

South Florida Regional Service Committee

Policy Guidelines
Updated and amended through February 2012

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I REGIONAL SERVICE COMMITTEE

A) PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups with their basic situations and needs; and by encouraging the growth of the fellowship.

B) COMPOSITION

The RSC is a committee made up of the Regional Committee Members (RCM) from each Area within the South Florida Region of NARCOTICS ANONYMOUS (SFRNA). The RSC is designed to provide service to its member Areas.

C) FUNCTION

An Area Service Committee, (ASC) and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member groups, the South Florida Region serves three basic functions:

- 1) The primary function of an RSC is to unify the Areas within its region.
- 2) The secondary function of an RSC is to carry the message of recovery through sub-committee actions.
- 3) The third function of an RSC is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference and by helping our World Services.

D) TRADITION NINE

This tradition states that we “ought never be organized, but we may create service boards or committees directly responsible to those they serve”. For the purpose of this tradition, “organized” means having management or control. This tells us our trusted servants will never rule, censor, or dictate to us. However, it does all our committees good to write guidelines to make their efforts more effective. The purpose of laying out these committees in an orderly form, showing what they do and how they can relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method by which the services necessary to NA can be provided and performed with the minimum of confusion. In a sense, these regional guidelines are keeping with our Ninth Tradition.

II RSC MEETINGS (REGIONAL WEEKEND)

A) GENERAL

- 1) The RSC meeting shall not be held at any Recovery Weekend, Mini Convention, etc.
- 2) The RSC shall be rotated around all Areas, when feasible and practical.
- 3) All RSC business shall be conducted in the least expensive way.

- 4) All RSC business shall be conducted in 2 days. Saturday is for Sub-Committee meetings (9AM to 12PM), Administration Committee (admin) and any other workshops needed. Sunday is for RSC meeting (9AM to 5 PM)
- 5) There will be a Friday night, 10:00 pm welcome meeting to be held at the same location as RSC, if possible, otherwise to be held at a local Friday night meeting. The purpose for this meeting and its scheduled time is so that Regional Trusted Servants have an opportunity to share their experiences at their personal recovery level.
- 6) There should be a Recovery Meeting prior to the Saturday night activity.
- 7) Every November RSC is designated for a RCM Learning Day.
- 8) Hurricane Contingency Plans: if a hurricane warning has been issued for an area where the RSC weekend has been scheduled, the following must take place by the hosting RCM:
 - (a) RCM or Hotel Liaison must contact the Chair or Vice Chair of the RSC to update them on the current situation.
 - (b) RSC Chair or Vice Chair will instruct the RCM or Hotel Liaison to contact the hotel about the Act of God Clause if a hurricane will strike the area or an evacuation is ordered.
 - (c) At the earliest possible time the RCM or Hotel Liaison will inform the RSC Chair or Vice Chair of an evacuation who will then cancel RSC weekend.
 - (d) RSC Chair or Vice Chair will contact the Secretary to inform the RCMs of the cancellation.
 - (e) The RSC Chair or Vice Chair will instruct the PR Chair to update the regional helpline to inform the fellowship of this cancellation.
 - (f) If a new date can be set, Admin will follow emergency procedures as referenced on page 10, number 7), to decide if RSC will be rescheduled

B) HOST AREA

The RSC Weekend shall rotate among the member Areas on a two year rotation based upon a request process. The July RSC shall be given a priority bid for the benefit of SFRONA; at the convention site if it falls within RSC site guidelines. A requesting Area will attend the Admin meeting and provide the Admin Committee a completed hotel form and questionnaire at minimum six months (at maximum ten months) prior to the weekend they wish to host the RSC. An Area may not host a region from two years since the last RSC they hosted.

If there is more than one Area at the same time requesting to host an RSC on the same weekend then the Admin committee will select one based on their last hosting of an RSC, financial prudence and fair rotation between the geographic boundaries of the Region.

Should an Area be unable to host the RSC for any reason; or if there is no request to hold the RSC six months prior then the responsibility shall be for the Admin to host the weekend at the most feasible location.

The Regional Admin will prepare a flyer, with all details of the RSC, including schedule of meetings, directions and map, so that it is included in the Regional Activities Calendar Mail-Out.

It will be the responsibility of each RSC Subcommittee Chair to notify the Admin Committee of any changes or additions on the meeting time of their respective Subcommittee.

Any area requesting a workshop from the RSC subcommittees or admin must submit their request to the administrative committee four months prior to the date of the required workshop. The area must include this request in their written report to be read on the floor at the RSC

C) SITE

- 1) Our experience has shown that it is preferable to hold an RSC at a hotel.
- 2) If a hotel is chosen, these are some of the considerations to have in mind:
 - (a) Try to locate lower-cost hotel rooms.
 - (b) Negotiate with hotel for group-rate – On East Coast: 10 room–nights, on west coast: 15 room–nights and the Keys: 35 room–nights.
 - (c) Negotiate with hotel for space(s) for Saturday’s meetings, Saturday night activity and Sunday’s meeting with the specific times we need to end each activity.
- 3) Meeting set-up for Saturday’s Subcommittee will be three separate rooms (to accommodate 25 people each) or a space with partitions that would insure noise reduction.
- 4) Meeting space required for Sunday would be able to accommodate 50 people.
- 5) If an Area chooses not to host the RSC in a hotel:
 - (a) Locate a reasonably priced hotel near the RSC site and include this information in any RSC flyer.
 - (b) Secure meeting space that meets requirements outlined in #3 & #4.

D) COSTS

- 1) Region will pay for the costs of meeting space and flyers, as follows:
 - (a) Rental for the weekend’s meeting space, whether in a hotel or not, should not exceed \$1,200.00 without prior RSC approval.
 - (b) The Regional Admin may produce the announcement/schedule flyers
- 2) All funds raised at the Saturday night activity go to the Host Area, to be used as they see fit.
- 3) If an Area chooses to hold an Activity at a location other than the RSC meeting place, it would be the Host Area’s responsibility to bear this expense.

