

KRSCNA Policy & Procedure Manual

PURPOSE:

The purpose of the Kentuckiana Regional Service Committee of Narcotics Anonymous is to be supportive to its areas, their groups, and also their primary purpose by 1) linking areas together within a region, 2) helping areas deal with their basic situations and needs, and 3) encouraging growth of the fellowship of Narcotics Anonymous as a whole. **(Adapted for the TWIGGS)**

FUNCTION:

The Kentuckiana Regional Service Committee (KRSC) of Narcotics Anonymous is a committee made up of the Regional Committee Members (RCMs) from all of the region's member areas, Executive Officers, and Subcommittee Chairpersons, who meet monthly for the specific needs of its members.

The KRSC is scheduled to meet regularly on the third Sunday of every other month (odd months) starting in November /1989. The meeting will begin at 1:00 pm CST. The KRSC meetings will move from area to area every other month except for September. That meeting will be held at Freedom Between the Lakes. All regional meetings are open to the Narcotics Anonymous fellowship as a whole.

The KRSC serves three basic functions. They are as follows:

1. The function is to unify their member areas and to provide help/support to each individual area.
2. The secondary function is to carry the Narcotics Anonymous message of recovery through its various subcommittees.
3. The third function is to contribute to the growth and enhancement of the quality of Narcotics Anonymous as a whole by helping to support the member Areas' Service Committees (ASCs).
4. Fourth, the KRSC will take a formal inventory involving the various areas and groups in the region asking what the region does well and should continue and what the region doesn't do or could do better, impression of currently KRSC funding and spending, and effectiveness of both in order to find out how the KRSC functions, what the KRSC does, how funds are distributed and how its effectiveness.

KRSC'S TRUSTED SERVANTS:

Executive Officers of the KRSC include the following; 1) Chairperson, 2) Vice-Chairperson, 3) Secretary, 4) Treasurer, 5) Regional Delegate, 6) Regional Delegate Alternate.

Subcommittee Chairpersons of the KRSC include the following; 1) Hospitals and Institutions Chairperson, 2) Public Relations Chairperson, 3) Literature Chairperson, 4) Convention Chairperson, 5) Policy and Procedure Chairperson, and 6) Ad-Hoc Committee Chairperson.

KRSC's TRUSTED SERVANT REQUIREMENTS AND DUTIES:

CHAIRPERSON:

1. Clean time requirement is two years in Narcotics Anonymous.
2. Minimum of one year of active service involvement in Narcotics Anonymous, (i.e., having served as a Group or Area Trusted Servant)
3. This is a one year commitment.

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4. Presides over monthly KRSC meetings in a firm but understanding manner while also being tolerant, objective, maintaining an orderly flow of business while avoiding personal input.
5. Regular attendance at KRSC meetings is required.
6. Prepares an agenda for KRSC meetings prior to the KRSC.
7. Chairperson (or Vice-Chairperson in the Chairperson's absence) must vote to break any ties. The only exception to this rule is that the Chairperson cannot break ties on the Conference Agenda Report (CAR). Any resulting ties in this area will be an abstention at the World Service Conference (WSC).
8. Chairperson is to insure that the KRSC's Policy and Procedures, the Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous are upheld in all matters pertaining to KRSC business.
9. Chairperson is a signatory to the KRSC's checking account.
10. Have the willingness to provide the time and resources necessary to be an active participant.
11. Reports any pertinent correspondence received and works closely with the KRSC Secretary in answering and/or making necessary correspondence replies and/or queries.
12. Furnishes the Vice-Chairperson with the agenda and any other necessary materials needed to conduct RSC meeting when absent.

VICE-CHAIRPERSON:

1. Clean time requirement is one year in Narcotics Anonymous.
2. Minimum of six months in Narcotics Anonymous service involvement.
3. This is a one year commitment.
4. Regular attendance at KRSC meetings is required.
5. Services as Chairperson in the absence of the regular Chairperson.
6. Although the Vice-Chairperson is not expected to attend all subcommittee meetings, keeping in regular contact with the chairpersons is suggested. The Vice-Chairperson serves as a coordinator of any subcommittee with no chairperson.

SECRETARY:

1. Clean time requirement is one year in Narcotics Anonymous.

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2. Must demonstrate a willingness to serve by attendance to at least two KRSC meeting prior to accept this position.
3. This is a one year commitment.
4. Regular attendance at KRSC meetings is required.
5. Responsible for recording the course of business at each KRSC meeting. These minutes should include all motions, points of discussion, and flyers of upcoming events, etc. They should be typed and distributed to all of the KRSC's Trusted Servants no later than ten days following the KRSC meeting date.
6. Secretary has the option of asking for motions. Regional reports should be submitted in writing.
7. Maintains the KRSC's archives which should include all KRSC minutes and written reference materials.
8. Maintains an up-to-date mailing list to include phone numbers and email addresses of the KRSC Trusted Servants. FOR SERVICE USE ONLY! This is to be attached to the minutes.
9. Petty cash fund of \$100.00 is given to the Regional Secretary for expenses, and will be reimbursed at the KRSC, when receipts are presented to the Treasurer.
10. Secretary is to send the KRSC minutes to the World Service Office (WSO).
11. Willingness to provide the time and resources necessary to be an active participant.
12. Secretary is a signatory to the KRSC checking account.
13. The secretary reduces the size of print and makes two-sided copies of the regional minutes before mailing them. This is done in an effort to lower the cost of mailing and saves money.

TREASURER

1. Clean time requirement is two years in Narcotics Anonymous.
2. This is a one year commitment.
3. Maintains the KRSC checking account.
4. Regular attendance at KRSC meetings is required.
5. Presents a written report of monthly transactions for inclusion in the minutes.
6. Distributes funds to subcommittees as requested, if within committee budget. These requests should be made at regular KRSC meetings.

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7. Pays all invoices, rent, post office box rent, etc.
8. Treasurer gives and gathers receipts for all transactions of the KRSC and is responsible for all funds and materials entrusted to the position.
9. Treasurer is a signatory to the KRSC checking account.
10. No spouse or significant other is to be on the checking account together regardless of position. This is to keep checking policy in a position where there are no compromises from the initial intent.
11. The accuracy and promptness of the Treasurer's report can go far in avoiding problems of money and prestige that can divert the KRSC from its primary purpose, as well as assure that the services that fulfill that primary purpose are adequately funded.

Further, it is unfair to burden any member with the responsibility of handling large sums of money when the member has little personal means of support. It should be common knowledge that we elect a Treasurer who has previously exemplified their ability to fulfill the responsibilities of the Treasurer. This position should not be used as a mean of allowing someone to prove themselves.

REGIONAL DELEGATE

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is a two year commitment.
3. Willingness to provide time and resources necessary to be an active participant.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and Robert's Rules of Order.
5. Must have at least one year of active involvement in Narcotics Anonymous service at the area or regional level prior to accepting this position.
6. The primary responsibility of the RD is to work for the good of Narcotics Anonymous by providing two-way communication between the KRSC and the World Service Conference.
7. Regular attendance at all KRSC meetings is required.
8. Is responsible to work with the RDA, training that person to become the next RD.
9. RD is a signatory to the KRSC checking account.
10. RD and RDA should attend each member areas ASC during their tenure as a trusted servant.
11. When the WSC's CAR comes out at the beginning of each year, the RD and RDA will inform the RCM's on all agenda items to disseminate this information to the groups on their area level. This is

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also a primary responsibility of the RD and RDA. Usually the RD and RDA presents the WSC agenda items to the RCM's in a workshop form, where the RCM's may ask questions pertaining to these items. It is further understood that the RD is responsible for seeing that a copy of the report is supplied to each member area.

12. The RD and RDA have the region's vote of confidence at the World Service Conference in compliance with the Twelve Concepts.

*****The RD is not normally an elected position because the RDA moves up to that position automatically. In the event of a vacancy in RD, the RDA will move to RD and regular voting procedures will be followed for the RDA position. *****

REGIONAL DELEGATE ALTERNATE:

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is a four year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and Robert's Rules of Order.
5. Must have at least one year of active involvement in Narcotics Anonymous service at the area or regional level prior to accepting this position.
6. Regular attendance at KRSC meetings is required.
7. RDA and RD may be asked to attend each member areas ASC meeting during their tenure as Trusted Servant.
8. The RD and RDA have the region's vote of confidence at the World Service Conference in compliance with the Twelve Concepts in order to conduct business.

HOSPITAL AND INSTITUTIONS CHAIRPERSON

1. Clean time requirement is two years in Narcotics Anonymous
2. This is a one year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Must have at least one year of prior involvement with H & I at the area service level.
5. Regular attendance at all KRSC meetings is required.
6. Prepares a budget to be submitted in writing to the KRSC.

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7. Prepares a written report for each KRSC meeting and makes all motions on behalf of, and is the voice of the regional H & I subcommittee.
8. Responsible for chairing a regional H & I subcommittee meeting bimonthly or as needed.
9. Maintains communications with the WSC's H&I subcommittee.

PUBLIC RELATIONS CHAIRPERSON

1. Clean time requirement is two years in Narcotics Anonymous.
2. This is a one year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Must have one year prior involvement with PI at the area level.
5. Regular attendance at all KRSC meetings is required.
6. Prepares a budget to be submitted in writing to the KRSC.
7. Prepares a written report for each KRSC meeting and makes all motions on behalf of, and is the voice of the regional PR subcommittee.
8. Responsible for chairing a regional PI subcommittee meeting bimonthly or as needed.
9. Maintains communications with the WSC's PR subcommittee.

