

SOUTHERN IDAHO REGION OF NARCOTICS
ANONYMOUS

REGIONAL GUIDELINES

January 2023

S.I.R.N.A. GUIDELINES JANUARY 2023

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Article I. Name

The name of this RSC (Regional Service Committee) shall be the Southern Idaho Regional Service Committee of Narcotics Anonymous, hereinafter called the RSC.

Article II. Objective

Section 2.01

The objective of the RSC shall be to conduct the business and activities to serve the common needs of the Narcotics Anonymous Areas within the boundaries of the Southern Idaho Region. The Area Service Committees (ASCs) shall provide the ideas and direction needed to fulfill the primary purpose of Narcotics Anonymous as stated in the Fifth Tradition, and are responsible for the support of the RSC. Support shall be seen as the members who give their time to serve and the funds to provide the services that the ASCs direct the RSC to provide. RSC is to serve as a link between the ASCs and NA World Services (NAWS) and to hold as guiding principles the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service, as stated in *A Guide to Local Services in Narcotics Anonymous* and its successors. For the purpose of these guidelines, the term "Narcotics Anonymous Areas" shall be defined as stated in the *Guide to Local Services in Narcotics Anonymous*, and its successors.

Section 2.02

No part of the net earnings, property, or assets of the RSC shall go to the benefit of any private person or individual, or any member or trusted servant of the RSC. Upon a loving separation of the Southern Idaho Regional Service Committee into two or more separate Regions, all net earnings, properties, or assets of the RSC shall be equally divided among the newly formed Regional Service Committees. However, upon liquidation or dissolution of the RSC any funds or property remaining after payment or provision for all debts and obligations shall be distributed and paid over to the World Service Office.

Section 2.03

For the purpose of carrying out its objectives and purposes, the RSC may acquire, receive and hold in its own name, by purchase, gift, grant, or bequest, any real property, and may transfer, sell, mortgage, convey, let, or otherwise use the same, subject to and in accordance with these guidelines, the Twelve Traditions of Narcotics Anonymous, and any guidelines hereinafter adopted, consistent with the purposes for which the RSC is formed.

Section 2.04

The Southern Idaho Region of Narcotics Anonymous (Also known as SIRNA) shall be defined as the portion of Idaho from the Salmon River south, to the borders of Nevada and Utah, and between Montana and Wyoming on the east, and Oregon on the west, to include groups in neighboring states that choose to join the Areas that comprise the Southern Idaho Region.

Article III. Members

Section 3.01

General membership in the RSC shall be open to all members of NA.

Section 3.02

Voting membership in the RSC shall only be open to Regional Committee Members, hereinafter called RCMs, as prescribed in the *NA Guide to Local Service*.

Article IV. Trusted Servants

Section 4.01

The trusted servants of the RSC shall be a Chairperson (clean time of 5 years), a Vice-Chairperson (clean time of 4 years), a Recording Secretary (clean time of 3 years), a Treasurer (clean time of 5 years), a Vice Treasurer (clean time of 4 years), a Regional Delegate (RD) (clean time of 5 years), an Alternate Delegate (AD) (clean time of 5 years), a Regional Public Relations Coordinator (clean time of 3 years), a Regional Literature Coordinator (clean time of 2 years), a Regional Activities Coordinator (clean time of 2 years), a Regional Web Page Coordinator (clean time of 2 years), Regional Archives Coordinator (clean time of 3 years), Regional Archives Vice Coordinator (clean time of 2 years), two members to be Pacific Northwest Convention Board Representatives (clean time of 2 years) and any ad-hoc sub-committee chairpersons per **Article IX**. These Trusted Servants shall perform the duties prescribed by these guidelines, *A Guide to Local Services in Narcotics Anonymous* and its successors, *The Twelve Concepts of NA Service* and the Parliamentary authority adopted by the RSC.

Section 4.02

The executive committee of the RSC shall consist of the Chair, Vice Chair, Treasurer, and the Recording Secretary.