E) FORMAT

- 1) Opening Prayer.
- 2) Read Twelve Traditions (Vice-Chairperson)
- 3) Read the Twelve Concepts
- 4) Roll Call (Administrative Committee, Standing Committees, Ad-Hoc committees, Regional Committee Members or Alternates, Regional Delegate and Alternate).
- 5) Secretary’s report
- 6) RCMs report (alphabetically)
- 7) R.D.’s report

- 8) Recess for said time period (optional) noted in minutes
- 9) Standing and Ad-Hoc committee reports (alphabetically)
- 10) Recess for said time period (optional) noted in minutes
- 11) Election
- 12) Old Business
- 13) OPEN FORUM: The floor is open to any NA member

Note: All new business motions excluding procedural motions must be in before the beginning of New Business.

- 14) Treasurer's Report
- 15) Money motions
- 16) New Business
- 17) WSC Donation
- 18) Review of the business of the day / MAL Assignments.
- 19) Announcements and plans for the next meeting are discussed
- 20) Closing Prayer (Serenity Prayer)

F) AGENDA

The Chairperson, in conjunction with the secretary, will arrange the agenda prior to each meeting.

G) DISCUSSION LIMITS / MOTIONS

- 1) The following have a voice on the floor:
 - (a) Administrative Committee
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Alternate Secretary
 - Treasurer
 - Alternate Treasurer
 - Member at Large
 - (b) Regional Delegate (RD) and Alternate (AD)
 - (c) RCMs and Alternates
 - (d) Standing Committee Chairperson's and Vice Chairpersons in absence of Chair.
- 2) The following can make or second motions:
 - (a) RCMs (or Alternates in their absence)
 - (b) Standing Committee Chairs (or Vice Chairperson in their absence)
 - (c) Vice-Chairperson, Treasurer, Alt. Treasurer, Secretary, Alt Secretary, R.D. or A.D. (only if R.D. is not present)
 - (d) Member at Large
- 3) Participation on motions:
 - (a) Main Motion: 2 pros /2 cons
 - (b) Amendment: 2 pros /2 cons
 - (c) Reconsider a previous question: 2 cons
- 4) All 2nd's to motions must come from the floor.
- 5) Any motions not already on the agenda are to be given in writing to Vice-Chair

- 6) The maker of all motions must be on the regional floor to make motions.
- 7) All motions that change or initiate policy shall contain the policy that is affected and is referred to the Admin. Committee, for discussion at the next Admin. Committee meeting, to be presented at the following RSC to be voted on at the next RSC. All motions that change or initiate policy shall go back to Areas after the Admin committee has discussed it.
- 8) All motions tabled back to the ASCs concerning money shall have a dollar figure.
- 9) All motions tabled back to the ASCs shall have an intent included.
- 10) When a motion is to go back to ASCs, the chair shall ask one of the Pro's and one of the Con's to give a one sentence summary to be placed in the minutes to go back to the Areas.
- 11) If two members, having a voice at the RSC decide that there is an emergency which requires the Chairperson to poll the RSC voting members, the following procedures shall apply:
 - (a) The Chairperson will request the emergency motion makes for the specific reason why the motion is an emergency and cannot wait until the next Region.
 - (b) The Chairperson will contact through any available means – every trusted servant who has a voice in the RSC, and in favor or against the motion being an emergency.
 - (c) If the Chair gets the majority vote to proceed with emergency motion, the Chair will take votes on the motion from the RCMs.

H) QUORUM

- 1) Quorum shall be established at the start of the RSC and shall remain until adjournment or until a voting member of the RSC leaves at which time quorum will be reestablished.
- 2) Official quorum must be reached by thirty (30) minutes after scheduled starting time.
- 3) Official quorum is one more than half of the member Areas.
- 4) Only duly elected alternates/designated representatives are eligible for quorum in the representative's absence.
- 5) Any Areas that are not present for two consecutive RSC meetings will not be on roll call or part of quorum at the third meeting (once they return to the regional meeting, they will be included once again.)
- 6) Any RCM or Sub-committee Chairperson leaving the RSC before its end should notify the Secretary upon leaving.

I) VOTING

- 1) RCMs only and the Chairperson in case of tie shall have a vote (Alternate RCM / Designated Representative in case of the absence of the RCM).
- 2) Voting will be done by a show of hands. A roll call vote can be called at any time by voting participants to be reflected in the minutes.
- 3) Any motion either requiring a simple majority or 2/3 will be counted as votes cast.

- 4) An abstention is a failure to cast a vote. Therefore abstentions do not count as votes cast. Example: (11 area present. 2 abstentions, 9 vote's cast. 2/3 of votes cast is now 6). In the event abstentions are more than the prevailing vote, the motion is automatically tabled.
- 5) Any new Area that comes to the RSC may start voting and be recognized that day.

III **REPORTS**

A) R.S.C. Meetings:

All reports should be limited to ten minutes per report and all reports are to be written or typed. RCM's written reports may include information on sub-committees and other information about the Area. The verbal reports will only deal with major problems and items of vital interest to the RSC.

B) Yearly Reports:

- 1) Yearly reports will represent the term just completed; therefore the September RSC through the July RSC with exception of the SFRC financial statement. These reports will be submitted to the Secretary for submission in the July minutes.
- 2) The SFRC financial statement will be included in the March minutes.
- 3) Treasurer- Compile a yearly report consisting of the past year's activity.
- 4) Sub-Committees defined in Section XII – Chair will compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record and plans for the coming year.
- 5) Requested RCMs report – A request to compile a report on your Area consisting of the following information to aid the Region in its service to its member Areas:
 - (a) Number of meetings: H&I and total number of meetings.
 - (b) Size of local fellowship.
 - (c) H&I Activity.
 - (d) Public Relations activity.
 - (e) Other Committee Activity.
 - (f) Major accomplishments (Public Relations services, Area Service Office(s), etc.)
 - (g) Specific problems or situations.
 - (h) Plans for the coming year.
 - (i) Brief summary of what your Area would like to accomplish at the WSC.

