RSC or any other assigned function.

f. Assist the Treasurer in managing all regional funds and become acquainted with Section VI: Financial Guidelines for the Show-Me Regional Service Committee and its Treasurer.

g. In the absence of the Treasurer, retrieve the checkbook and financial report from the Treasurer and have them available at the RSC meeting.

h. Assume the responsibilities of the Treasurer in his/her absence.

i. Should the Treasurer resign or the position become vacant, assumes the position of Treasurer by a vote of confidence from the RSC.

j. Assume the position of Treasurer upon completion of term as Alternate Treasurer by a vote of confidence from the RSC.

k. The Alternate Treasurer *SHALL NOT* be one of the co-signers on the Regional checking account.

l. Perform outlined responsibilities defined in guideline 6.5 "An Audit Committee made up of the RSC Vice Chairperson, Alternate Treasurer, RD and at least one Subcommittee Chairperson will examine the Treasurer's books and vouchers quarterly one hour before the start of the Sunday session of each regularly scheduled RSC. The Subcommittee Chairperson will rotate on the following basis: Campvention, H&I, Literature, PR, and Outreach. If the Chair position is vacant, it will simply rotate to the next available Chair. It will be the responsibility of the RSC Vice Chairperson to notify and confirm the attendance of the Audit Committee one month prior to the audit. "

5.17 Among the qualifications of Subcommittee Chairperson are the following:

a. The Subcommittee Chairperson must have three (3) years continuous clean time, unless the guidelines for that subcommittee require the chairperson to have more clean time, and be an active member of Narcotics Anonymous.

b. Should have been an active member of said subcommittee past or present.

c. Will have the resources necessary to fulfill the position and is willing to complete duties as directed by the RSC.

d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.18 Among the duties and responsibilities of a Subcommittee Chairperson are the following:

a. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

b. Attend RSC meetings from 1pm on Saturday to close of business on Sunday and any other functions deemed necessary by the RSC.

c. Notifies RSC if unable to attend RSC or any other assigned function.

d. All Standing Subcommittees will function using WSC Guidelines for their particular committee.

e. All Standing Subcommittee Chairpersons will submit a written line item budget for the coming year. These will be submitted to the Treasurer at the first RSC following Regional elections.

f. The subcommittee Chairperson is responsible for making a report at each RSC on the committee's activities including all financial spending from the past quarter and anticipated spending for the upcoming quarter.

g. Perform outlined responsibilities defined in guideline 6.5 "An Audit Committee made up of the RSC Vice Chairperson, Alternate Treasurer, RD and at least one Subcommittee Chairperson will examine the Treasurer's books and vouchers quarterly one hour before the start of the Sunday session of each regularly scheduled RSC. The Subcommittee Chairperson will rotate on the following basis: Campvention, H&I, Literature, PR, and Outreach.

   the Chair position is vacant, it will simply rotate to the next available Chair. It will be the responsibility of the RSC Vice Chairperson to notify and confirm the attendance of the Audit Committee one month prior to the audit.

5.19 Among the qualifications of Ad Hoc Committee Chairpersons are the following:

a. Ad Hoc Committee Chairperson must have (3) years continuous clean time.

b. Elected by RCMs or appointed by RSC Chairperson.

c. Has the experience, resources and time needed to complete duties and responsibilities as directed by the RSC.

d. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services in Narcotics Anonymous, and Show-Me Regional Guidelines.

5.20 Among the duties and responsibilities of an Ad-Hoc Committee Chairperson are the following:

a. Accountable for all funds received by the RSC to meet expenses. (i.e., receipts, documentation of mileage, etc.)

b. Attend RSC meetings and any other functions deemed necessary by the RSC.

c. Notifies RSC if unable to attend RSC or any other assigned function.

d. The Ad-Hoc Committee Chairperson is responsible for making a report at each RSC on the committee's activities.

e. To adapt the "Outreach Adhoc Committee" guidelines as the guidelines for outreach

5.21 Among the duties and responsibilities of the SMRCNA BOD Chairperson are the following:

a. He/she will attend all RSC meetings and report to the RSC the functions and operations of the SMRCNA BOD.

b. The SMRCNA BOD will be composed of a Chairperson and Treasurer and are elected by the RSC. The BOD elects all other Officers and the subcommittee also includes any other NA members who choose to work regularly with the SMRCNA BOD.