Article V. Meetings

Section 5.01

The RSC shall meet on a quarterly basis starting with January on the third Saturday and Sunday of that month, unless otherwise ordered by the RSC and the Regional Committee Member (RCM) and/or the Alternate Regional Committee Member (Alt. RCM) attend the Saturday RSC Business meeting for the specific purposes of fulfilling the objective of the RSC as per **Article II Objective**.

Section 5.02

All business meetings shall be held in a regular rotation; Mini-Cassia Area, High Desert Area, Magic Valley Area, Treasure Valley Area, and Snake River Valley Area. Notification is to be sent to the Recording Secretary and the Web Page Coordinator of the location of the next scheduled RSC business meeting, not later than six (6) weeks before the next RSC is to occur and will be the responsibility of the RCM of the hosting area. The Recording Secretary will then email the location information to the general membership within two (2) weeks. The Web Page Coordinator will post the information on the Regional Web Page within two (2) weeks.

Section 5.03

The annual business meeting will be the regularly scheduled October meeting. The annual meeting will be for the purpose of electing trusted servants of the RSC or conducting any other business that may arise.

Section 5.04

The RSC shall conduct its official business only in regularly scheduled or special business meetings.

Section 5.05

Special meetings will be called by the Chairperson upon written requests from three (3) voting members. The Chairperson will state in the call, the purpose, place and time of the special meeting. No business other than that stated in the call shall be conducted. All special meetings will be held within ten (10) days of the Chairperson receiving the written requests.

Section 5.06

A quorum shall consist of a majority of the voting members.

Section 5.07

All reports presented to the RSC shall be in written form and be turned in to the Recording Secretary after their presentation to the body.

Section 5.08

That all committee and subcommittee meetings start with the service prayer approved at WSC 2018. "GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."

Article VI. Events

Section 6.01-a

The annual Spring convention of the RSC (SIRCNA) shall be held in the first part of April of each year as close to the beginning of the month (our anniversary) as possible, and is to be held on a regular rotation as set aside in **Article V, Section 5.02**, to start with Mini-Cassia in 2003. If the next area in the rotation is unable to fulfill the commitment of putting on the convention another area will be chosen.

Section 6.01-b

A workshop time slot will be provided at the Annual Convention (SIRCNA) for a presentation to the fellowship by the RD/AD regarding the worldwide fellowship of Narcotics Anonymous and current information &/or business regarding NAWS.

Section 6.02

The RSC shall hold an annual Regional Assembly attended by the RCMs and Group Service Representatives (GSRs) from all ASCs within the Southern Idaho Region to conduct or review NA business.

- A. As the Region is so large, the Regional Assembly is to be held in a central location; the Magic Valley or Mini-Cassia Areas.
- B. The Assembly is to be held in February. In conference years the RD and AD will review the Conference Agenda Report (CAR) and Conference Agenda Tract (CAT) with Area RCMs and GSRs so the Area Committees and Groups can decide how to vote on CAR motions and CAT business.
- C. Additional Workshops in Areas can be requested if needed to address specific questions or help with information flow.

Voting on CAR motions and CAT items will be by written ballot brought to the April Regional meeting after the Assembly discussion and any additional workshops have been completed.

- 1. GSRs carry their home groups vote on the CAR/CAT motion to their Area.
- 2. RCMs will bring the votes from each group GSR as well as their vote as the RCM to the April Regional meeting.
- 3. Votes will be tallied from all the areas and be included in the April Regional Minutes and taken to the World Service Conference.

Section 6.03

The annual Regional Campout, Serenity in the Wilderness (S.I.W.) is to be held in July. This event is to be hosted on a regular rotation as per the order set aside in **Article V, Section 5.02**, to start with Magic Valley Area in 2002. If the next area in the rotation is unable to fulfill the commitment of putting on SIW another area will be chosen. The seed money for SIW will be set at \$3000.00

Section 6.04

The annual World Unity Day will be held to coincide with one of the main meetings at WCNA (the precise date will be announced in the July issue of The NA Way Magazine.) The place and layout for this day will be the responsibility of the Regional Activities Subcommittee. (\$300) Seed money for the event will be disbursed to Activities Chair at the April regional meeting.

Section 6.05

The Rocky Mountain Zonal Forum (RMZF) will be hosted on a rotation according to the RMZF cycle. This event shall be the responsibility of the RD, AD and Regional Activities.