LITERATURE CHAIRPERSON

1. Clean time requirement is two years in Narcotics Anonymous.
2. This is a one year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Must have one year prior involvement with the Literature subcommittee at the area level.
5. Regular attendance at all KRSC meetings is required.
6. Prepares a budget to be submitted in writing to the KRSC.
7. Prepares a written report for each KRSC meeting and makes all motions on behalf of, and is the voice of the regional Literature subcommittee.

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8. Responsible for chairing a regional Literature subcommittee meeting monthly or as needed.
9. Maintains communication with the WSC's Literature subcommittee.
10. Responsible for input and review rather than the stockpiling of Narcotics Anonymous Literature.
11. Insures that a literature newsletter is sent out bimonthly or as needed to all member areas.

CONVENTION CHAIRPERSON

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is an eighteen month committee.
3. Must provide the time and resources necessary to be an active participant.
4. It is strongly suggested to have active service involvement with a previous Narcotics Anonymous convention and to have previously completed a service commitment.
5. Regular attendance at all RSC meetings is required.
6. Prepares a written report for each KRSC meeting and makes all motions on behalf of, and is the voice of the Convention subcommittee.
7. Insures that the funds, books, receipts, and archives are turned over to the KRSC within ninety days after the Kentuckiana Regional Convention of Narcotics Anonymous (KRCNA) and presented to the next convention chairperson.
8. All Convention subcommittee chairpersons must submit a detailed report of their committee functions and budget requirements at the KRSC meeting following the convention. This time limit is not to exceed the ninety day time limit set forth in their requirements and duties.
9. Demonstrated stability in the local community and administrative abilities.
10. Organize subcommittees and delegate major tasks to specific subcommittee. Stays informed of the activities of each subcommittee and provide help when needed.
11. Helps resolve personality conflicts.
12. Keep activities within the principles of the Twelve Traditions of Narcotics Anonymous and in accord with the purpose of the convention.
13. Monitors the fund flow and overall convention costs and helps organize the subcommittee's budgets. Prepares a budget for the Executive committee functions.
14. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.

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15. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
16. Prepares agenda for the Convention committee meetings and the Executive committee meetings.\
17. Votes only to break a tie.
18. Chair the convention as well as the Convention committee meetings.
19. Acts as liaison between the KRSC and the Convention Committee.

POLICY & PROCEDURE CHAIRPERSON

1. Clean time requirement is two years in Narcotics Anonymous.
2. This is a one year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Minimum of one year active service involvement at the regional level.
5. Regular attendance at all KRSC meetings is required.
6. Keep an updated and accurate copy of the Policy & Procedure Manual for the KRSC.
7. Reviews and proposes all amendments to the Policy & Procedure Manual so as to insure purpose, intent, and outcome.

AD-HOC CHAIRPERSON:

1. Clean time requirement is two years in Narcotics Anonymous.
2. Must provide the time and resources necessary to be an active participant.
3. Must have a minimum of one year's active service involvement in Narcotics Anonymous at the area or regional level prior to accepting this position.
4. Commitment to service until the fulfillment of the subcommittee's objective, time not to exceed six months.
5. Regular attendance at all KRSC meetings is required.
6. Prepares a written progress report for each KRSC meeting, prepares a final report when the subcommittee completes its objective.

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SUBCOMMITTEE GUIDELINES

No committee shall take any action that is in conflict with the Policy & Procedure Manual.
See Appendix for each subcommittee guidelines.

BUSINESS CONDUCTIION

1. RCM equivalence is to be established at the beginning of each KRSC.
2. Conduction of business (including impeachment procedures) must be done by majority rules by the voting members of the KRSC meeting. Majority being the simple majority which is one more than half of those eligible to vote.
3. Voting quorum is three areas RCM, RCMA, or their equivalent to conduct the business of the KRSC.
4. All motions must be submitted on KRSC's regional motion forms.
5. RCM's, RCMA's, or their equivalents can make motions. Subcommittee chairpersons may make motions only pertaining to the subcommittee they represent.
6. Voting on motions can only be done by RCMs, RCMA's, or their equivalents.
7. All voting is suggested to be done by a show of hands, although voice votes (yea or nay) are acceptable.
8. All voting is done by an area roll call vote.
9. No secret ballot votes will be held at the KRSC.
10. Member areas may send votes (proxy) regarding KRSC motions to the regional mailing address if that area lacks representation.

TRUSTED SERVANT RESIGNATION AND IMPEACHMENT

1. Relapse constitutes an automatic and immediate resignation from office.
2. When an Executive Officer or a Subcommittee chairperson misses two consecutive meetings, or fails to perform their duties, a letter will be sent stating the charges prior to voting. Following the letter, the person will be given the chance to make a rebuttal. Impeachment will be determined by vote at the KRSC meeting. Voting will be done in accordance with the KRSC's Policy & Procedure Manual.
3. Voluntary resignation is to be given in writing to the KRSC's chairperson prior to the next KRSC meeting.

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4. Any member area or trusted servant that misses two consecutive KRSC meetings is to be sent a letter of concern and an offer of assistance.

Dear _____, The Kentuckiana Regional Service Committee of Narcotics Anonymous would like to express concern about your participation at the region. You have not had representation since _____. Is there any way we can serve you better? Is there anything we can do to extend a helping hand? We love you and we are concerned, please tell us anything we can do. With hope and encouragement, KRSCNA.

*If this letter is being sent to an Area the following statement will be included; "If your area has no representation at the next Regional Service Committee meeting, you will be considered inactive until you notify the region otherwise. Quorum status will be resumed at the second consecutive RSC meeting."

5. At the third consecutive absence of an area, said area will be deemed inactive. Inactive areas will not be counted as part of the quorum or host any regional events.
6. If an area returns to the RSC with sufficient representation, they will be counted as part of the quorum at their second consecutive RSC meeting and be considered an active participant.

ELECTION PROCEDURE

1. RCM's, RCMA's, or their equivalents are the only ones who may nominate anyone to serve on the KRSC.
2. KRSC's acceptance of any nomination must be accompanied by conference approved Narcotics Anonymous resume in concordance with establishing policy formalizing the nomination process.
3. Nominations do not require a second.
4. The person nominated is given the opportunity to accept or decline the nomination. If they accept, they must be present at the KRSC meeting when the position they are nominated for is voted on.
5. Nominations open to the floor of the KRSC are to be taken back to the member areas. These nominations are then brought back for voting at the following KRSC meeting unless otherwise specified. Area input is welcome although not always necessary in appointing someone to a position, especially if the following is true:
 - A. It has been open for several months.
 - B. The nominee meets all requirements.
 - C. RCM's, RCMA's, or their equivalents feel empowered and comfortable enough to vote their area's conscience. If they do not, they should take the nominations back to their areas.
6. When a position has been open for more than three months and a single nomination is made at the KRSC meeting (with all requirements being met), the nominee can be voted in by acclamation by a two-thirds majority vote at that KRSC meeting.
7. An individual may hold two (2) regional positions so long as they are not both voting positions.

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ELECTION VOTING PROCEDURES

1. When there are more than two nominations and no candidate gets a clear majority, the following will be done:
 - A. The vote will be tallied.
 - B. The nominee with the least votes will be dropped.
 - C. Another vote will be taken of the remaining candidates until there are only two nominees left.
 - D. The one who gets the majority of the votes is elected.
2. In the event of more than two nominations, an area should be prepared with a first and second choice.
3. The RD is not normally an elected position because the RDA would move up into that position automatically. In the event of vacancies in either position, regular nominations and voting procedures will be followed.
4. The KRSC Policy & Procedure Manual voting procedures have primary status over supporting literature (12 Concepts) at the KRSC level in order to resolve the conflict of Concept 7 of the 12 Concepts on full participation in decision-making.

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FINANCIAL POLICIES

1. Anyone requesting regional funds for any reason should come to the KRSC meeting with a fully itemized budget.
2. Forty percent of the net-profit from any regional convention is to be sent to the WSC within sixty days of the time that KRSC receives the profit.
3. The KRSC's H&I subcommittee is to receive twenty five dollars per month for organizational purposes.
4. One hundred percent of all moneys after expenses from KRCNA fund-raisers are to be turned over to the KRCNA Treasurer within thirty days.
5. Signatures on the checks written on the KRSC account are to include any two of the following four; Chairperson, Treasurer, Secretary, and RD.
6. KRSC will pay expenses of RCM's, RCMA's, or their equivalents to attend Ad-Hoc and/or Policy & Procedure subcommittee meetings.
7. The KRSC Treasurer will have a prudent reserve set at thirteen hundred dollars.
8. KRSC will donate one hundred dollars quarterly to the Southern Zonal Forum in order to be fully self-supporting according to Tradition Seven.