IV **NOMINATIONS / ELECTIONS**

- A) During the voting process Nominees are asked to leave the room.
- B) Voting is done by roll call vote
- C) AD gets a priority vote (Years that RD position is vacated at March RSC) of confidence requiring 2/3 majority, if not 2/3 the AD becomes a nominee for RD.

- D) The Vice-Chairperson gets a priority vote (at March RSC) of confidence requiring a 2/3 majority, if not 2/3, the Vice-Chair becomes a nominee for Chairperson.
- E) The Alt Treasurers gets a priority vote of confidence at RSC, requires 2/3 majority, if not 2/3, the Alt Treasurer becomes a nominee for Treasurer.
- F) The Alt Sect gets a priority vote of confidence requiring a 2/3 majority, if not 2/3, the Alt Secretary becomes a nominee for Secretary.
- G) Upon election, member shall resign any area position where there is a conflict due to voting.
- H) Upon election, member shall resign any regional, administrative committee, BOD or standing committee chair position.
- I) When there are more than two nominations, if no candidate gets a clear majority, the following procedure will be followed:
- J) Nominees will be asked to state their qualifications and anyone with a voice on the regional floor may ask the nominee a question except someone who has been nominated and is running against that person for the same position, if no candidate gets a clear majority.
 - 1) A vote will be taken.
 - 2) The nominee with the least amount of votes will be eliminated.
 - 3) The process is continued until there are two nominees.
 - 4) Then the one with the most votes is elected.
- K) All Nominations are brought in May, elections are held in July except for SFRCNA Board positions. Terms to begin at the closing of business of the July RSC and ending at the close of business at the end of their term's July RSC. SFRCNA Board positions are nominated in September and are elected at the November RSC.
- L) A member must be present to be nominated to serve this region.
- M) There will be a limit of 2 consecutive terms for all regionally elected positions.
- N) All qualifications for regional nominations must be in written form, to include clean time, and prior NA service commitments.
- O) All SFRC Inc. Board members will be elected by the RSC, with the exception of the Host Committee Chair and Vice-Chair, who are elected by the BOD.
- P) The term of office for SFRC Inc., Board members, is two (2) years, except for the Host Committee Chair (who will be in the 2nd year of a two (2) year term). Four (4) of the nine (9) RSC elected Board members are elected in even numbered years, and five (5) are elected in odd numbered years. In the event of a vacancy on the Board, the RSC will replace said member to finish the odd or even term.
- Q) No trusted servant may serve more than four (4) consecutive terms in any regionally elected position.

V STANDING COMMITTEES

A) GENERAL

In order to minimize time debating in conference meeting, the South Florida RSC uses a committee system. It is important to note that the committees cannot do the day-to-day work, only members can do this, which means each committee covers a large geographical region and meets only six times a year, unless a special session is requested. By need,

most of the work must be done in committees. Initiation and finalizing of these projects take place at the RSC meeting.

B) DUTIES AND RESPONSIBILITIES

- 1) Each committee should submit a written report to the Administrative Committee prior to each Regional Service Committee meeting. This report should include minutes of committee meetings, plans, ideas, motions for initiation, finalizing, or implementation of projects or events and a financial report to include any financial requests.
- 2) It is the responsibility of each sub-committee chair to contact the respective area sub-committee chair to inquire if they will be attending RSC weekend.
- 3) Each committee is autonomous, but responsible to the region. In order to better serve, a committee may choose to elect officers.
- 4) All regional service committee chairpersons should attend ASC/appropriate sub-committee meetings as requested by ASC trusted servants.
- 5) All regional sub-committees must, prior to scheduling of events, review the online calendar or contact Regional PR Sub-committee to ensure date is open.
- 6) If a Sub-committee chairperson misses two regularly scheduled sub-committee meetings, impeachment proceedings shall begin immediately.
- 7) All the sub-committees must keep a roll call of their meetings and include these in their reports to be submitted for the minutes.
- 8) All the sub-committees must meet during RSC weekend at the same location.
- 9) Elimination of standing committees is made by a motion requiring a 2/3 majority.
- 10) All Sub-Committees will submit budgets for the upcoming calendar year at the September RSC, for a November RSC approval, as follows:
 - (a) Budget must be itemized.
 - (b) Funds requested against approved budget will not need further RSC approval, unless they exceed either the total approved amount or the particular line item, in which case the request must be presented in the form of a motion.
 - (c) Funds may be requested before, during or after the calendar year for which budget was approved, but must be specified as such.
 - (d) Subcommittees may obtain report of unused budget amounts per line item.
 - (e) Each Sub-committee chair, with the help of the regional treasurer, shall provide in the minutes, along with budget requests for each year, the previous year's budget along with current spending figures.
 - (f) Each Subcommittee will provide a written explanation for the budget increases or additions that are not reflected in the previous year's budget.
- 11) Subcommittee's can only put on workshops with RSC approval.
- 12) In all Subcommittees, except SFRC BOD, a quorum for voting shall be one more than one-half of the number of areas represented at the previous subcommittees meeting at prior RSC weekend.
- 13) Once a sub-committee Chair requesting monies from Region has discrepancies between checks and balances, they will be reimbursed from then only by Region with receipts in hand.

- 14) Once an Admin member requesting monies from Region has discrepancies between checks and balances, they will be reimbursed from then on by Region with receipts in hand.

C) QUALIFICATIONS

- 1) Willingness and desire to serve.
- 2) One (1) year commitment.
- 3) Minimum of one (1) year NA service involvement.
- 4) Understanding of the 12 Traditions of NA through application.
- 5) Previous involvement with this committee on some level.
- 6) Minimum of two (2) years clean time.