Section 6.06

Public Relations Learning Day is to be held annually in early November.

Section 6.07

That any event that maintains its own checking account accrue and pay its own tax liabilities through the regional treasurer.

Section 6.08

That the profits in excess of \$1,000 from SIRCNA convention be distributed as follows – 12% to each of the 5 areas, 10% to NAWS and 30% to SIRNA.

Article VII. Voting

Section 7.01

Voting on all RSC motions and elections will be done on a one Area one vote system.

Section 7.02

The order of succession for voting members shall be:

- a. Regional Committee Member (RCM)
- b. Alternate Regional Committee Member (Alt. RCM)
- c. Members specifically designated **in writing** by their ASC
(designated member)

Section 7.03

Any member of the RSC may make a motion or participate in discussion. Motions must be seconded by a voting member. All motions involving money need to be made in duplicate. One copy goes to the treasurer and one to the secretary. All other motions need only one copy for the secretary.

Section 7.04

In the case of a tie vote on any motion or election the Chairperson shall cast one vote, as a tiebreaker. If the Chairperson is absent then the acting Chairperson shall cast the vote.

Article VIII. Elections

Section 8.01

Any member of the RSC may nominate an individual for an RSC position. Nominations must be seconded by a voting member.

Section 8.02

Any member nominated for an RSC position is requested to provide a brief Service Resume to be included in the minutes. This resume should include past service positions, if the full term was completed and if not, why not, length of clean time and any experience that qualifies the nominee for the position. The nominee must be present for nomination and election.

Section 8.03

A majority of voting members is required to elect these service members.

Section 8.04

No member of the RSC shall hold a voting position (RCM) and a Regional Trusted Servant position simultaneously. When elected to either position the member will need to choose which position that they would like to remain in and resign from the other.

Section 8.05

A service member will be removed from their position for non-compliance with due written notification. A simple majority vote of all voting members is required for removal. Non-compliance includes, but is not limited to:

- a. Loss of abstinence;
- b. Non-fulfillment of duties of their position;
- c. Non-attendance of two consecutive regular RSC business meetings.

Section 8.06

Any person who resigns or is removed from an RSC position prior to completion of their term shall not be eligible to hold any RSC position for a period of no less than one (1) year. The only exception will be when the resignation is to fill a newly elected position.

Section 8.07

A service member shall be elected for the term of one year. Except for RD and RDA, will be two-year terms. No member shall hold more than one RSC service position at a time, and no member shall be eligible to serve more than two consecutive terms in the same position.

Section 8.08

RSC service positions shall be elected at the Annual Regional Business Meeting held in October. The RD and RDA terms start at the end of business in October, the rest of the positions shall start at the beginning of the January meeting. Any member elected to an RSC position in mid-term shall begin service at the close of the meeting at which they were elected.

Section 8.9

An election to fill a vacancy in an office as provided by Article IV shall occur within two (2) regular meetings after the vacancy arises. Notice of the intent to fill a vacancy through election shall be provided to the RSC. Chair may make an interim appointment prior to election, if necessary. In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a new Chairperson. In the case of a vacancy in the office of Regional Delegate, the Alternate Delegate shall assume the duties of the Regional Delegate until the start of the regular meeting following the election of a new Regional Delegate. Vacancies filled by special election do not constitute a regularly elected term.

Article IX. Special Committees

The Chairperson of the RSC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time be deemed necessary to fulfill specific purposes. The purpose, membership, and the duration of any such ad-hoc Committee shall be specifically designated at the time of appointment.

Article X. Funds

Section 10.01

All moneys accumulated from Area contributions and other Narcotics Anonymous sources shall be maintained in a bank account general fund with separate bookkeeping of individual committee funds.

Section 10.02

All expenditures made by the RSC shall be paid through the checking account. Any and all expenditures are to be spent and accounted for responsibly. Receipts and change are required for proper documentation. No funds are to be disbursed to a trusted servant until the complete balance for previous disbursements to that trusted servant is accounted for through receipts and the return of any unused funds.