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KRCNA Budget

Convention Seed Money	\$6,000.00
Traditions Workshop 1-day \$500/2- day \$750	\$500.00
H&I/PI Workshop	\$500.00
H & I Subcommittee Budget	\$500.00
KRSC Meeting Rent	\$150.00
Gas/Toll Expenses	\$1,200.00
Secretary Expenses	\$1,500.00
Southern Zonal Forum Donation/Annually	\$400.00
WSC Travel Expenses	\$1,200.00
WSC Lodging	\$1,200.00
WSC Meals @ \$45.00/day	\$1000.00
Storage Shed Rent	\$600.00
Meetings/Forums (other than WSC)	\$4,000.00
Post Office Box	\$65.00
KRSC Meeting Schedule Printing	
Literature Budget	\$400.00
Donation to World	40% of KRCNA profits
Archive Upkeep	\$200.00
Annual Budget	\$19,415.00

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Miscellaneous Policies

1. The KRSC is responsible for securing and maintaining a storage shed for archives. This was decided to be more cost effective than the bank.
2. All clean time requirements should be considered continuous clean time in Narcotics Anonymous.
3. The KRSC's post office box can receive the mail for its H & I, PI, and Literature subcommittees.
4. Year-end reports from each member area are to be prepared and completed in November to be submitted to the RD NO LATER THAN December 10th, in order to send information about the Kentuckiana Region to the World Service Office.
5. All KRCNA banners from previous conventions will be kept in the regional storage shed from one KRCNA to the next.
6. KRCNA Banner will be 4x6 feet only.
7. KRSC has adopted the Twelve Concepts of service to insure that our fellowship's service structure remains forever devoted to service, not government as of July 1995.
8. Any area petitioning a seat at the KRSCNA should write a letter recounting the history of their area (# of meetings and # of groups, etc.) and attend two consecutive meetings before being deemed active and eligible to vote. (Seating of New Areas)
9. All regional functions are to be "No Addict Turned Away" excluding meals and KRCNA convention registration packets. Addicts who cannot afford a convention registration packet are given a "No Addict Turned Away" packet to include a name badge and an event program identical to those provided to members who pay for registration packets.
10. An audit will be done by the succeeding KRCNA committee after each yearly convention to ensure there is accountability of funds required to host the upcoming convention and to allow areas and groups to know how the previous convention handled funding.

KRSC ANNUAL FUNCTIONS

1. The regional convention is to be held over the Easter weekend.
2. The regional Traditions workshop is to be held in the first weekend of November so as not to conflict with any other function that is usually held around that time and to promote unity.
3. The regional H& I workshop is to be held in the summer months.
4. The regional PI workshop is to be held in the fall months.
5. No area is to host more than two regional functions per year.

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6. KRSC will host two regional assemblies per year, one being a GSR assembly for CAR motions; the other will be a regional service learning day.

FUNDING FOR FUNCTIONS

1. The regional convention is to receive six thousand dollars seed money from the KRSC Treasury. Areas have convention fundraisers to help raise money to support KRCNA.
2. The regional Traditions workshop is to receive seven hundred fifty dollars seed money from the KRSC Treasury.
3. The regional H & I workshop is to receive five hundred dollars seed money from the KRSC Treasury.
4. The regional PI workshop is to receive five hundred dollars seed money from the KRSC Treasury.
5. Any profits from regional functions are to be turned over to the KRSC Treasurer within thirty days after the function.
6. The only exception to the above (#5) is KRCNA where all profits are to be turned over the KRSC Treasurer within ninety days.
7. There should be a monthly progress report submitted to the KRSC from any area that receives seed money to host a regional function.

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FUNCTION ROTATION

The rotation will be as stated in the following schedule. The succeeding KRCNA chair will be elected in January during the previous operating convention committee to allow for experience, strength, and hope from the current KRCNA committee. The area hosting must confirm that the convention will be held in their area by no later than January of their hosting year. If an area is unable to host KRCNA on their host year, they must decline and the next area on the schedule must accept or pass. If that area passes, the convention goes down said schedule until an area accepts the convention.

Year	KRCNA	Combined H&I and PI Learning Day	Combined 12 Traditions and 12 Concepts Workshops
2013	OA	PA	ATRA
2014	ATRA	OVANA	LA
2015	LA	SCKA	PA
2016	PA	OA	OVANA
2017	OVANA	ATRA	SCKA
2018	SCKA	LA	OA
2019	OA	PA	ATRA
2020	ATRA	OVANA	LA
2021	LA	SCKA	PA
2022	PA	OA	OVANA
2023	OVANA	ATRA	SCKA

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Appendix A

PARLIAMENTARY PROCEDURES

MAIN MOTION:

A main motion is a motion whose introduction brings business before the KRSC. Such a motion can only be made in writing.

AMENDMENT:

An amendment is a motion to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable.

REFER TO COMMITTEE OR RSCS:

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected people so that a question may be carefully investigated and put into better condition for the KRSC to consider. Unless specified, the issue will be brought up at the next KRSC meeting by the committee or an RCM. Debates on a motion to refer to committee/ASCs will be limited to one pro/one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the committee/ASC, and not the merits of the main motion. If passed, there will be two pros/two cons on the original motion so as to obtain information to give direction to the committee/RSC.

CALL THE VOTE:

A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made intent is to be given. The motion to table is in order if one of the following is true: A) To get further information or B) there is more pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the KRSC by a motion to do so, at a specified time stated in the motion to table, or during unfinished business at the next KRSC. This motion is not intended to kill a main motion or suppress debate on it.

POINT OF ORDER:

When a member feels that the rules, policy or guidelines of the KRSC are not being adhered to, he/she can make a "point of order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring the attention of the Chairperson that a member feels that proper procedure is not being followed.

APPEAL CHAIR DECISION:

By electing the KRSC Chairperson, the KRSC delegates to him/her the authority and duty to make necessary ruling on questions of parliamentary procedure. But any two members have the right to appeal from his/her decision on such a question, by one member making the appeal and another seconding it; the question is taken from the Chairperson and given to the KRSC for final decision. The Chairperson shall speak to the motion and the maker of the appeal shall speak pro to the appeal not to exceed one minute each.

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SUSPEND THE RULES:

A motion to suspend the rules is made when a member of the KRSC would like to have a certain KRSC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a two-thirds majority of voting members.

POINT OF INFORMATION:

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows members to ask questions and it is not to make a statement or give information.

RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take in to account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by a voting participant who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next KRSC meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the KRSC as a whole and the member must request the KRSC's permission. The Chairperson will treat this as a unanimous consent matter, that is, if there is no objection permission is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

UNANIMOUS CONSENT:

This is a motion that allows the KRSC to move quickly through routine business of questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she may state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that and all of the voting as prescribed for the motion.

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Appendix B

KRSCNA Meeting Agenda

Meet open with moment of silence and Serenity Prayer

12 Traditions read

12 Concepts read

Service Prayer read

Area Roll Call

- Owensboro Area
- South Central Kentucky Area
- Louisville Area
- Across The Rivers Area
- Pennyrile Area
- Ohio Valley Area

Quorum:

Executive Officers and Subcommittee Roll Call:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Regional Delegate
- Regional Delegate Alternate
- KRCNA Chair
- Hospitals & Institutions
- Public Relations/Public Information
- Literature
- Policy & Procedure

Minutes read from previous meeting. Motion and second to accept.

Chair report

Treasurer's report read from previous meeting. Motion and second to accept.

Regional Delegate report

Regional Delegate Alternate report

Subcommittee Reports: (in roll call order)

Area Reports: (in roll call order)

Optional Break

Old Business: (last month's new business)

New Business:

1st item is Election of Officers:

Announce open Positions

Review of Secretary Minutes

Announcements:

Close (roll call for acceptance)

Appendix C

TWELVE CONCEPTS OF NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority of NA services rests with the NA group.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of a service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Appendix D

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For the group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group out never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be brought into public controversy.
11. Our public relation policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities.

Service Prayer

“God grant knowledge that we may write 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.”

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Appendix E

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE:

Purpose: The KRSC's H&I subcommittee serves the needs of all the member areas by conduction activities that promote the growth and strength of all H&I efforts within the region and the fellowship of Narcotics Anonymous.

Function:

1. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message of recovery in Narcotics Anonymous.
2. Provides a forum or pooling place for member areas H&I subcommittees to share their experience, strength, and hope.
3. Maintains an updated listing of all appropriate facilities within the region, records which ones are served by which area's subcommittee, and the types of services that are being performed.
4. Conducts workshops to address/work on problems the member areas are experiencing, and/or to discuss new methods of H&I work.
5. Conducts/coordinates outreach projects that carry the message of Narcotics Anonymous into facilities that cannot be served by an area subcommittee.
6. Maintains communications with the WSC's H&I subcommittee so that member areas may be informed of its activities. Communication flows both ways between member areas and World levels of Narcotics Anonymous through the regional H&I subcommittee.
7. Performs any other activities that benefit the H&I efforts of Narcotics Anonymous in the Kentuckiana Region.
8. Provides a pool member to the WSC's H&I pool.

MEMBERSHIP

Membership on this subcommittee shall consist of the Chairperson, Vice-Chairperson, Secretary, member areas H&I Chairperson or their designated representatives, and any Narcotics Anonymous member who wishes to better carry the message of recovery through Narcotics Anonymous into hospitals and institutions.

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VOTING

Voting members of this subcommittee shall be the member areas H&I Chairpersons or their designated representatives, such as; the area's H&I Vice-Chairperson, RCM, RCMA, Area Chairperson, Area Vice-Chairperson, or an appointed member of the area's H&I subcommittee. The subcommittee's Vice-Chairperson Secretary each have ONLY one vote. The subcommittee's H&I Chairperson only votes in the event of a tie.