c. The SMRCNA BOD will function in harmony with the WSC Guidelines for Conventions, and will be directly responsible to the RSC for its actions, with the BOD Chairperson providing a complete report at each RSC.

d. The committee will maintain minutes, attendance records, files, mailing lists and financial records.

e. All Standing Subcommittee Chairpersons will submit a written line item budget for the coming year. These will be submitted to the Treasurer at the first RSC following Regional elections.

f. The subcommittee Chairperson is responsible for making a report at each RSC on the committee's activities including all financial spending from the past quarter and anticipated spending for the upcoming quarter.

g. The committee will collect sales tax on all sales made on merchandise by the Convention. This money will be reported and paid to the state in which the convention is held.

h. Required to provide minutes to be posted on the file platform sharing group.

5.22 Among the duties and responsibilities of the RCMs are the following:

a. It is suggested that the RCMs should not serve as group GSR, Subcommittee Chairperson or RSC BOD. RCMs should have two (2) years of continuous clean time.

b. RCM is expected to attend all RSC meetings and/or provide for an Alternate to attend.

c. RCM is responsible for providing the Secretary, other RCMs and Subcommittee Chairpersons with a complete and current list of all Area Officers and GSRs including Alternates. Name, address, phone number and email address should be furnished for all. The Secretary should be notified of any changes during the term.

d. If an RCM misses two (2) consecutive RSC Meetings, the Chairperson may contact the appropriate ASC and seek to remedy the situation or seek election of a qualified replacement.

e. RCM will give an Area Service report for his/her Area at each RSC. He/she may periodically be asked to help interpret the conscience of groups in the Area to the RSC.

f. RCMs are expected to actively participate in Subcommittees of their choosing.

g. RCMs are expected to provide the Secretary with an updated list of meetings for their Areas.

h. Prepares a quarterly report to the RSC on Area activities to be filed with the Regional Secretary.

i. Brings motions from his or her Area to the RSC for consideration.

j. Familiarizes the Alternate with the Region and its functions.

k. Reviews and participates in Conference Agenda Report Workshops.

l. Assists Groups or Areas within the Region by sharing experience, strength and hope.

m. Keeps Areas updated with current WSO literature, bulletins or any other publications that might be beneficial to Groups.

n. Keeps Area updated on current events and functions in the Region and World.

o. Available to members of the Area for questions and information concerning the Region.

p. RCM's are required to attend a motion writing forum directly following the open forum session, as outlined in the agenda. All motions will be written and discussed prior to presentation of motions on Sunday at new business.

q. RCM's are responsible to provide the regional chair, updated group information for annual insurance certificate updates for any of their areas groups that require them.

SECTION VI: FINANCIAL GUIDELINES FOR THE SHOW-ME REGIONAL SERVICE COMMITTEE AND ITS TREASURER

6.1 Regional Treasurer Responsibilities

a. The Treasurer will keep all financial records for the Region both of the current and previous years. This will be maintained as a history of the Region and in order to comply with IRS regulations, which require tax records for five (5) years prior to the current tax year to be on hand.

b. At the RSC, the only person managing funds is the Treasurer.

c. The RSC Treasurer will maintain a ledger of all Regional monies incoming and disbursed with subsidiary ledgers for all Subcommittees of the Region.

d. The Treasurer is responsible for seeing to the filing of tax returns and ensuring that the region is not in violation of IRS regulations. This responsibility extends to the filing of the Annual Registration Reports yearly (January) as required for ensuring incorporation status

e. Prepares the annual tax return or assists an outside professional hired to prepare the annual tax return for the region in accordance with generally accepted accounting principles and the IRS code. A copy of this return will be retained as a matter of record for at least 5 years.

f. Prepare the Region's financial statement for the Region's report to the WSC.

g. Funds from the RSC will not be used for any personal reason. Funds are not to be extended for any reason other than those items that are, or have been, approved by the RSC.