Section 10.03

All checks shall be required to have two (2) signatures; that of the Treasurer, and any one of the following, unless the check is to the Treasurer, in which case the Treasurer may not sign the check;

- a. Chairperson
- b. Vice-Chairperson
- c. Recording Secretary

Section 10.04

In the event that the check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign and another authorized signature is required.

Section 10.05

No regular expenditure shall be made from the RSC general account without prior approval of the RSC. The order of disbursement of funds is as follows:

- a. Recording Secretary
 - 1. Post Office Box Rent
 - 2. Mailing and copy expenses
- b. Treasurer
 - 1. Bank expenses
 - 2. Record keeping materials
- c. P.R. (Public Relations)
- d. Literature
- e. Web Page Coordinator
- f. Trusted Servant travel funds
- g. Prudent Reserve
- h. Seed Money
- i. Activities
- j. Regional Archives

Section 10.06-a

NAWS will pay for the RD to attend the World Service Conference. Region only needs to pay for the AD to attend. We as Areas want to allow funding for RD and AD to attend other forums in the off year as World only meets on a two (2) year cycle now.

Section 10.06-b

The RSC will provide funds (\$200.00) to (Regional Activities Budget) to host the RMZF according to the rotation cycle in Section 6.05

Section 10.07-a

The RSC shall provide funds for trusted servants, pool members and other RSC members to attend NA events as directed by the RSC after the order of disbursement of funds has been followed.

Section 10.07-b

Each executive committee member shall submit a travel and expense budget annually. The RSC Chair will submit a travel and expense budget for any executive committee position that does not already have a budget submitted. The Executive Committee consists of the Chair, Vice Chair, Secretary, and Treasurer, and Vice-Treasurer. Funds will be paid out only with receipts. Travel funds for attendance at scheduled and special meetings of the Southern Idaho Region will be figured as follows:

Miles traveled from home to location of RSC Meeting doubled, times the current average price per gallon for gas in Idaho based on average estimated fuel consumption of a midsize automobile (according to truck or car driven). Receipts will be required for payment of any and all travel funds. Example: Miles from Wendell to Twin Falls -21, Price of gas \$3.00 per gallon, Average MPG-18, Travel expenses paid - \$3.49

Section 10.08

To meet the RSC budget, the RSC Treasury shall maintain a prudent reserve equivalent to the budgeted operating expenses between and including two (2) regularly scheduled business meetings and any annual expenditures of the RSC (i.e.: PO Boxes, Web Page payments or Seed money). The remaining balance at the end of a regularly scheduled business meeting shall be distributed and paid to the World Service Office of Narcotics Anonymous (NAWS). (Estimated from \$7,200.00 to \$7,450.00 prudent reserve after each quarter)

Section 10.09

All RSC activity seed money shall be disbursed to the hosting ASC.

Section 10.10

The RSC will keep a \$2000 prudent reserve for travel to PNW when needed. These funds come from money given to us from PNW Convention.

Section 10.11

All RSC activity funds not obligated shall be disbursed after the prudent reserve is met, and only on approval of the RSC. The order of disbursement is as follows: a) 50% to the RSC, b) 25% to the Hosting ASC, and c) 25% to NAWS.

Section 10.12

Funds generated from the Annual Regional Spring Convention (**SIRCNA**) shall be kept in a rotating Wells Fargo Bank account (because that bank exists in every region) the management of which will transfer to the hosting area. The prudent reserve will start at \$3,000.00 and increase every year thereafter by \$500.00 until it reaches a cap of \$6,000.00, at which it will remain until we (SIRNA) deem it necessary to increase or decrease it.

Section 10.13

All funds not obligated from the Spring Convention shall be distributed to the RSC for approval of distribution.

Section 10.14

All allotted funds shall be determined by the RSC. These funds will be distributed at the end of each regularly scheduled meeting. Any reimbursement of funds will require receipts and be attached to an expense report filled out by the person seeking reimbursements. Any of these funds that are not distributed will be returned to the general fund at the beginning of the next business meeting.