VI ADMINISTRATIVE COMMITTEE

A) GENERAL

- 1) This committee consists of the RSC Chairperson, RSC. Vice-chairperson, RSC Secretary, Alt RSC Secretary, RSC Treasurer, Alt RSC Treasurer, Regional Delegate, Alternate Delegate, and Members At Large.
- 2) This body serves as a committee coordinating the next R.S.C. Meeting and deals with matters of financing the regional needs with financial accountability.
- 3) This body, as a committee, per suggestion of the RSC as a whole, may appoint special committees (ad-hoc) to meet a specific need for a specified period of time. The RSC. Chairperson appoints members of the Ad-Hoc committees.
- 4) The Admin. Committee also serves as the policy review committee for the region. Any recommendation from the Admin., for or against is accompanied by explanation and tally vote.
- 5) All Regional Service Committee Admin Members should attend ASC meetings as requested by said ASC Trusted Servants.
- 6) For financial accountability, deposits and regional donations mailed to the P.O. Box are to be deposited in the regional bank account within the next 2 business days.

B) DUTIES AND RESPONSIBILITIES

1) CHAIRPERSON

- (a) Compiles a pre-arranged agenda prior to each RSC meeting.
- (b) Presides over RSC except Old Business.
- (c) Maintains a line of communication between the RSC and any/all ASC throughout the year.
- (d) Enforces the rules of decorum and discipline, (Robert's Rules of Order).
- (e) Must be absolutely fair and impartial.
- (f) Must refrain from discussing a motion when presiding.
- (g) Co-signer on the RSC bank account.
- (h) When an RCM misses two or more meetings, the Chair is to contact them and investigate the matter.

2) VICE- CHAIRPERSON

- (a) Performs all duties, and has all power of the Chairperson in his/her absence.
- (b) Is a member of all sub-committees, and carries out vacant sub-committee chairs duties and responsibilities.
- (c) Is a liaison between all standing committees to assure proper functioning of said committees, per RSC Guidelines.
- (d) Acts as parliamentarian at all RSC Meetings.
- (e) Attends as many ASCs as possible.
- (f) Co-signer on the RSC bank account.
- (g) The Vice Chair shall Chair Old Business

3) SECRETARY

- (a) Is responsible for the written record of RSC meetings.
- (b) Keeps a mailing list of all RSC trusted servants, RCMs and RCM Alternates, to be included in the minutes.
- (c) Responsible for typing minutes so they can be mailed out, at least two weeks following each RSC meeting, to all those in the mailing list.
- (d) Co-signer on the RSC bank account.
- (e) Coordinates and keeps records, files and archives of the region allowing access to any NA member.
- (f) Adds policy changes as needed to the policy package in the form of an addendum and produces a complete policy guidelines package once a year and distributes at the July RSC. Keeps the most recent updated versions of all RSC policies.
- (g) Should limit attachments to Regional Minutes to functions of this region only.

4) ALTERNATE SECRETARY

- (a) Has all the same responsibilities of the RSC Secretary, assumes all responsibilities of the secretary, in his or her absence.
- (b) Should attend all RSC meetings.
- (c) Not a signer on the RSC bank account

5) TREASURER

- (a) Keeps an accurate record of all transactions, including receipts for income and disbursements.
- (b) Prepares a financial report due at each RSC meeting.
- (c) Disburses monies as per group conscience of the RSC
- (d) Collects all donations from groups, Areas, individuals or committees. All such monies collected shall be deposited by close of business the following Friday.
- (e) The Regional Treasurer, as part of the administrative committee, will make an annual projected budget, with a suggested prudent reserve at the end of his/her term.
- (f) The Regional Treasurer prepares an accounts payable / accounts receivable report for each subcommittee to be included in the minutes.

- (g) Print list of all itemized annual budgets of all subcommittees and admin to insert with RSC policy.
 - (h) A copy of the current bank statements with account number blocked out along with the corresponding reconciliation shall be attached to the treasurers financial report and included in the regional minutes
- 6) **ALTERNATE TREASURER**
- (a) Have all the same responsibilities as the treasurer, assumes all the responsibilities of the treasurer, in his or her absence.
 - (b) Should attend all RSC meetings.
 - (c) Not a signer on the RSC bank Account
- 7) **REGIONAL DELEGATE**
- (a) The primary purpose of the RD is to link the region with the world.
 - (b) Presents minutes of the World Service Conference(WSC) and the World Board, other regional information available from the quarterly fellowship report and any other region's news (i.e. conventions, conferences, etc.).
 - (c) Attends all RSCs.
 - (d) Attends as many ASCs as possible.
 - (e) Attends as many regional functions as possible.
 - (f) Attends WSC in accordance with the schedule provided by the WSC.
 - (g) Will have all items that directly affect this Region and voted on at the SE Zonal Forum, brought back to this RSC for our group conscience before the RD/AD vote on them there.
 - (h) Co-signer on the Regional Bank Account
 - (i) Conduct CAR Workshops and a CAT Discussion on WSC years as defined in the CAR Workshops and CAT Discussion Guidelines in this Policy.
- 8) **ALTERNATE DELEGATE**
- (a) Works closely with the RD.
 - (b) Has all of the same responsibilities as the RD.
 - (c) Will not accept any nominations on the world level upon election that would upon election conflict with future RD position.
 - (d) Co-signers on the Regional Bank Account.
 - (e) Maintains liability insurance for the Region with the intent to provide insurance coverage for all groups and the event holder shall incur said costs of Ryder to limit exposure to our Regional members.
 - (f) Shall also provide coverage for events petitioning for coverage upon receipt of payments said event.
 - (g) Maintains records of all insured groups of event.
 - (h) Insures that there are no lapses on coverage for groups.
 - (i) Maintains Regional post office box including rental payment and mail collection on a monthly basis. On the months where no Region is held forwards time sensitive mail to appropriate committee members; otherwise mail will be brought to the RSC to be delivered.

9) MEMBER AT LARGE

10) The elected Member at Large, in such a way that he or she may be performing a task that is comfortable to him/her, would share these and other responsibilities.