TRUSTED SERVANT'S REQUIREMENTS AND DUTIES

CHAIRPERSON:

Qualifications for this position are the same as those under previous KRSC's Trusted Servants Requirements and Duties.

VICE-CHAIRPERSON

1. Elected by the KRSC's H&I subcommittee.
2. Clean time requirement is two years in Narcotics Anonymous.
3. Must have at least one year's experience in regional H&I work and also a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. Must attend all KRSC's H&I subcommittee meetings as well as the KRSC meetings.
5. Works with the KRSC's H&I Chairperson to insure the smooth operation of the subcommittee.
6. Performs the duties of the KRSC's H&I Chairperson in his/her absence or unavailability.

REMOVAL OF TRUSTED SERVANTS

The KRSC's H&I Chairperson may be removed for any reason deemed appropriate by action of the KRSC in general session. The KRSC's H&I subcommittee may remove officers (elected within this subcommittee) for any reason it deems appropriate by a two-thirds majority vote.

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Appendix F

LITERATURE SUBCOMMITTEE GUIDELINES

PURPOSE:

1. To stock and make available review and approval-form literature.
2. To serve as a communication link in all matters of literature between the group and literature committees on all levels: areas, region, and world.
3. To provide the forum and atmosphere where members may contribute to the development and creation of Narcotics Anonymous literature.
4. To lend support to the member areas' literature committees through the following;
 - A. Development of guidelines
 - B. Sharing of experience in written and verbal communication through such vehicles as "Fellowship Reports", "Newslines", and other correspondence.
 - C. Hosting open forums and workshop meetings.
5. To work on literature based on fellowship input, prior to presentation for fellowship review and/or WSC approval.

LITERATURE SUBCOMMITTEE MEETINGS:

This subcommittee shall meet every other month (or as needed) at 12:00 pm prior to the KRSC meeting.

FUNCTION/ROLE IN THE LITERATURE REVIEW PROCESS

Providing a forum and an atmosphere where our members may contribute to the process of creating and developing our literature is extremely important. This responsibility can best be fulfilled by having regularly scheduled meetings for the purpose of reviewing and preparing input to our review-form literature. Members of the local fellowship should be informed regularly of meeting times and locations, and of the pieces of literature on which the committee is currently working. It is the KRSC's Literature Chairperson's responsibility to organize a work agenda for each piece of Narcotics Anonymous literature that is out for review and input.

Creative writing is an important aspect of working on review-form literature. Although the WSC Literature Committee welcomes all types of comments and input, creative writing is particularly helpful. If a piece is weak or needs additional writing on a topic, write it. Critical analysis is important, and yet creative input is equally important. Our literature is written by addicts for addicts. The unique quality of literature can occur only when members participate by providing creative writing. This subcommittee should request and compile areas' input sheets. If this subcommittee is not reviewing the piece, the input should be sent directly to the WSC Literature Committee.

LITERATURE MEMBERSHIP

Membership on this subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, member areas' Literature chairpersons and general members.

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The concept of general membership is intended to get the best possible use of our fellowship resources to assist and aid this subcommittee in carrying out the fellowship's directives. General members are those who are interested and experienced in the Narcotics Anonymous literature process and who might not otherwise be involved in the activities of the KRSC.

REQUIREMENTS AND DUTIES OF LITERATURE TRUSTED SERVANTS

CHAIRPERSON

1. Same as those listed previously under "KRSC's Trusted Servants' Requirements and Duties"

VICE-CHAIRPERSON

1. Elected by this subcommittee.
2. Clean time requirement is two years in Narcotics Anonymous.
3. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Must attend all committee meetings.
5. Works closely with the Literature Chairperson to insure the smooth operation of the subcommittee.
6. Performs the duties of the Literature chairperson in his/her absence or unavailability.

SECRETARY

1. Elected by this subcommittee.
2. Clean time requirement is one year in Narcotics Anonymous.
3. Must have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. Must attend all committee meetings.
5. Works closely with the Literature chairperson to insure the smooth operation of this subcommittee.
6. Records minutes of committee meetings and distributes them to the participants of the meeting and also to the WSC Literature Committee, c/o the WSO.
7. Maintains an active file of works in progress.

LITERATURE SUBCOMMITTEE MEETING AGENDA:

- A. Open - Serenity and Service Prayers
- B. Minutes of last meeting
- C. Old Business
- D. New Business
- E. Close – Serenity Prayer

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REVIEW-FORM LITERATURE

TIME:

Review-form books are sent out to the fellowship for a minimum of twelve months, review-form pamphlets for a minimum of six months. Review-form literature may be returned for consecutive review periods in an original or revised draft, if fellowship input indicates it is necessary, or as recommended by the WSCLC. The WSCLC may recommend that a piece of literature be out for review for more than twelve or six month review period.

USE:

Sold only to registered area and regional literature committees and to groups where no ASC presently exists. Not for use, display or distribution in Narcotics Anonymous meetings. The fellowship is strongly encouraged to get involved with literature review and input at this stage. It is generally for use and development within area and regional literature committees.

FORM:

On manuscript form (8 ½ x 11 paper, double-spaced) with line numbers. Clearly marked on every page, "Unapproved Literature/Not for Use in Narcotics Anonymous Meetings, For Review and Input Only." No Narcotics Anonymous logo but have "Narcotics Anonymous" on the front cover. Due date is to be marked on every page of the document.

APPROVAL-FORM LITERATURE

TIME:

Approval-form literature is prepared by WSCLC and distributed to the fellowship for one conference year.

USE:

Approval-form literature should not be read during Narcotics Anonymous meetings although it can certainly be sold and made available at Narcotics Anonymous meetings. The appropriateness of displaying approval-form literature before, during, or after a recovery meeting of Narcotics Anonymous depends on the method of display and distribution. If, as is the case in many parts of our fellowship, the literature is set on the table – without a group literature person handling distribution and freely available for a newcomer or non-member to pick up, it is inappropriate. On the other hand, if literature distribution is controlled by a group level trusted servant who can describe what the literature is (review, approval, or Conference-approved) and control distribution to our member's only, it would be appropriate. It is never appropriate to bring unapproved literature in a hospital or institution. Approval-form literature is out for a yes/no vote only. No changes will be considered on the Conference floor.

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FORM:

Approval-form literature (AFL) should be produced in as near its final form as possible, without creating confusion. No Narcotics Anonymous logo, but it should have "Narcotics Anonymous" and the Conference date on the front cover. Use a special (second) cover for approval-form items. (AFL) must be clearly marked as "Unapproved Literature/Not for Use in Narcotics Anonymous Meetings" and "For Approval or Disapproval at WSC 19__ and/or "NARCOTICS ANONYMOUS members are urged to read this material so we as a fellowship can decide this year if we want this to become NARCOTICS ANONYMOUS approved literature."

PROCEDURE FOR LITERATURE WORKSHOPS

INTRODUCTION:

The unique process that the fellowship has created for the development of Narcotics Anonymous literature places a responsibility on area and regional literature committees to provide the forum where our members can review and prepare input to Narcotics Anonymous literature. No individual or committee need undertake this process alone; communication and consultation with other members is essential. Together we can do what alone is impossible.

It is important to remember that members and committees who contribute material need to "let go" and relinquish it unconditionally. When we complete a piece, we need to surrender it. This can be difficult, because of pride and the emotional attachment we often develop for a piece on which we work. We trust in our Higher Power, the fellowship of Narcotics Anonymous, and our literature development process.

PRELIMINARY PLANNING

1. Secure a meeting space large enough and accessible to the fellowship. Adequate working space and equipment is necessary. This may include tables, chairs, paper, pens, coffee, and possibly a computer.
2. Plan the date far enough in advance that others may attend.
3. Send out flyers announcing date, time, and location.
4. Copies of the review-form literature will need to be made available.
5. Schedule the workshop around other activities, in order to attract members' attendance.
6. Personal attention is often the best way to get people to come to the workshop. Invite friends in the fellowship and home group members.
7. When making announcements, talk about the topics to be written on and the importance of getting members to share their experience and understanding on these topics. Stress our literature development process and the need for our members to be involved.

WORKSHOP STRUCTURE

The KRSC's Literature subcommittee conducts the workshop. If the attendance is large enough, the chairperson may divide the group into small working groups of four or five people. An experienced member is usually appointed to chair each group, and a volunteer usually acts as secretary to record all changes and input which the working group makes.

At the start of the workshop, the chairperson should open with the Serenity Prayer and the Service Prayer. Allow all members to introduce themselves. After introductions, the chair should encourage all members to feel free and uninhibited in expressing their thoughts, feelings, and experiences on the material that is before them. Everyone should be reminded to respect each other's views. In developing literature, experience is shared, not pushed. The principle of letting go is very important. Remember that we try to practice these principles in all of our affairs.

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The group chairperson keeps the work flowing by reminding the group to focus on the main issues or ideas, and on one topic at a time. If debate drags on, the issues may be delayed until later. The group secretary records and organizes all changes and input so that the subcommittee Secretary may compile it easily. It is important to use WSC Literature Committee input sheets. These sheets make it easier for others to use and understand the input material.