Section 10.15

All RSC Trusted Servants, their alternates or designees, shall submit an annual budget request in writing at the regularly scheduled business meeting prior to the annual business meeting. All budgets submitted shall include an itemization of what the funds will be used for and the approximate date those funds will be required. (SEE Budget Request Form) In the case of an open Trusted Servant position, a budget may be submitted when the Trusted Servant is duly elected. A trusted servant who fails to submit a budget will be required to make a motion for reimbursement at each RSC.

Section 10.16

The RSC fiscal year-end shall be at the end of the October business meeting, before the newly elected Trusted Servants take office. **At this time** a financial review will take place

Section 10.17

The RSC shall have an Auditing Committee consisting of the RSC Chairperson, Vice-Chairperson, Recording Secretary, and other members of the RSC that may want to serve on the Auditing Committee. The Auditing Committee shall perform the duties prescribed by the approved edition of the *NA Treasurer's Handbook*, "Procedures for Financial Review."

Section 10.18

All bank accounts for the Southern Idaho Region of Narcotics Anonymous including Serenity in the Wilderness, SIRCNA XXXI, Southern Idaho Region of NA and Southern Idaho Region Narcotics Anonymous DBA Pacific North West Convention Narcotics Anonymous shall have the present Regional Chair person and the Regional Treasurer be Key Executives on each of these accounts. This will change each time the person in the position changes.

Section 10.19

Any expenses outside of budgeted items or expenses expressly addressed in the guidelines that are over 500.00 shall require the RCMs to get input from their area and return a vote at the next Region.

Section 10.20

At the end of each RSC the Treasurer will give \$500.00 to the next Area RCM in the meeting location to allow the hosting area to locate a facility for Region.

Section 10.21

An audit of all Regional accounts will be called any time the treasury changes hands.

Article XI. Duties of Trusted Servants

Section 11.01

It is the duty of the Chairperson of the RSC:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the RSC or becomes in order in accordance with the prescribed order of business, agenda, or program, and with the existing order of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and put to a vote all questions that legitimately come before the RSC as motions, or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote, or if a motion that is made is not in order, to rule it out of order.
- e. To arrange the agenda for each meeting and to have it available for mailing no less than six (6) weeks prior to the next regularly scheduled RSC meeting.
- f. To protect the RSC from obviously frivolous or dilatory motions made by refusing to recognize them.
- g. To enforce the rules relating to debate, order and decorum within the RSC.
- h. To expedite business in every way compatible with the rights of members and observers.
- i. To decide all questions of order, subject to appeal - unless, when in doubt, the Chairperson prefers to submit such a question to the RSC for decision. To respond to inquiries of members, relating to the parliamentary procedures or factual information bearing on the business of the RSC.
- j. To authenticate by the Chairperson's signature, when necessary, all acts, orders, correspondence, and proceedings of the RSC.
- k. To declare the meeting adjourned when the RSC so votes, or when applicable at the times prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- l. To be co-signer of the RSC bank account.
- m. To be ex-officio, a non voting member, of all committees.
- n. To appoint special committees and interim trusted servants when necessary.
- o. To submit a written budget for the executive fund account and/or officer travel as per Article X, Section 10.07b.
- p. To be a member of the Annual Auditing Committee as described in Article X, Section 10.18.

q. To create an Audit Ad-hoc committee at the next Region following these events; SIRCNA, SIW, and PNWCNA. The audit will include the event Chair Person, the event Treasurer, and should include all signers on the account. The audit will be chaired by a non-signer on the account.

Section 11.02

It is the duty of the Vice-Chairperson of the RSC:

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the Committee Resource Persons, and the Ad-Hoc Committees.
- c. To preside over the Subcommittee Report Section of the Regional meeting.
- d. To be a co-signer of the RSC bank account.
- e. To make a report of the year's work at the annual meeting.
- f. To manage the registration of all Area Groups, within the RSC boundaries.
- g. To be ex-officio, a non-voting member, of all committees.
- h. To be a member of the Annual Auditing Committee as described in Article X, Section 10.18
- i. To chair subcommittee meeting if the subcommittee chair is not present or the position is vacant.