In case of conflict, RSC Vice-Chair will assign specific tasks to the Member at Large:

- (a) **PARLIAMENTARIAN ASSISTANT** – Will help and advise the RSC Vice-Chair in matters dealing with policy during the RSC meeting, as per RSC Vice-Chair duties in VI-B-2-d, which otherwise could overload the Vice-Chair's duties of processing motions.
- (b) **LIAISON BETWEEN REGION AND THE REGIONAL WEEKEND HOST AREA COMMITTEE** – To provide assistance on interpretation and compliance with the RSC Meeting guidelines (Chapter II). Help smooth out any problems that may arise during the weekend with meeting space, refreshments, hotel management complaints, RSC participant complaints, etc.
- (c) **POLICY KEEPER ASSISTANT** – Will assist Secretary in creating a running list of motions passed at RSCs which affect policy, distributing such list at beginning of every RSC. Will assist Secretary in updating and producing a complete policy guidelines package, once a year, as per VI-B-3-f.
- (d) **SUB-COMMITTEE LIAISON ASSISTANT** – Will assist RSC Vice-Chair by attending Sub-Committee meetings whenever Vice-Chair cannot be present. And similarly, will chair Sub-Committee meetings, which have no Chair.
- (e) **FILLS VICE-CHAIR POSITION** - at an RSC where the Chair or Vice-Chair is absent.
- (f) Member at Large are required to be active in at least one (1) subcommittee.

C) QUALIFICATIONS**1) ADMINISTRATIVE COMMITTEE**

- (a) Willingness and desire to serve.
- (b) One (1) year commitment.
- (c) Minimum of three (3) years clean time for Secretary, Vice-Chair, and Member at Large; four (4) years clean time for Chairperson and Treasurer.
- (d) Minimum of two (2) years N.A. Service involvement. (1 year for alt-secretary and alt-treasurer)
- (e) Understanding of the Twelve Traditions of NA through application.
- (f) Time and resources needed to be an active participant.
- (g) Member at Large should have one-year prior RSC experience (i.e. RCM, Regional Sub-Committee Chairperson or RSC administrative experience)
- (h) Upon election, is expected to attend all RSCs.

2) REGIONAL DELEGATE & ALTERNATE DELEGATE

- (a) Willingness and desire to serve.
- (b) Three-year commitment per position.

- (c) Minimum of four (4) years clean time for Alternate Delegate and five (5) years clean time for RD.
- (d) Minimum of two (2) years NA service involvement.
- (e) Understanding of the Twelve Traditions and Twelve Concepts of NA through application.
- (f) Time and resources needed to be an active participant.

D) MEETINGS

Meetings will be held on every RSC Saturday. Three members of the Administrative body may call emergency meetings. Administrative members must attend all scheduled meetings. If an emergency issue arises between meetings and a physical meeting cannot be established, the Administrative Chair can coordinate discussion that can take place via telephone or Internet to include all Administrative members.

1) RESPONSIBILITIES

The Regional Vice-Chair will have the responsibility of presiding over the Administrative meeting with an agenda prepared by the Regional Chair. The Regional Secretary will take minutes. A report will be submitted to the Regional Vice Chair by the Regional Secretary to present to the Regional Body at the RSC meeting.

2) PARTICIPATION

Full participation is granted to all Administrative members. All other RSC and all ASC elected persons (in any capacity) are granted partial participation in that they do have a voice on the floor and motion making abilities. They cannot second motions nor can they vote if voting becomes necessary

3) MOTIONS / ISSUES

A motion must be made and seconded prior to discussion. If a participant is unsure of motion wording or if no motion applies, they can chose to bring up an "issue". If that issue is "seconded", discussion may ensue under the guidance of the Administrative Chairperson.

4) VOTING

The Administrative members participate in voting if a significant amount of time has passed and a consensus cannot be achieved. Ideally, consensus will be achieved with all in attendance. If that is an impossibility due to time constraints, the Administrative Chair may find it necessary to call on voting members to close dialogue or vote on what is on the floor. Simple majority is needed to pass an internal motion, 2/3 necessary for a policy recommendation. If a phone or Internet poll is necessary in emergencies, 2/3 votes are needed.

5) FORMAT FOR MEETINGS

- (a) Opening Prayer.
- (b) 12 Traditions.
- (c) 12 Concepts.

- (d) Roll Call
 - (i) Chair
 - (ii) Vice Chair
 - (iii) Treasurer
 - (iv) Alternate Treasurer
 - (v) RD
 - (vi) AD
 - (vii) MAL
 - (viii) Alternate Secretary
 - (ix) Secretary
- (e) Ad-Hoc committee reports, if necessary.
- (f) Old Business.
- (g) New Business – should include any money motions that will be presented on Sunday and any reports by Admin members.
- (h) Plans for next RSC.
- (i) Closing prayer.

6) CAR Workshops

- (a) 3 multi-Area workshops shall be conducted from the beginning of January through March. The workshops shall be held to cover three geographical areas of the South Florida Region as follows: the west coast, Broward County with South Palm Beach County, and Dade County with the Keys.
- (b) Any Area may request additional Conference Agenda Report (CAR) workshops to be presented by the RD/AD to their respective Areas. Ballots will be passed out at the January RSC meeting to the RCMs to take back to their respective Areas.
- (c) At the March RSC, each RCM shall provide the RD and AD with their groups' ballots

7) CAT Discussion

- (a) Will be held on the Saturday of the March RSC beginning at 1 PM until completion.
- (b) The Presentation will include Q & A and open discussion on all matters up for consideration in the Conference Approval Track (CAT). During this session there will be time for first hand, face-to-face discussions between the GSRs in our region and our Regional Delegate and Alternate Delegate on all matters contained in the CAT. The purpose is to encourage all points of view to be considered and to give each group an equal voice concerning the CAT.

VII REMOVAL OF OFFICERS

A) Voluntary

Given in writing to the RSC Chairperson prior to the next RSC meeting.