6.2 Regional Banking

a. The Treasurer will issue a receipt to all Areas for donations to the RSC, as well as for all monies received from subcommittees, activities and groups. This will serve to create a written history of financial activity and facilitate the bookkeeping of the RSC. Receipts will be sequentially numbered, in duplicate format, with one copy being returned to the Area, etc., making the donation and one copy being maintained in the receipt book.

b. RSC funds will be kept in a single bank account with checks requiring signatures from two of the following: Chairperson, Secretary or Treasurer (or the Vice Chair in the absence of the Chair).

c. The bank account for the Region will be centrally located within the Region and accessible by the Regional Treasurer.

d. Bank statements to be downloaded by RSC Vice Chair and emailed by RSC Vice Chair to RD. RD to email statements to Alt. Treasurer.

e. Bank statements will be reconciled upon receipt monthly, following reconciliation procedures and formats outlined in the preceding pages.

f. The Treasurer as a matter of record will retain bank statements and tax records, as well as any other financial records for the Region.

g. Copies of bank statements will be presented with the Treasurer's report at RSC meetings.

h. All funds will be deposited in a timely fashion. Those received by the Treasurer at his or her place of residence can be deposited by mail or in person at a branch location of the Region's bank. Funds received at RSC meetings will be totaled and deposited by the Treasurer in a drop deposit bag.

i. All donations are to be made to the RSC Treasurer with a check or money order.

6.3 Regional Disbursements

a. All expenditures made by the committee will be paid by check.

b. On checks payable to an authorized cosigner, the payee will not be authorized to sign the check. Other signatures as prescribed by these Guidelines are required.

c. Under no circumstances are checks to be signed by any signer with the payee left blank.

d. Every Officer or Subcommittee Chairperson receiving money is to account for it in a report to the RSC. The Treasurer will also report all disbursements.

e. Treasurer should get receipts whenever making payments. These receipts should be preserved in a regular order, as they are vouchers for the payments that must be examined by the Auditing Committee.

f. Mileage is reimbursable for RSC BOD's, Standing and Ad Hoc Subcommittee Chairpersons, RD and RD Alternate. Funding for RCMs comes from the Area represented.

g. In order to be reimbursed, a receipt must be presented. A written Piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., for meals) is not reimbursable. To set the mileage reimbursement for the Executive Committee and Subcommittee Chair's at 10% of the Triple AAA National Gas Average.

h. All reimbursements made by the Treasurer for RSC member expenditures will be made with proper receipt attached to the Request for Reimbursement (RFR) form. This form notes the date, description and amount of each expense; total of expenses listed; signatures of person requesting and RSC Treasurer; amount and date paid; and check number used for disbursement. These forms will be maintained with RSC financial reports for a period of five *(5)* years.

6.4 Regional Budget

a. The proposed annual budget will be submitted to all participating areas for review and input no later than two weeks after the July Show Me Regional quarterly meeting

b. RCMs use the following formula to set the annual prudent reserve to be maintained (25% of the following approved annual budgets: RSC operating expenses and Subcommittee budgets). All funds over this prudent reserve and the amount evaluated and approved for the annual operating expenses will be forwarded to the WSC Treasurer quarterly in the month of the RSC meeting. The only exception to this 25% rule will be the expenses of the RD and AD to the WSC, which will be estimated and kept on-hand four (4) months prior to WSC.

c. Approved budgeted expenditures can be disbursed by the Treasurer upon request. All expenditures must later be verified with a receipt of proof of purchase.

d. Travel and lodging expenses will be paid for the RD and Alternate to attend the Annual Conference and Quarterly Meetings of the WSC. An allowance will be given for meals to be set at the time of travel (approximately $60 per day)

e. Requests for funds, outside of those budgeted, must be brought before the RSC for approval.

f. The Conference Agenda Report is a bi-annual budget line item to be ordered by the Treasurer as soon as they are available each year.

g. Treasurer presents, with assistance of RD, the regional budgets at the October regional meeting for RSC approval.

h. The RSC will purchase and maintain Liability insurance for all groups/Areas in the Show Me Region.

i. Policy to be reviewed at July Region and payment issued by Treasurer.