REVIEW-FORM WORKSHOPS

It is recommended that groups be limited to four or five people and a secretary. A workshop may contain several such small groups. Special attention should be paid to the following; flow, content, redundancies, and material that are missing on the topic.

Some questions to ask when evaluating literature are:

1. Are all the important ideas on this topic included in the piece?
2. What needs to be clarified, expanded, or condensed?
3. Are any areas of the piece in conflict with the Twelve Steps or Twelve Traditions of Narcotics Anonymous?
4. Does other Narcotics Anonymous literature cover this topic or does it duplicate another piece of Conference-approved literature?

Be sure that the material includes an introduction, body, and summary. Sometimes, moving a sentence or paragraph to a more appropriate position can result in greater clarity of the material.

Flow reading has proven effective in reviewing literature. Each member holds a copy of the material. Someone reads the material with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point. Someone reads through the material again slowly. Discuss the changes noted during the previous reading. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical. When the need arises for original written material on a topic that is not covered, a volunteer from the group might be sought. The group should first share its thoughts and experiences on what should be included on the topic. It is important to take clear notes on this that the volunteer writer may accurately represent in writing what the group is saying. Then one or two volunteer members go somewhere alone and draft the material. We have found that it is next to impossible to write as a committee and one or two members writing on their own is more productive.

This draft is returned to the group and flow read. Any additions or deletions are made. The process of flow reading and discussion continues until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. If someone in the group has editing and grammar skill, great! Clean the piece up as best you. If not, don't get too bogged down with editing. When your material is submitted to the WSC Literature Committee, it will be evaluated and edited before final distribution.

In large workshops where many groups are involved, the completed drafts are taken to the full workshop group and the flow reading process is repeated until the larger group is satisfied with the draft. Experience has shown that a larger group can more accurately represent the needs and views of Narcotics Anonymous as a whole.

APPROVAL-FORM WORKSHOPS

Approval-form literature is that which has been developed through the literature review and input process to a completed form. Literature in the approval-form is either accepted or rejected as Narcotics Anonymous Conference-approved literature by the WSC. Since this literature is distributed for final consideration, not for input, a workshop on this literature should reflect this difference. Normally, this type of workshop is for the purpose of offering members the opportunity to evaluate the piece, so that they may make a decision on whether to vote to approve the piece when their home group decides questions on tire Conference agenda.

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The following are some basic suggestions that help us in evaluating an approval-form piece: Will this piece of literature be a helpful tool to aid our groups in fulfilling our primary purpose? Is there material in this piece that is in conflict with the basic philosophy of Narcotics Anonymous, as expressed in our Twelve Steps and Twelve Traditions? Do the positive aspects of the piece outweigh certain shortcomings? Overall, is the item acceptable or unacceptable?

When considering a piece of literature for approval at your home group, if you feel it has major problems, vote no. If you feel the item is great with no problems, vote yes. If you feel the item is in basically good shape but you would like to make some minor comments, changes, or recommendations, you may still choose to vote yes and send your comments directly to the WSC Literature Committee. All input on approval literature is filed and considered as provided for in the literature development process. Do not send changes on approval-form literature with your RD to the WSC, with the thought that changes have to be made before you can vote yes. If you feel the piece has problems that are unacceptable, you must simply vote no. Any changes considered at the Conference would not have the benefit of the entire fellowship.

Keeping files is an important part of literature work. As we accumulate material it gets harder and harder to keep track of it all. Paperwork is the substance of our work in literature, and if we organize it, we are able to locate important material easily and avoid excessive revisions and duplication of effort. The purpose of a filing system for literature in progress is to track its development and prevent irreplaceable losses. This subcommittee's Secretary is designated to be responsible for the subcommittee's files. This includes delegating responsibility for the creation and maintenance of files, as well as providing protection for and access to the materials.

Important files should be kept in two separate locations. Keep one set in the KRSC's storage shed and another with the subcommittee's Secretary's files. This duplication helps ensure that important files aren't lost. If computers are used, it is a good idea to have duplicate disks stored in a second, separate location. They can be taken home by either the secretary or chairperson, or kept in a computer storage bank.

The filing system should be developed with the idea in mind that it will be passed on to others. It needs to be as simple and understandable as possible. The size and complexity of the filing system depends on the size of the project. Depending on the scope of your committee's work, it should include any combination of the following file names:

1. General Correspondence
2. Archives
3. Input on Existing Materials
4. Original Input
5. New Material

All files, input, and drafts should be dated. Archive files contain original copies of all items that are to be kept for an indefinite period of time. If these materials are needed for any other reason, they should be copied and returned to the archive files immediately after copies made. If applicable, copyright release forms should be kept in the archive files attached to the corresponding piece. Along with copyright release forms should be information on the originating source. Because these archives are your most important materials, they should be stored in the KRSC's storage shed. Two major headings of the files are the Administrative and Work-in-Progress. Administrative files include minutes, names, and addresses of committee members, and guidelines. Work-in-Progress files contain outlines, drafts, and input. An index of files can be very helpful. (*ADAPTED FROM LITERATURE COMMITTEE HANDBOOK*)

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Appendix G

CONVENTION COMMITTEE GUIDELINES

DEFINITION

This body shall be known as the KRCNA Convention Committee of Narcotics Anonymous and operate as a subcommittee of the KRSC of Narcotics Anonymous.

PURPOSE

Coordinate and conduct the annual KRCNA convention. This convention is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members. Because this convention is sponsored by a Narcotics Anonymous service committee, it should always conform to the Twelve Traditions and reflect our primary purpose.

Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort. Conventions can be complex endeavors. Therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined effort of many people. These people work as a committee, which is made up of Kentuckiana Regional members. The committee functions as a KRS subcommittee to insure continuity of effort.

MEMBERSHIP

Membership is open to all members of the Narcotics Anonymous fellowship. This subcommittee consists of an Executive committee, subcommittee chairs, and attending members. (The Executive committee shall consist of a Chairperson, Vice-Chairperson, Treasurer, and Secretary.)

EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the will of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic, and even subcommittee meetings. Its function is to ensure that the various subcommittees work together and to provide assistance to the subcommittees, which may need extra help. However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of the subcommittees, the convention budget, and other matters that affect the convention. The results of these discussions are included in reports at the Convention Committee meetings.

CONVENTION COMMITTEE MEETINGS

All Convention committee meetings should take place at a regularly scheduled time and place. They should follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from the entire region.

During the planning processes, it is necessary to elect officers. Election of officers should be based upon Qualifications and experience. A description of Executive Committee members and duties is presented later in these guidelines.

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Convention committee meetings are scheduled monthly until two months prior to the convention, at which time they will take place every two weeks. At one month prior to the convention, meetings will take place weekly. It is advisable to schedule the meetings for at least two or three hours to conduct business. An agenda should be prepared prior to the meetings. The following agenda should be adhered to as much as possible.

EMERGENCY MEETINGS

Emergency meetings (to deal with matters that cannot wait until the next regularly scheduled Convention committee meeting) may be called by a minimum of three Executive committee members.

KRCNA CONVENTION COMMITTEE MEETING AGENDA

1. **OPENING:** Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions of Narcotics Anonymous.
2. Read and approve the minutes of the last meeting and the Secretary's report.
3. Chairperson's report (review progress to date and relay recent information).
4. Vice-Chairperson's report
5. Treasurer's report
6. Subcommittees' reports (include goals and progress of each committee)
7. Old Business (business carried over from the last meeting)
8. New Business (business to be undertaken before next meeting)
9. **CLOSE** (Serenity Prayer and Circle of Hugs)

VOTING

Voting privileges are extended to each member of the Convention committee. A quorum consists of two-thirds of the Executive committee and subcommittee chairpersons. Voting members of the Convention committee will be:

- A. Convention Chairperson
- B. Vice-Chairperson
- C. Secretary
- D. Treasurer
- E. Subcommittee Chairpersons

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Any officer, chairperson, or member of the committee who is absent or not represented at two consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. Quorum consists of fifty-one percent of the Executive committee and the subcommittee chairpersons or their designated alternates. Subcommittee voting privileges are determined by the chairperson of that subcommittee. All subcommittees hold separate, regularly scheduled meetings prior to the Convention committee meeting. The subcommittee chairpersons submit all reports, recommendations and other details about their areas of responsibility to the Convention committee for approval.

EXECUTIVE COMMITTEE REQUIREMENTS AND RESPONSIBILITIES

REQUIREMENTS FOR ALL POSITIONS:

1. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous also familiarity with their spiritual principles.
2. Willingness to give the time, energy, and resources necessary.
3. Ability to exercise patience, tolerance, and acceptance.
4. Active participation in Narcotics Anonymous.

We need to keep in mind that length of clean time is not the primary qualification. Experience, dedication, enthusiasm, and willingness to complete required tasks are the essential qualities to keep in mind when filling these positions.

CHAIRPERSON

Same as listed previously under "KRSC's Trusted Servant Requirements and Duties.

VICE-CHAIRPERSON

1. Minimum of two years clean in Narcotics Anonymous
2. Personable and familiar with all committee members in order to coordinate all subcommittee activities.
3. Acts as Chairperson if he or she is either absent or unavailable.
4. Works closely with the Chairperson to delegate responsibilities to subcommittee chairpersons.
5. Coordinates subcommittees and attends as many subcommittee meetings as possible, in order to insure that each committee has the necessary support to do a good job and meet all deadlines.