B) Involuntary:

- 1) After two consecutive meetings missed Impeachment proceedings will begin.
- 2) Relapse during term of office.
- 3) Violation of the Traditions and/or Concepts or failure to perform duties and responsibilities (up from 2 lines down)

C) Impeachment:

- 1) Present the motion for impeachment with said cause
- 2) A simple majority vote is needed to begin the impeachment process.
- 3) The individual will be given a letter in writing via certified mail at least seven (7) days prior to the next RSC.
- 4) At the next RSC, the individual is given time for rebuttal.
- 5) After the rebuttal, 2 pros and 2 cons will be taken.
- 6) A final roll call ballot shall be taken with a 2/3 majority.

VIII TRAVEL POLICY**A) OUTSIDE THE REGION**

- 1) The RSC will pay travel and per diem for the AD to go to the WSC based on a vote at the RSC prior to the event.
- 2) In order to receive funding for travel, trusted servants must submit a budget proposal to the RSC Administrative Committee for recommendations. The RSC will have the final vote of approval. The Administrative Committee may recommend total funding, partial funding or no funding for a proposed travel expense based on the priority of the trip to the region and available funds, but the RSC shall have the final authority.
- 3) Sub-committees are permitted travel expenses for out of region functions, not to exceed \$350.00 per committee "PROVIDED IT" follows VIII A2). This is to be included in their budgets. These funds are not to be used to attend the WSC annual meeting in April.

B) PROCEDURE FOR TRAVEL OUTSIDE THE REGION

- 1) All travel, which requires transportation by common air carrier, will be secured in the following manner.
 - (a) The individual trusted servant will be responsible to arrange his or her own travel itinerary.
 - (b) All airfare should be arranged far enough in advance to obtain the best possible advance purchase, Saturday night stay available. The individual will be locked into the lowest fare. If any other arrangement is to be made it is the responsibility of the party who is traveling to pay the additional cost.
 - (c) All advance hotel reservations made by the trusted servant will be paid in check form to the facility by the RSC Treasurer in advance.

- (d) RSC Per Diem will be \$45.00 per day. This will be paid to the individual by check, in advance.
- (e) The Region will pay for one room for both the RD and the AD. When the RD and the AD are of different gender and "Buddy System" is not workable, only then will region pay for two rooms.
- 2) For the CAR workshop in Macon, GA the So. FL Region will pay for 2 rooms, one for males, one for females; ground transportation will also be supplied by the So. FL Region, one van from the east coast, one van from the west coast.

C) TRAVEL TO RSC

- 1) An RSC trusted servant (Subcommittee chair or Admin member) may be reimbursed as follows for attending an RSC:
- 2) If they use their own car or public transportation, may be reimbursed at 60% of the current Federal Mileage rate as of RSC per mile.
- 3) If they travel 86 or more miles each way, they may be reimbursed as follows:
 - (a) Up to \$200.00 for lodging against receipts for actual individual expense.
- 4) Any RSC trusted servant receiving full travel funding for an RSC weekend must attend all RSC meetings as set forth in the individual's job descriptions. If he/she fails to attend all meetings they can be reimbursed for gas, with receipts.

IX REGIONAL EVENTS

- A) No Regional event shall displace an established Area event without that Area's approval.
- B) No items depicting drugs or drug paraphernalia may be sold or distributed at Regional events.
- C) All regional convention registrations include an Area or space requesting registrants if they are opposed to having their names, addresses and number on the regional convention mailing list.
- D) No raffles where the winner wins money shall be held at any South Florida regional function.
- E) SFRC, Inc. shall be responsible for the Regional Convention Mailing List. Mailing List to include names, addresses and numbers of members who choose to be included.
- F) SFRCNA shall take place during labor day weekend except when WCNA is in North America.
- G) That anytime an event is held at a hotel the contract must designate 2 people who may request any additional services at anytime prior to or during said event.
- H) Any and all monies collected at Regional events, excluding SFRCNA, must be given to the regional treasurer or deposited within 72 hours.

X ADDITIONAL GUIDELINES

- A) RCMs will be expected to turn in an updated meeting list at the RSC meeting.

- B) The region will provide copies of the Conference Agenda Report to all RCMs as soon as they are available, in accordance with the WSC schedule, as long as funds are available.
- C) The amount of this Region's prudent reserve should be in the Regional Guidelines, \$5,000
- D) Any monies spent on behalf of SFRSC must have prior approval & include 2 additional bids to be considered,
- E) Any monthly bills from any of our vendors that is the same \$\$ value or within 21% of the previous months bill – that payment may be made by the treasurer without approval of the body or waiting for the next Region.
- F) That all fliers created by SFRSC or subcommittees thereof must contain the NA logo.
- G) If a hurricane affects any area within our region the RSC chair or vice chair will contact the affected areas RCMs to see how we, as a region, can be of assistance. The chair or vice chair will direct the PR chair to add information to the regional helpline.

XI PARLIAMENTARY PROCEDURES

A) GENERAL

The following is intended to be a simple, easy to understand explanation of the procedures utilized at RSC meetings for the RCM. As an RCM, your input to the RSC is essential to both your Area and your Region, so it is important that you can meaningfully participate.

- 1) A Regional Service Committee meeting is composed of different parts. There is an Agenda that is usually followed. The opening of the meeting, the Secretary's and Treasurer's reports, and the reports from the various Areas are parts of the meeting that are fairly structured. Remembering that it is your Regional Service Committee, you should pay close attention to these reports because you will be asked to either accept or reject the reports or accept them with corrections (for example the Secretary may have made an error recording a portion of last month's meeting, or the Treasurer may have inaccurately reported your Area's contribution to the RSC.
- 2) The way you participate in the meeting will be governed by the principles set out below. The following procedural authority will guide regional business:
 - (a) The Twelve Traditions of Narcotics Anonymous;
 - (b) The Twelve Concepts of Narcotics Anonymous.
 - (c) The Procedural Guidelines of the South Florida Region;
 - (d) Additional rules that the body may adopt; and
 - (e) Robert's Rules of Order newly revised; in that order. The Chairperson, to assure a smooth and orderly meeting, will adhere to these rules. The Chairperson is empowered to keep discussion focused on the topic and within a reasonable time frame.