6.5 Audit Committee

a. An Audit Committee made up of the RSC Vice Chairperson; Alternate Treasurer, RD and at least one Subcommittee Chairperson will examine the Treasurer's books and vouchers quarterly before the start of business on Sunday session at each regularly scheduled RSC. The committee will state on its report "we do herby certify that we have examined the accounts and vouchers of the Treasurer and find them correct". The Audit Committee will also include the current balance on hand as part of their report. The Subcommittee Chairperson will rotate on the following basis:

Campvention, H&I, Literature, PR, Outreach

b. If the Chair position is vacant, it will simply rotate to the next available Chair. It will be the responsibility of the RSC Vice Chairperson to notify and confirm the attendance of the Audit Committee one month prior to the audit.

c. The RSC Vice Chairperson will head the Audit Committee and organize the audit.

d. The Audit Committee will keep whatever records they deem necessary separate from the Treasurer, including copies of financial reports.

e. The Audit committee will verify that each of the check stubs matches the amounts on the bank statements and that each of the deposits match the bank statements and that all information is correctly reported in the Treasurer's report.

f. The Audit Committee will also include the current balance on hand as part of their report.

g. The Audit Committee's report being accepted by the RSC is equivalent to a resolution that the Treasurer's report is correct and the books in order. This report will be signed by the Audit Committee members and retained with the Regional files by the Secretary

6.6 Finance and Ownership

a. The Show Me RSC is the sole owner of Laptop #15, Make=HP, Model #dw0xxx,and all associated media.
b. The regional laptop is only to be used for regional business. Personal email address or personal business are not to be used on the regional laptop.
c. Usage of public WiFi networks will be limited.
d. The Treasurer position is responsible for maintaining the laptop, programs, visud/spyware software, encryption and remote wipe ability.
e. Regional laptop to be backed up/archived quarterly. Backup copies of all files will be made by the Secretary. The purpose of the backup copies are for archival and rescue purposes.
f. Regional laptop to be password protected and all access passwords shared with the secretary, treasure, chair, and vic chair. All passwords should be changed annually in October. In the absence of treasurer, the chair will be responsible for charging all passwords.
g. The Regional laptop and all associated media must be returned to the RSC upon completion of the Treasures service term, at the October Region after election of mew Treasurer. In the absence of Treasurer, the Chair will be responsible for collection of the regional laptop and all associated media.
h. Once it is established that the Treasurer has been compromised and the Chair is unable to retrieve the Regional laptop a remote wipe should be initiated immediately.

SECTION VII: THEFT AND MISMANAGEMENT OF NA FUNDS AND PROPERTY

7.1 Responsibility

a. The first priority in addressing a matter of internal theft should always be concern for the member whose time and recovery may either be threatened or who has already suffered relapse. Our common welfare should always come first. Recovery cannot be measured in terms of material things. Our approach should be one of sincere concern and loving helpfulness founded in the principles of the Steps, Traditions and Concepts of Service.

b. Regular financial reporting and auditing, as outlined in other sections of these Guidelines, help deter theft of NA funds. If funds are stolen, regular audits ensure that such thefts cannot go unnoticed. This section deals with the actions to be taken once theft or mismanagement of NA funds or property has been established. These funds or property include that of the groups, Service Boards and Committees in this Region. This section also deals with the Region's role in dealing with theft or mismanagement of any other funds or property by another member of the Region.

c. While the Guidelines cannot cover procedures for every eventuality, the spiritual principles described can be used, as guidance in matters not explicitly covered. This section is an attempt to help individuals responsible for actions they take. By not enabling individuals to continue these actions without consequences, this section protects the individual as well as the funds, the property, as well as the fellowship as a whole.

d. Adhere to all Guidelines when electing or appointing Trusted Servants.
e. Define a single point of responsibility. Ultimately this is the Treasurer.

f. Have checks and balances to protect the addict as well as the money. Follow through with the consequences (see appropriate sections in these Guidelines).

g. Be responsible when electing or appointing Trusted Servants

7.2 Internal Theft

a. Internal theft is when any NA member steals or misappropriates Show-Me Region funds or property.

b. Once theft has been established, the Treasurer will contact the person suspected of stealing (or the Chairperson if the Treasurer is suspect).

c. Obtain an agreement for restitution within 30 days of initial contact.

d. Request immediate resignation of all service positions held.

e. Report all incidents to the RSC.

7.3 Restitution

a. If the above does not result in resolution of the problem, the Treasurer will bring the matter before the RSC.

b. RSC will get an agreement for restitution within 30 days.

c. RSC will request resignation from all service positions held.

d. If action by RSC fails, the Treasurer will then proceed with appropriate legal action.

e. Treasurer will request payment of all reasonable and customary costs associated with legal action in addition to restitution of the stolen funds or property.

f. Individuals involved will not be allowed to hold any Regional positions until terms of legal action have been fulfilled.