SECRETARY

1. Minimum of one year clean time in Narcotics Anonymous.
2. Keep minutes of all committee meetings and subcommittee reports.
3. Mails minutes to committee members and the KRSC Secretary (for insertion into the KRSC's minutes) after approval by the Executive committee chairperson. Minutes are mailed out within fourteen days after the Convention committee meeting.

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4. Maintains a list of names, addresses, and phone numbers of the committee members for committee use only.
5. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.

TREASURER

1. Minimum of four years clean in Narcotics Anonymous.
2. Opens a bank account for the Convention committee. The signatures for the account are any two of the following four Convention committee members: Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meeting.
3. Works with the Chairperson, Vice-Chairperson, and committee to prepare a budget for the convention. The budget is based on the subcommittees' recommendations as to the moneys they will need to carry out their tasks. When all of the financial needs are listed and totaled, the income should also be outlined and balanced against anticipated expenditures.
4. Writes all checks and collects receipts from subcommittees for money paid out.
5. Responsible for all moneys, including revenues from registrations and banquet tickets, pays all bills, and advises the chairperson of cash supply, income flow, and rate of expenditures.
6. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
7. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment or deposits must be made, disbursement can be made directly to the requesting subcommittee chairperson provided the following criteria are met:
 - A. Prior Executive committee approval is obtained
 - B. A signed and dated voucher or promissory note is provided by the projected date when receipts can be provided and/or moneys returned to the Treasurer.

SUBCOMMITTEE CHAIRPERSONS

Minimum of one year clean in Narcotics Anonymous.

BUDGETS

The importance of making a budget for the Convention committee and subcommittees needs to be emphasized. At this stage of planning, the committee will list as many financial responsibilities as possible. Each subcommittee does the same.

The Arts and Graphics subcommittee projects a monetary figure for flyers, programs, banner(s), and literature, and other displays and graphics that will be used at the convention.

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The Program and Registration subcommittees estimate the costs of mailing, paper, envelopes, and other office supplies needed to carry out their duties.

The Entertainment subcommittee sets a budget based on the entertainment which will be used at the convention. If fundraising is necessary, this subcommittee shall also include in their budget the moneys needed which includes the expenses of functions the other committees perform on their behalf, such as designing flyers or mailing. For the sake of expediency, the committee maintains a petty cash fund to aid in its operations (to be administered by the Executive committee Treasurer).

The Hotels and Hospitality subcommittee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention (often not until the convention itself). A reasonable projection of participation is dependent on the efficiency of fellowship communication. With regard to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is a very important area where the committee can fall into the red.

CONVENTION SUBCOMMITTEES

Nominated from the Convention committee members, the subcommittee Chairpersons should have the general qualifications as outlined in the previous section on "Requirements and Duties." Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittees have specific service responsibilities to perform. Any subcommittee chairperson who misses two consecutive Convention committee meetings will forfeit their position.

This position will then be open for re-election at the following Convention committee meeting. Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are concerned for the service member who is unable to stay clean. Each subcommittee has only one chairperson who in turn recruits committee members.

Subcommittee meetings operate according to Robert's Rules of Order unless otherwise specified in these guidelines. This insures that the meetings run smoothly and business is conducted in an orderly fashion.

Each subcommittee chairperson should be aware of what responsibilities each member has assumed and make sure that every task assigned is carried out.

All financial contracts shall be signed either by the KRSC or the Convention's Executive committee. Subcommittees maintain accurate records of all activities of their committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each subcommittee report.

The subcommittees of the Convention committee work together. At the onset, each subcommittee should decide whether or not they would use the services of another committee, or address that particular area of business themselves. Although either way is effective, remember cooperation and consideration are the keys that will make it work.

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After the above steps have been taken, the calendar of events can be forwarded to the KRSC's PI subcommittee for distribution in the region. This encourages support and interest from many nearby members. Insufficient exposure and communication regarding fundraising activities often result in poor turnout at events and subsequent ill feelings toward the Convention committee. The success of these activities is proportionate to the amount of planning and effort expended. All expenditures should be forecast and included in the convention's budget.

When designing flyers, remember that they are released in hospitals, institutions, and other facilities, which relate to Narcotics Anonymous. Appropriate use of language and lithography is crucial as these flyers represent Narcotics Anonymous to the public. The flyers can be designed by the Arts and Graphics subcommittee if it is acceptable to the Entertainment committee.

REGISTRATION SUBCOMMITTEE

The Registration subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention; its responsibilities begin with the advance planning. Such planning includes drafting flyers and forms (at least six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will be given the opportunity to schedule vacations or make other arrangements to attend the convention. The advance flyers can be distributed even if complete registration forms and convention fees have not been set. The flyer can be set to the NA Way and/or WSO to be included in the "Newslines". The committee should also do a direct mailing to the people listed on the computer-generated reports and guest books from the previous KRCNA conventions.

When pre-registration and arrival registration information is available, this committee prepares a finalized flyer. Copies of this flyer and the registration forms should be sent to the KRSC and WSO, as well as to all the members on the mailing lists.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate and expensive. The finalized flyer and registration forms should also be sent to the KRSC for distribution to all its member areas at least three months prior to the convention. In this way, members can make plans to attend and those who had forgotten or delayed in registering and reminded. Sometimes convention planning committees generate additional activities that were not scheduled when the original convention schedule was announced. The final mailing, at three months prior to the convention, can be used to announce such changes and additions or deletions.

A clear understanding should be reached between the Registration subcommittee chairperson, the full committee, and the Convention committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of tracking and recording registrations from the post office box at least two to three times per week. Registration form records should be maintained on

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a weekly basis and all money received should be transferred to the Convention committee Treasurer prior to the full Convention committee meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as a part of promotional activities, the committee must keep careful records of what is provided and to whom. All registrations, with numbered cash receipts, are used for preparing confirmations. The Convention committee chairperson in conjunction with the Convention committee Treasurer, should establish a good working system for handling cash registrations. All registrations should have numbered cash receipts. Each member of the Registration subcommittee who is authorized to accept registration money should work out of a numbered cash receipt book with three-part carbon copies.

This committee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention committee Treasurer. Un-deposited cash received from this subcommittee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and ticket sales should be updated at least once per week. This way the full committee can be apprised of the financial status. This record system can be used to verify the committee Treasurer's records and provide an indication of the solvency of the convention.

A duplicate records system should be maintained for all Registration committee activities. A simple flash drive along with two disks including a list of registrants maintained alphabetically is a simple and effective method. A data entry profile is made for each registration that indicates all functions for which they have paid and the receipt/confirmation number. Paper records may be kept but should be converted to disk as soon as possible.

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations received by the announced cutoff date. The cutoff date for pre-registrations (never less than eight weeks prior to the convention) is included on the convention flyer.

This committee is responsible for preparing a complete registration packet, which includes but is not limited to the following:

- A. Convention Program
- B. Name tag or badge
- C. Tickets for banquet, breakfast, dances, etc.

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ARTS AND GRAPHICS SUBCOMMITTEE

The Arts and Graphics subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing the convention logo, banner, programs, tickets, flyers, convention posters, and directional posters. This also includes any items which may contain the convention logo or other artwork such as coffee cups and T-shirts. A variety of designs for each item is presented to the Convention committee in order to provide a choice of selections. It is necessary for this subcommittee to coordinate its work with the other subcommittees.

This committee shall be responsible for soliciting on a regional level, ideas for the convention's theme and logo. All ideas and suggestions are to be presented to the entire Convention committee for feedback. The chairperson of this committee develops a budget that includes all printing and other expenses. Once the budget is developed, it will be presented to the Treasurer and the Convention Committee for approval.

Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit help from as many members as possible, including newcomers.
4. Find a large room in which to work.
5. Utilize any and all resources available: members who work in hobby/craft stores, printing offices, copy shops, etc. They may be able to provide services or supplies at discount rates.
6. Adhere to the group conscience of the Convention committee, remembering that our group's ultimate authority is a loving God as expressed through the group conscience.

PROGRAM SUBCOMMITTEE

Without a good program, the trouble and expense of putting on a convention is not justified. The reports of this subcommittee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of one year clean in Narcotics Anonymous with a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

This committee develops plans for workshops and meetings at the convention. Members make recommendations for speakers, meeting chairpersons and others to help with the program. They recommend a schedule of all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons, and spiritual discussions. They submit these recommendations to the Convention committee for review and approval.

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One of the main problems in scheduling, is the event of “no shows”. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and time for readers, speakers, workshop chairpersons or anyone involved in the convention program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.

The best qualification for participation on the program of the convention is membership in Narcotics Anonymous. However, Main meeting speakers are also required to have a minimum of five years clean in Narcotics Anonymous. A Speaker workshop chair at the convention shares their personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend Narcotics Anonymous meetings to sustain their recovery. These qualifications help assure a Narcotics Anonymous member gets a Narcotics Anonymous convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to insure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to Narcotics Anonymous. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire session of related workshops rather than having to choose between two or more workshops they would like to attend.

Taping the speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home and share them with others. Written consent must be obtained from speakers of taped meetings or workshops in advance of actual taping. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the KRSC, with master copies retained by KRCNA.