- 3) You can only be recognized by the Chairperson; this is done by raising your hand. The Chairperson must acknowledge you in order for you to speak. When you have something to say it generally must be relevant and timely to what is going on in the meeting, with some limited, specific exceptions.
- 4) A main motion must be submitted in writing, and comes up for discussion during New Business. Another member of the RSC must second this motion, before the other persons at the RSC meeting can consider it. A "second" is an indication by the person making the second that the idea deserves consideration by the members of the RSC. If there is no second, the matter will die.
- 5) Once seconded, it becomes the business of the RCMs of the RSC to consider the motion and discuss its pros and cons. The Chairperson will usually call upon the sponsor of the motion to explain the intent of the motion. When he or she is through, the Chairperson will ask for others who wish to speak for or against the motion. There will usually be two pros and two cons. Under limited circumstances, debate may be extended.
- 6) Unless an amendment to the motion is proposed, seconded and accepted, or the motion is tabled or referred to committee, debate is then concluded and it is time to vote (a 2/3 vote is required to close, limit or extend debate). A majority of the votes cast by the RCMs is required for the motion to pass (a majority means more than half of the votes cast). Certain motions require a 2/3 vote to pass, these include:
 - (a) To add or amend the guidelines.
 - (b) To prevent the introduction of a motion.
 - (c) To close, limit or extend debate.
 - (d) To close nominations.
 - (e) To remove a trusted servant of the RSC from office.
 - (f) To change the order of business.
 - (g) To take business away from a committee which has not made a decision or a report on it, and return that business to discussion on the floor.
- 7) In many cases a simple voice vote of the RCMs is sufficient. For example, when a vote is called to accept the minutes or a Treasurer's report, all those in favor may signify by saying 'aye' and those opposed may signify by saying 'nay'. However, when a vote count is required, RCMs must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at the Chair's discretion, or may call for the matter to be returned to the Areas for a Group Conscience decision, and be brought back to the next RSC.
- 8) If any RCM thinks that the vote is close, a roll call vote may be called for wherein every RCM is individually polled and an accurate tally taken. The request for a roll call vote is itself a motion that must be seconded, is not debatable and requires a simple majority to be passed.

- 9) A policy motion takes effect immediately upon its adoption, unless the motion specifies a future date for adoption.

B) DEFINITIONS

- 1) **Main Motion**: A main motion is a motion whose introduction brings business before the RSC. Such a motion can only be made when no other motion is pending.
- 2) **Amendments**: 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 cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.
- 3) **Motions to 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, an intent is given. The motion to table is in order for: a) To get further information or b) More pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the RSC by a motion to do so, or until the close of the next RSC meeting. This motion is not intended to kill a main motion or suppress debate on it.
- 4) **Motions to Refer to Committee**: When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, or a committee, so that a question may be carefully investigated and put into better condition for the RSC to consider. Unless specified, the committee will bring up the issue at the next RSC meeting. Debate on a motion to refer to committee will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two (2) pros and two (2) cons on the original motion so as to obtain information to give direction to the committee.
- 5) **Motions to Refer to ASC's**: When a motion to refer to ASC's is made, it is to send an item of business to the Area Service Committees for their consideration. The issue will be voted on at the next RSC meeting. Debate on a motion to refer to ASCs will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two (2) pros and two (2) cons on the original motion so as to give information to bring back to the Areas. The chair shall ask one of the Pro's and one of the Con's to give a one sentence summary to be placed in the minutes to go back to the Areas.
- 6) **Motions to 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 into 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 an RCM 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 RSC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

- 7) **Unanimous Consent:** This is a method that allows the RSC to move quickly through routine business for questions of little 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, the Chair will 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 all the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.
- 8) **Withdraw or Modify:** A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After a motion is made, it belongs to the RSC as a whole, and the maker must request the RSCs permission. The Chair treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is no objection, the Chairperson automatically puts the request to a vote, which is not debatable.
- 9) **Motion to Call A Vote:** A motion to call a vote must be seconded and allows for only one (1) pro and one (1) con. A 2/3 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.
- 10) **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 a member to ask a question and is not to make a statement or give information.
- 11) **Point of Order:** When a member feels that the rules, policy or guidelines of the RSC are not being adhered to, he can make a "Point of Order", which in effect is asking the Chair to determine 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 other member's remarks, but instead is to bring to the attention of the Chair that a member feels that the proper procedure is not being followed.

- 12) **Suspend the Rules:** A motion to suspend the rules is made when a member of the RSC would like to waive a certain RSC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a 2/3 majority.
- 13) **Appeal the Decision of Chair:** By electing the RSC Chairperson, the RSC delegates the authority and the duty to make the necessary rulings on questions of parliamentary procedure. But any two members have the right to appeal his decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the RSC for final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one (1) minute each.

XII **SUB-COMMITTEE GUIDELINES**

A) **FSSBNA**

This committee has been dissolved, as a standing committee, per Motion #15-06-01S, and the Policy/Guidelines have been archived with S.F. RSC secretary.

B) **HOSPITALS & INSTITUTIONS**

1) **GENERAL PURPOSE**

Many of us who are now recovering in Narcotics Anonymous first heard the message of recovery while we were in a hospital or institution. We of this service body acknowledge the vital importance to carry the message through our experience, strength and hope. We recognize our responsibility to support and facilitate the growth of the H&I effort in the South Florida Region. It is for this purpose that we have created the H&I sub-committee as part of the Regional Service Committee.