7.4 Bad Checks

a. For bounced checks, the individual responsible for the funds will contact the person responsible and work out payment.

b. The person responsible for funds will follow up with appropriate action (i.e., sending check through again).

c. The person responsible for the funds will turn the matter over to the appropriate authority if matter is not resolved by above (i.e., Prosecuting Attorney)

7.5 Discrepancies

a. For discrepancies in an audit, the Treasurer (or Chairperson if Treasurer is in question) will contact the responsible party for settlement of the discrepancy.

b. If settlement cannot be reached, the RSC will be responsible for determining the settlement.

c. Consequences of refusal of settlement include:

    1. Resignation or removal from all service positions held by the responsible party

    2. Individuals involved will not be allowed to hold any Regional positions or handle Regional funds until terms of legal action have been fulfilled.

7.6 External Theft

a. When a non-NA member steals funds or property belonging to the RSC (i.e., breaking into a member's home and stealing property like t-shirts or other merchandise that is the property of the Show-Me Region; or money collected for door receipts at a dance), the RSC will take appropriate action.

b. Person responsible for funds or property will file a police report.

c. Person responsible for funds or property will contact an Attorney.

d. Person responsible for funds or property will press charges if suspect is apprehended

e. Statement of Liability: The Show-Me Region will not take financial responsibility for any of its members involved in theft or misappropriation of funds and/or property. However, the RSC will cooperate in the resolution of these matters.

SECTION VIII: AMENDMENTS

Amendments to these Guidelines may be implemented by a two-thirds majority vote at the RSC providing that the exact wording of the amendment has been submitted in writing (consisting of the date, intent and section) and announced at an appropriate RSC meeting. The amendment will be presented to the Regional Chairperson in writing. Any proposed guideline changes must go back to be voted on at the Area level. The Regional Chairperson will place the proposal on the agenda of the next RSC for first consideration. The final vote may be by written ballot.

Amendments to these Guidelines will be entered into this document by the Secretary by inserting into the appropriate section and documenting here with wording, date and vote tally of the motion and all amendments approved by the RSC. The updating and accuracy of these amendments will be the responsibility of the Regional Vice Chairperson.

These Guidelines are to be maintained by the Regional Secretary as well as an electronic copy to be maintained in the archives.

Between January and April, the Guidelines will be updated and distributed by the Alternate Secretary to all Trusted Servants.

SECTION IX: FILE PLATFORM SHARING GUIDELINES

a. Any NA member in the Show-Me Region can join the group by emailing the moderator.
b. Any behavior that is deemed inappropriate will result in being deleted by the moderator.
c. All information, flyers, minutes, and reports posted to the Show-Me Regional File Platform Sharing site shall be directly related to the business of the RSC.
d. There will be two (2) moderators for the Show-Me Regional File Platform Sharing site. The current Show-Me Regional Secretary will be a moderator, and the other will be the alternate delegate elected every other cycle resulting in a four-year term as moderator.
e. Sales and merchandise are not to be posted on the Show-Me Regional File Platform Sharing site.
f. Any external hyperlink will only pertain to the business committees of the Show-Me Regional Service Committee.
g. No Images that identify a person, weather NA members or not, are ever used. Moderators must have daily computer access and be familiar in the operations of the web page.
h. Information placed on the Show-Me File Platform Sharing site will be deleted by the moderators, every other year in the month of July. This is to keep free space available for new incoming information. Exceptions to this guideline shall be RSC minutes, guidelines and currently used forms. In the unique case that an ad-hoc committee is extended their information may also remain on the File Platform Sharing site for designated time frame
i. Information removed will be archived to an external hard drive purchased and maintained by RSC Secretary.
j. Members of the Show-Me Regional Service Committee requesting admittance to the File Platform Sharing site shall include in their profile, and the Area, Subcommittee, or Regional position that they hold.
k. In case of Force Majeure as a result of a natural hazard outside of human control. Meetings that include video-conferencing at the regularly scheduled Show-Me Region will allow participation with full authority of any voting member. Any alternate available in person at the RSC will do the voting. The moderator will assure those participating do not have camera on or personal picture visible
l. Hybrid video conference participation will only occur if there is a quaron physically present at the designated RSC location.

SECTION X: APPENDIX

RCM Report to Show-Me Region Demand Letter

Show-Me Regional Restitution Agreement Show-Me Regional Motion Form

Show-Me Regional Service Resume