Whenever funds are available, a speaker’s travel expenses should be paid. Sometimes complimentary rooms are provided to Main meeting speakers as a way of deferring the additional expenses. Hotels usually give the convention a certain number of complimentary rooms that can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program committee with an idea of available funds for securing speakers.

HOTELS AND HOSPITALITY SUBCOMMITTEE

The Hotels and Hospitality subcommittee chairperson serves as the convention host, organizing a committee that will greet guests, and attend to any needs they might have in attending the convention. This committee collects and makes available information about bus routes, approximate taxi fares, and availability of limousine or train service to and from the airport.

This subcommittee contacts prospective hotels in order to assemble information, which is then used for the purpose of comparison. There is usually one hotel that stands out from the rest in terms of being easy to work with or good room rates, etc.

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Beware of open-ended charges by hotels, which can be made to the Convention committee without the committee's prior knowledge. Consistent and complete discussions about all aspects of the convention, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the committee is unable to pay unexpected charges easily and that you are willing to exert yourself to make sure there are none, will result in the hotel staff double checking the fees in order to make sure they do not extend services which may be left unpaid. In this way, convention costs can be dramatically reduced and our credit rating may be protected.

For example, coffee is a big overcharge item. Settle on a fixed amount rather than allowing the hotel to continue refilling pots. Keep a pot in the hospitality room and perhaps one other location. Set up an arrangement where only one, or at the most two individuals can order and sign for the coffee. Make it clear that the committee will only honor coffee bills with one or the other of these specified signatures. Since the negotiations can get a little technical, it is a good idea to use members that have experience working with food and beverages.

A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.

While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or even third price offer is rock bottom. In early negotiations, make sure that the costs are approved at the committee level. Input from the group conscience is the best possible kind of input, and provides perspective we lack as individuals.

The Hotels and Hospitality subcommittee works closely with the Program Subcommittee to set up the rooms for meetings and workshops. In other words, the hotel needs an accurate schedule of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to try to book a hotel for a weekend when there is no other fellowship convention or competing activity taking place.

The hospitality aspect of the Hotels and Hospitality subcommittee is one of the best ways for the member to get involved with the convention and have a lot of contact with attending members. Start with getting the incoming out-of-towners that need a ride from the airport. Next, assign members to stay around the registration areas and welcome people to the convention and help with miscellaneous duties.

The subcommittee's members can wear colored ribbons designating them as people who can answer questions about the convention. They also have to be familiar with all activities of the convention so that they can work hand-in-hand with the hotel staff. However, it is best to limit the number of members who deal with the hotel sales and management personnel. These members can bring any matters, which have an impact on the convention to the attention of the Executive committee. It is a good idea for the Hotels and Hospitality subcommittee to meet several times at regular intervals during the convention to exchange notes and take a group conscience on any matters which are unclear.

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ENTERTAINMENT SUBCOMMITTEE

Any entertainment activity is the Entertainment subcommittee's responsibility the subcommittee members select the band or disc jockey for the dance at the convention. Generally, big name bands are not appropriate because of the expense and possibility of distracting us from our primary purpose. It should also be noted that all expenses, which can be foreseen, should be listed in the convention budget.

This subcommittee arranges the dances (and floor show of one is approved) for the convention. It is important to prepare a list of functions, including the dates, times, and places in order to ensure success.

The chairperson of this committee should know the Twelve Traditions of Narcotics Anonymous well. They should be an energetic person who is willing to work hard and be totally trustworthy in regards to money. The chairperson should also be able to get members involved in activities and deal effectively with people outside the fellowship in setting up dances, etc. It is important that receipts and proceeds be turned in promptly. It is also important that this subcommittee work closely with the Convention committee Treasurer.

If fundraising is necessary, it is the responsibility of the Entertainment subcommittee. The region's member areas may hold fund-raisers in order to raise money for start-up expenses, such as fliers, printing, postage, etc. The Merchandise subcommittee, in cooperation with the Entertainment subcommittee, may hold raffles; sell T-shirts, bumper stickers, etc. at these activities. The service structure of Narcotics Anonymous is a holding company, which gives all representative service committees Narcotics Anonymous the right to use the Narcotics Anonymous logo. Should an abuse of this right occur, it should be brought to the attention of the KRSC and WSO. Fundraising within the fellowship should always emphasize caring and sharing in the spirit of Narcotics Anonymous. Fundraising, especially utilizing the theme of the convention, can set the mood to motivate the fellowship to its final celebration at the convention.

MERCHANDISE SUBCOMMITTEE

The Merchandise subcommittee Chairperson should be business-minded and have an understanding of the Twelve Traditions of Narcotics Anonymous, especially in regards to the sale of Narcotics Anonymous related items. This committee prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon within the subcommittee, the Merchandise subcommittee Chairperson presents a list of the items to the Convention committee for approval. The list includes a statement of actual and marketing costs with the time frame for obtaining these items. Careful consideration should be made in negotiating the purchase price of these items (three different bids are usually required). This subcommittee is responsible for the sale of merchandise at the convention and all fundraising activities.

This subcommittee must communicate with the Hotels and Hospitality subcommittee and the Program subcommittee when planning space and time requirements for a store/booth at the convention site.

The Merchandise subcommittee Chairperson is responsible for:

- A. Purchasing and storing these items in a safe place,

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- B. Maintaining a continuous inventory statement, and
- C. Maintaining financial records with receipts.

These statements and records should be submitted to and reviewed regularly with the Convention committee Treasurer. This is done to assure accountability for all merchandise and funds. A final inventory statement is provided to the Treasurer within thirty days after the convention for attachment to the Treasurer's final convention report.

The Merchandise subcommittee is also responsible for the acquisition and sale of Narcotics Anonymous approved literature at the convention.

When considering outside vendors, care should be taken to consider past experience with other Narcotics Anonymous conventions. Only World Service licensed vendors are allowed to sell their merchandise at the convention.

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Appendix H

POLICY AND PROCEDURE SUBCOMMITTEE

DESCRIPTION

This subcommittee is formed by and directly responsible to the Kentuckiana Regional Service Committee.

PURPOSE

To provide input and information to be utilized in a group conscience process of the full committee for the understanding and application of the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous.

To provide the KRSC of Narcotics Anonymous with documented past actions and recommendations for new procedures when appropriate.

To be supportive of all service committees of Narcotics Anonymous.

OPERATIONAL PROCEDURES

This subcommittee shall adhere to the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous.

The KRSC's Policy and Procedure manual is to be updated annually.

Changes in policy and procedure readings are to take place at the KRSC meeting.

Any policy and/or procedural change should come to the KRSC's Policy and Procedure subcommittee in writing, to be researched, information compiled, and then presented at the KRSC meeting after the next scheduled KRSC's Policy and Procedure subcommittee meeting.

The Policy and Procedure manuals are to be mailed to each of the member areas or given to each RCM, RCMA, or their equivalent to take back to his/her area.

The words, Narcotics Anonymous, are to be inserted into the KRSC's Policy and Procedure manual wherever they apply.

This subcommittee will not address issues of individual, group, or area concerns without the issues first being presented to the KRSC and subsequently referred to this committee by the KRSC.

This subcommittee will provide forums for discussion in accordance with the following circumstances:

- A. At the request of the KRSC.
- B. When there is a desire and need within the Kentuckiana Region's community.

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FUNCTION

The Policy and Procedure subcommittee shall meet as often as needed to make required revisions. The time, date, and location of these meetings shall be announced (when possible) throughout the region, to encourage participation from all members.

When the KRSC makes a request, this subcommittee shall collect and analyze input regarding procedures in the past. This input shall be analyzed and compiled with the objective of providing information regarding the proficiency and productivity of past procedures. Also, changes or modifications that could improve the procedure will then be recommended by the Policy and Procedure subcommittee. These recommendations will be presented to the entire service committee body and acted on according to the process being utilized by the KRSC or area service committee as appropriate.

When requested by the KRSC or area service committee, this subcommittee will collect and analyze input regarding issues of concern where no past procedures have been developed. This input may be gathered from all resources available including other regions, Narcotics Anonymous members, and service committees throughout the Fellowship of Narcotics Anonymous. The subcommittee will then develop and recommend further study or new procedures for these situations, as it seems appropriate.

MEMBERSHIP AND OFFICERS

Membership is open to all concerned Narcotics Anonymous members in the Kentuckiana Region. Any active Narcotics Anonymous member may enter discussion and provide input.

The officers of this subcommittee shall be a chairperson elected annually by the KRSC. The vice-chairperson and secretary shall be elected from within and by the subcommittee members. The officers shall perform the duties listed in these guidelines. Additional duties may be outlined and described in these guidelines or by further amendments to them.

OFFICER'S REQUIREMENTS AND DUTIES

REQUIREMENTS FOR ALL OFFICERS

1. Willingness to provide the time and resources needed to be an active participant.
2. Prior service commitment at the area or regional level of Narcotics Anonymous.
3. Should have a Narcotics Anonymous Home Group and a Narcotics Anonymous sponsor who has a Narcotics Anonymous sponsor.
4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service of Narcotics Anonymous.

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CHAIRPERSON

Requirements and duties for this position are the same as those previously listed under "KRSC's Trusted Servants Requirements and Duties.

VICE-CHAIRPERSON

1. Clean time requirement is two years in Narcotics Anonymous.
2. Ability to assume Chairperson's responsibilities in his/her absence.
3. Works with the Chairperson to insure the smooth operation of this committee.
4. Regular attendance at KRSC meetings is strongly suggested.
5. Attendance is required at all of this subcommittee's meetings.
6. This is a one year commitment.