Section 11.03

It is the duty of the Regional Delegate of the RSC:

- a. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.
- b. To represent the RSC at each World Service Conference.
- c. To provide the Chairperson with additional agenda items, if appropriate, for the regular meeting of the RSC.
- d. To make a written report to the RSC at the meeting following the World Service Conference covering the business that occurred at the WSC.
- e. To work with the Regional Activities Coordinator to arrange the time, place and agenda of the SIRNA Regional Assembly as per Article VI, Section 6.02 and, together with the Alternate Delegate, to facilitate the Assembly.
- f. Together with the Alternate Delegate, facilitate a workshop at the Annual Convention (SIRCNA) regarding the worldwide fellowship of Narcotics Anonymous and current information &/or business regarding NAWS.
- g. In coordination with Alternate Delegate, submit annual budget request per Article X, Section 10.16 for RD/AD expenses.
- h. On the regular RMZF cycle to assist the Hosting Area in putting on the Zonal Forum

Section 11.04

It is the duty of the Alternate Delegate of the RSC:

- a. In the absence of the Regional Delegate, to serve as Regional Delegate.
- b. To attend each World Service Conference.
- c. To work closely with the Regional Delegate, including facilitation of Regional Assembly and workshop at SIRCNA.
- d. To work closely with the Vice-Chairperson to coordinate activities of subcommittees.
- e. In coordination with the Delegate, submit annual budget request per
- f. On the regular RMZF cycle to assist the Hosting Area in putting on the Zonal Forum as per Article X, Section 10.16

Section 11.05

It is the duty of the Recording Secretary of the RSC:

- a. In the absence of the Chairperson, Vice-Chairperson and the RD, to call the meeting to order and preside over the meeting as Chairperson until a Chairperson pro-tem can be found.
- b. To keep on file all committee reports.
- c. To maintain the RSC files and archives.
- d. To keep the RSC official membership roll, and to call the roll where it is required, and to have on hand at each meeting a list of all existing committees and their members.
- e. To make the minutes and record available for mailing to trusted servants and voting members within three (3) weeks of the last RSC meeting.
- f. To furnish committees with whatever documents are required for the performance of their duties.
- g. To furnish a copy of any of the RSC document to any RSC member that requests such documents.
- h. To sign all certified copies of acts of the RSC.
- i. To maintain record books in which the Guidelines, Special Rules of Order, Standing Rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
- j. To bring to each RSC meeting an updated record of all major motions that have been approved at past business meetings.
- k. To send out to the membership a notice of each special meeting, known as the "call" of the meeting.
- l. To conduct any correspondence of the RSC, which is not a function proper to other trusted servants or committees.
- m. To mail any correspondence such as flyers, special announcements, etc. of events of interest to the Areas.

Section 11.06

It is the duty of the Treasurer of the RSC

- a. To be a custodian of the RSC funds.
- b. To be a co-signer of the RSC bank account.
- c. To make a report of receipts and disbursements in writing at each regular business meeting, this report will be added to the minutes.
- d. To make a full financial report at the annual meeting.
- e. To make a budget report at each business meeting.
- f. To compile the annual budget report.
- g. To be available to the Annual Audit Committee as described in
- h. Is a signer on the SIRCNA, Serenity in the Wilderness, and PNWCNA bank accounts and receives monthly statements for each account that are to be included in the Treasurers Regional report as per Article X, Section 10.18

Section 11.07

It is the duty of the Vice Treasurer of the RSC:

- a. In the absence of the Treasurer, to serve as the Treasurer.
- b. To be a co-signer on the RSC bank account.
- c. To work closely with the Treasurer in completing all duties of the Treasurer.

Section 11.08

It is the duty of the Regional Public Relations, Literature and Web Page Coordinators of the RSC:

- a. To serve the common needs of the ASC sub-committees and their specialized service interests.
- b. To help coordinate and communicate with, the services of the ASC sub-committees.
- c. To assist ASC sub-committees with their needs by using their collective experience and working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts for NA Service, A Guide to Local Service of Narcotics Anonymous, and to act as a resource at the ASC sub-committees by using their respective guidelines and Narcotics Anonymous World Service (NAWS).
- d. To be responsible for chairing a separate sub-committee meeting prior to the regularly scheduled RSC meeting at which time each ASC sub-committee chair should give a report of the activities within their Area. Such reports shall be used in writing a report of the overall activities of each

committee, to be given at the regular RSC meeting.

e. To develop an annual budget request, in writing, yearly guidelines, and objectives with the help and support of the ASC sub-committee members to be used for the furthering of the fellowships purpose as described in Article X, Section 10.16.

f. That full Web access to alter/update the website is limited to the Web Administrator, RSC Chair and the PR Chair. Partial access for updating Region activities for the Region activities chair after training on website use.

Section 11.09

It is the duty of the Regional Activities Coordinator of the RSC:

a. To assist ASC's hosting regionally funded events (i.e. Serenity in the Wilderness, Quarterly RSC meetings, Conventions, and any event that uses RSC funds, with their experience and working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA Service, and a Guide to Local Service of Narcotics Anonymous.

b. To arrange the time, place and agenda of a SIRNA Regional Assembly as per Article VI, Section 6.02 and to notify all ASCs no later than eight (8) weeks prior to said Assembly.

c. To preside over a separate sub-committee meeting prior to the regularly scheduled RSC meeting, at which time, any questions concerning upcoming events or bids for events will be discussed.

d. Provide a written report at each RSC meeting on the state of bids and events in SIRNA.

e. Maintain the archives of previous SIRNA events to use as a reference for hosting ASCs.

f. To help coordinate Regional and ASC events, to prepare a Regional Events Calendar and make it available to the Recording Secretary no later than six (6) weeks prior to the next regularly scheduled RSC meeting.

g. To develop an annual budget request to be used for the furthering of the fellowship's objective as described in Article II, Section 2.01 and Article X, Section 10.16.

Section 11.10

All SIRNA Regional Conventions /Campout Chairpersons or a representative of said committee attend SIRNA quarterly meetings to report on said event progress and flow of funds.

Section 11.11

It is the duty of the PNWCNA Board Representatives to:

a. Attend all PNWCNA Board Meetings.

b. To bring back any pertinent info.

c. To keep the SIRNA committee up to date.

d. To submit an annual budget request per Article X, section 10.16.

Article XII. Amendment of Guidelines

Section 12.01

Any member may propose an amendment to the RSC Guidelines at the regular April meeting of the RSC. The amendment proposal must be seconded by a voting member of the RSC , and submitted in writing to the Chairperson, who will create an ad-hoc guidelines amendment committee for the purpose of incorporating the proposed amendment into our Guidelines.

Section 12.02

The ad-hoc guideline amendment committee will then meet over the next three (3) months and discuss the amendment, its written form, and any changes. The ad-hoc guideline amendment committee will then submit the proposed amendment to the RSC at the July RSC meeting. At that time any proposed amendments will be referred to the RCMs for approval or disapproval of the Areas that make up the Southern Idaho Region.

Section 12.03

The voting for the approval or disapproval of any proposed guideline amendments will take place at the regularly scheduled RSC business meeting in October. A simple majority of voting members present is necessary to pass any amendments.

Section 12.04

The amendment shall become effective immediately upon its adoption, unless the motion to adopt specifies a time otherwise.

Article XIII. Spiritual Guidance

Section 13.01

The RSC shall not make any motions or take any actions that conflict with the Twelve Traditions of Narcotics Anonymous, *The Twelve Concepts of NA Service*, the laws of the State of Idaho, and the laws of the United States of America.

Section 13.02

RSC shall comply in all its actions with the following in succession:

- a. The Twelve Traditions of Narcotics Anonymous
- b. *The Twelve Concepts of NA Service*
- c. *A Guide to Local Service in Narcotics Anonymous* and its successors
- d. The current publication of these Guidelines
- e. Any special Rules of Order that the RSC may adopt
- f. The current publication of all Narcotics Anonymous Handbooks
- g. The current edition of *Robert's Rules of Order, Newly Revised*
- h. Past RSC motions

Article XIV. Special Rules of Order

Each meeting shall be opened with the Service Prayer as follows: "GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."