SECRETARY

1. Clean time requirement is eighteen months in Narcotics Anonymous.
2. Records and types all revisions to the KRSC's Policy and Procedure Manual.
3. This is a one year commitment.

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APPENDIX I

AD-HOC SUBCOMMITTEE

An Ad-hoc subcommittee may be formed as required by the KRSC. This subcommittee is formed to provide services that the KRSC cannot provide by the already standing subcommittees. When a motion carries to form an Ad-hoc subcommittee the nominations are opened, closed, and then an Ad-hoc Chairperson is duly elected.

Chairperson's Requirements and Duties:

1. Clean time requirement is two years in Narcotics Anonymous.
2. Must provide the time and resources necessary to be an active participant.
3. Must have a minimum of one year's active involvement in Narcotics Anonymous service at the area or regional level prior to accepting this position.
4. Commitment to serve until the fulfillment of the subcommittee's objective. Time not to exceed six months.
5. Regular attendance at all KRSC meetings is required.
6. Prepares a written progress report for each KRSC meeting. Prepares a final report when the subcommittee completes its objective.

FUNCTION AND MEMBERSHIP

1. This subcommittee shall consist of a Chairperson, Vice-chairperson, Secretary, and voting members (if the objective requires this).
2. This subcommittee will function until the fulfillment of its objective or until the KRSC no longer sees the need.
3. Membership is open to all members of the Kentuckiana Region of Narcotics Anonymous regardless of clean time and/or prior service commitments.
4. This subcommittee is responsible for holding at least one meeting prior to the KRSC, pursuant to their objective.
5. This subcommittee is directly responsible to the KRSC and abides by their guidelines.

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Appendix J

PUBLIC RELATIONS SUBCOMMITTEE

Purpose: The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members. **(From the “Public Relations Handbook”)**

Function:

1. Is a resource for members, groups, and areas in their Public Relations efforts to carry our message to the addict who still suffers in their local communities.
2. Provides a forum or pooling place for member areas Public Relations subcommittees to share their experience, strength, and hope.
3. Assist in areas in conducting community inventories to establish need, identify priorities, formulate goals, and provide education about effective strategies in communicating with the public and professionals.
4. Conducts workshops to address/work on problems the member areas are experiencing, and/or to discuss new methods of Public Relations work.
5. Communications within in the NA community will encourage members to be conscious of NA’s traditions and concepts; provide information about the NA program or creating an opportunity for potential members to identify with us; and show the external public that Narcotics Anonymous is an effective, reliable, and responsive program of recovery.
6. Maintains communications with the WSC’s Public Relations subcommittee so that member areas may be informed of its activities. Communication flows both ways between member areas and World levels of Narcotics Anonymous through the regional Public Relations subcommittee.
7. Performs any other activities that benefit the Public Relations subcommittee’s efforts to Narcotics Anonymous in the Kentuckiana Region.
8. Provides a pool member to the WSC’s Public Relations pool.

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MEMBERSHIP

Membership on this subcommittee shall consist of the Chairperson, Vice-Chairperson, Secretary, member areas Public Relations Chairperson or their designated representatives, and any Narcotics Anonymous member who wishes to better carry the message of recovery through Narcotics Anonymous through work in this subcommittee.

VOTING

Voting members of this subcommittee shall be the member areas Public Relations Chairpersons or their designated representatives, such as; the area's Public Relations Vice-Chairperson, RCM, RCMA, Area Chairperson, Area Vice-Chairperson, or an appointed member of the area's Public Relations subcommittee. The subcommittee's Vice-Chairperson and Secretary each have ONLY one vote. The subcommittee's Public Relations Chairperson only votes in the event of a tie.

TRUSTED SERVANT'S REQUIREMENTS AND DUTIES

CHAIRPERSON:

Qualifications for this position are the same as those under previous KRSC's Trusted Servants Requirements and Duties.

VICE-CHAIRPERSON

1. Elected by the KRSC's Public Relations subcommittee.
2. Clean time requirement is two years in Narcotics Anonymous.
3. Must have at least one year's experience in regional Public Relations work and also a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. Must attend all KRSC's Public Relations subcommittee meetings as well as the KRSC meetings.
5. Works with the KRSC's Public Relations Chairperson to insure the smooth operation of the subcommittee.
6. Performs the duties of the KRSC's Public Relations Chairperson in his/her absence of unavailability.

REMOVAL OF TRUSTED SERVANTS

The KRSC's Public Relations Chairperson may be removed for any reason deemed appropriate by action of the KRSC in general session. The KRSC's Public Relations subcommittee may remove officers (elected within this subcommittee) for any reason it deems appropriate by a two-thirds majority vote.

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PUBLIC RELATIONS AND INTERNET TECHNOLOGY (FROM THE PUBLIC RELATIONS HANDBOOK)

The Internet has had an enormous impact on the growth of NA. It allows for more regular communication and provides a vehicle for making information and service resources more readily available.

PLANNING AND PREPARATION

The key to providing useful information on a website is to allow for clear, simple navigation to the relevant information. Be clear in the purpose for the site. A website will reach audiences beyond the local community. This audience can include:

1. The public
2. Professionals
3. Existing members

Information on the site can include a list of available NA Literature, meeting information, phone line numbers, information about Narcotics, Anonymous, service resources, local guidelines, NA event information, information about how to be of service, pass-word protected materials like committee minutes, and a contact person who is responsible for public interactions.

WEBSITE DESIGN

1. Be sure to state the purpose of the site on the front page in a simple and clear way and capture the attention of the audience in a very short period of time.
2. The front page of a site should also state what information can be found on the site. A link to NA World Services to provide any information that is not contained on their local site.
3. The region will want to avoid creating a website with great design but minimal content or one with poor design and too much content. The site should be designed in a way that allows for easy navigation to the relevant information.
4. The region needs to consider that the website is a public forum, and certain information should be kept private. Password-protected areas can serve as private space on a public website (privacy is not the same as security-secure websites can be useful but can involve more management costs.) Meeting minutes containing the names and contact information of members, for instance, may be kept private through password protection if determined by KRSC.
5. Website domains are to be owned and paid for by the KRSC. The regional budget can plan for this so that there are enough ongoing resources to sustain the site.

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6. Since the KRSC is ultimately accountable for the NA website, the service body should establish itself as the responsible entity for the website, rather than the website being tied to a single trusted servant. Having the website tied to the service body allows for rotation of trusted servants and eliminates any questions about ownership of the site.
7. The KRSC's email address also needs to be tied to the KRSC. The Public Relations Chairperson is tasked with regularly checking and responding to any emails and bringing that information to the KRSC. Inquiries will be discussed by the KRSC and, if needed, delegated to the appropriate trusted servant and/or subcommittee.

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NEWLY ESTABLISHED POLICY

1. The webmaster will configure and make available email accounts for KRSCNA trusted servants named after the office; for example, chair@krcna.org, vice-chair@krcna.org, secretary@krcna.org, etc. for all trusted servants of KRSCNA, and make available those accounts offering training to the trusted servants currently holding those positions.

This will provide a mechanism for continuity of service and a historical record of information that will be available for the future office holders. Each new trusted servant will have access to the new email accounts and will be able to search for information as required. Also, this will potentially allow for more effective, accurate, and timely communications between trusted servants of KRSCNA and also between outside organizations as required. (11/17/2013).

2. Webmaster will add a documents repository to the KRSCNA.org website. The documents will include the motion form, Policy and Procedure Manual, and password-protected minutes always accessible as required for regional business. This will aid in the distribution of knowledge and help with maintaining a historical record of Regional business in one location. (11/17/2013)
3. A regional website will be established and maintained by and for the KRSC in order to facilitate, coordinate, and disseminate regional and World information to NA members with a budget of \$150.00 per year for domain registration and website hosting. This will establish access to NA World, Regional Service Committee, local area information, and allow open communication between bi-monthly meetings of the RSC. (11/07/12)
4. A time limit of two years for each regional position will be included in policy. (07/05/12)
5. The region will have a yearly audit of the treasurer position (07/05/12)
6. All minutes will include a current reconciled copy of the bank statement. (07/05/2012)
7. All minutes will include a copy of the receipts paid out for that period. (07/05/2012)
8. The treasurer will not be one of the signatories on the regional account. (07/05/2012)

(#'s 4-8 are motions made collectively by the Pennyryle Area. Each should have been made as a separate motion. The intent was to insure that fraud and embezzlement of region or fellowship funds be less likely to happen again, with the region having policy and procedure in place with safeguards. These safeguards would help prevent the use of regional funds with no oversight and that areas have more input on what is happening with funds that the fellowship is passing up, so they can be more accountable to the groups.

9. All reports will be handed in or emailed at the close of the day that the region meets. If reports are not turned in at the end of the day the report will not be included in the minutes fro that meeting and be recorded as such. If there are circumstances where a report can't be turned in at the end of the day this will be dealt with on an individual basis with the RSC member and other arrangements may be made. This will facilitate and expedite the process of putting together and distributing the

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minutes. Part of the commitment of taking on a service position is to report the business of your Area or subcommittee. (11/27/2012)

This motion further defines the policy established under Secretary Responsibilities and Duties # 6.