Article XV. Theft Policy

The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds, to carry the message. The Twelve Concepts give SIRNA a mandate from groups that call for total financial accountability; with this in mind, any misuse of funds by Regional Trusted Servants **cannot be tolerated**.

Section 15.01

Should any SIRNA participants, administrative committee member, sub-committee resource person, or RSC convention committee member be found to have misappropriated or misused SIRNA funds, the presiding officer of the SIRNA, immediately upon calling the meeting to order must fully disclose the alleged misuse of and the individual(s) involved. Any member accused of misuse of funds may exercise their Tenth (10th) Concept right to redress at this time. If a member of this service body misappropriates NA funds the Regional chair will immediately inform the members Area Chair.

a. SIRNA Action

The RSC, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a simple majority vote. Should the RSC remove the member with cause, said individual(s) participation within the SIRNA is immediately terminated. Additionally, any member removed by SIRNA for misappropriation of funds may not hold an elected seat on the RSC or its sub-committees.

b. Restitution

Individual(s) removed for misappropriation of funds are expected to make full restitution of all SIRNA funds, to be completed within a period **of two (2) years**. Should a member determined by the administrative committee to have misused funds fail to make full restitution, said member may be subject to civil action by the SIRNA executive committee to recover the funds,

c. Criminal Action

The Administrative Committee may refer the matter to criminal investigations at its discretion.

SOUTHERN IDAHO REGIONAL SERVICE COMMITTEE

Budget Request Form

Officer or Sub-Committee: _____

Name of person submitting request: _____ Date: _____

Reason for Funds	Amount Request	Approximate Date Needed

Total Amount Requested _____

Southern Idaho Region of Narcotics Anonymous Motion Form

Date: _____ Position: _____

I _____ move

Seconded by: _____

Intent of motion:

Motion # _____ For _____ Against _____ Abstain _____ Out of Order _____

Southern Idaho Region of Narcotics Anonymous Motion Form

Date: _____ Position: _____

I _____ move

Seconded by: _____

Intent of motion:

Motion # _____ For _____ Against _____ Abstain _____ Out of Order _____

Southern Idaho Region Timeline

RSC Meetings & Events

January

New Trusted Servants Begin Terms

Request confirmation that the next area in the rotation accepts responsibility for SIRCNA, otherwise choose an alternate area for the next year.

Approve Serenity

Prior Host of Serenity Passes on Serenity Seed Money

Confirm that the Regional Activities chair has a plan for World Unity Days, otherwise the RSC will choose a hosting area.

Request Guideline Amendment Proposals

Financial Review of Treasury by Auditing Committee This happens at Annual meeting in October, according to Sec. 10.18

Disperse Funds for upcoming Regional Assembly

February

Regional Assembly 3rd Saturday - Alternate with Magic Valley (even yrs.), Mini-Cassia (odd)

April

SIRCNA CONVENTION - Early in Month

Receive Confirmation of Acceptance for next SIRCNA

Dispense Seed Money for World Unity Days

Request Nominations for Trusted Servants

Propose Guideline Amendments

Establish Guidelines Ad-Hoc

Request Budgets from Trusted Servants

In Conference years the RD/AD receive CAR and CAT votes.

July

Approve SIRCNA Convention Bids

Dispense Convention Seed Money Pass On SIRCNA Bank account

Request confirmation that the next area in the rotation accepts responsibility for Serenity in the Wilderness, otherwise choose an alternate area for the next year.

SERENITY IN THE WILDERNESS

Accept Nominations for Trusted Servants

Present Written Guideline Amendments

Receive Proposed Budgets from Trusted Servants

Final Report from previous (or April's SIRCNA) Convention

Regional Inventory This is the only reference to a Regional Inventory –

Dispense funds to PR Chair for learning days.

September

World Unity Days - Early September

October

This is the “Annual Meeting”

Vice Chair presents “report of the year’s work” (see 11.02 e)

Receive Confirmation of Acceptance for next Serenity in the Wilderness

Final Report from previous Serenity

Request Bids for World Unity Days

Final Report from previous World Unity Days

Elect Trusted Servants

Vote on Proposed Guideline Amendments

Vote on Proposed Budget

Request audit of all Regional accounts

SIW final report due