2) **FUNCTIONS OF THE SUB-COMMITTEE**

- (a) Maintains an updated list of all appropriate facilities within the region and records which ones are served by which Area Sub-committees and the type of services that are being performed.
- (b) Conducts workshops to address the problems that member Areas are experiencing and/or to discuss new methods of H&I work.
- (c) Maintains communication with the Area H&I Sub-committees so that member Areas may be informed of its activities and the communication flows both ways through the Area and the regional sub-committee.
- (d) Performs any other activities that benefit the H&I effort in the South Florida Region.

3) **QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS**

(a) **Chairperson**

- (i) Is elected by the group conscience of the RSC as per their guidelines.
- (ii) Complete abstinence from all drugs as per regional guidelines.
- (iii) Mediates all the sub-committee meetings with the general understanding of Parliamentary Procedure.
- (iv) Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I Sub-committee.
- (v) Coordinates and is responsible for all work done by the sub-committee.
- (vi) Is available to answer questions from all Area H&I sub-committees.
- (vii) Maintains communication with the Area H&I Sub-committees.
- (viii) Prepares a budget with the sub-committee to be submitted for approval of the RSC for the upcoming year.
- (ix) If necessary, may be removed by the RSC as outlined in the guidelines.
- (x) Will administer Basic Text Project as follows.
 - (1) H&I chair may purchase one (1) case of texts at a time.
 - (2) Texts are offered for sale at NA functions with prior committee-chair approval.
 - (3) All monies must be given to RSC treasurer at next available RSC, along with receipts and a financial report of books sold.
 - (4) Project money may only be handled by Regional H&I Chair or Vice-Chair

(b) Vice-Chairperson

- (i) Is elected by the H&I Sub-committee.
- (ii) Complete abstinence from all drugs for 2 years.
- (iii) Must have 1 year experience in Regional H&I work and a working knowledge of the 12 Steps & 12 Traditions through application.
- (iv) Works with the Chairperson to insure the smooth operation of the H&I Sub-committee.
- (v) Performs the duties of the Chairperson when absent.
- (vi) If necessary, may be removed by a 2/3-majority vote of the sub-committee.

(c) Secretary

- (i) Is elected by the H&I sub-committee.
- (ii) Complete abstinence from all drugs for 1 year.
- (iii) Must have 6 months experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
- (iv) Must have clerical skills.
- (v) Must keep an accurate set of minutes of all H&I sub-committee meetings and learning session topics discussed; they should be ready for distribution to all sub-committee members within 14 days.
- (vi) Works with the Chairperson to insure the smooth operation of the H&I sub-committee.
- (vii) If necessary, may be removed by a simple majority of the sub-committee.

4) VOTING MEMBERSHIP

- (i) Consists of the Regional H&I Chairperson, Vice-Chairperson, Secretary, and our member Areas H&I Chairperson or their representatives; Regional Chair only votes in case of a tie.
- (ii) Motions may be made by any member of the RSC H&I Sub-committee
- (iii) Motions will be carried by a simple majority vote.
- (iv) One Area – one vote

5) BUDGET OF THE SUB-COMMITTEE

Proposed budget will be submitted in a general session of the RSC at the first session after election; approved by the RCMs, and disbursed through the Regional Treasurer.

6) H&I GUIDELINES

Amendments to these guidelines may be made in the sub-committee; new guidelines must then be submitted to RSC for approval.

C) LITERATURE SUB-COMMITTEE GUIDELINES

1) PURPOSE

The purpose of the South Florida RSC Literature Sub-committee is to carry the message of recovery from addiction in Narcotics Anonymous through the written word.

2) FUNCTION OF THE COMMITTEE

- (a) Coordinate the distribution of “Review and Input” literature, and “Approval Form” literature.
- (b) Formulate criteria and procedures for the evaluation of “Review and Input” literature, and “Approval Form” literature.
- (c) Conducts and supports Literature workshops at the Area and Regional levels within the South Florida Region in order to review all phases of “Review and Input” literature and “Approval Form” literature.
- (d) Formulates recommendations on Review and Input literature and Approval Form literature from Areas within the South Florida Region and forwards those recommendations to the World Service level.
- (e) Seeks input from members, Groups and Areas, compiles the material and forwards it to the World Service level for their use.
- (f) Provides a forum for Area Literature and Literature Distribution Sub-Committees for their experience, strength and hope.
- (g) To develop an A & B list for literature development within the South Florida Region.

3) MEMBERSHIP

Membership of the RSC Literature Sub-Committee shall be composed of the RSC Literature Chairperson, Vice-Chairperson, Secretary, and Chairpersons from all Area

Literature and Area Literature Distribution Committees within the South Florida Region. Any member of the fellowship who wishes to carry the message of recovery from addiction that is found in Narcotics Anonymous through the written word.

4) ADMINISTRATIVE COMMITTEE

The Administrative Committee shall consist of the Regional Literature Chair, Vice-Chair and Secretary.

5) VOTING MEMBERS

The voting members of the Sub-Committee will consist of the following:

- (a) Vice-Chair and Secretary of the South Florida RSC Literature Committee.
- (b) Each Area Literature or Area Literature Distribution Chairperson or appointed representative.
- (c) Any member who attends two (2) consecutive meetings acquires voting privileges upon attendance at their third meeting. Absence from two (2) consecutive meetings constitutes loss of voting privileges with reinstatement contingent upon compliance with the previously stated requirements. Registered Area Literature and Area Literature Distribution Chairpersons automatically have voting privileges.

6) VOTING

- (a) Voting members only can make and second motions.
- (b) Motions may be amended or withdrawn at any time prior to voting on said motion. A motion amended in this manner must have a second.
- (c) The floor of the RSC Literature Committee is open to any NA member who is present.
- (d) The voting membership for literature workshops is open to any NA member who is present.
- (e) The required amount of votes to pass all motions shall be adopted from RSC policy.
- (f) The Literature Committee Chairperson will break any ties.
- (g) Any voting member may propose an amendment to these Guidelines at any regular meeting of the SFRSCLC. The proposal must be seconded and submitted in writing at said meeting and must meet all SFRSC Policy requirements.
- (h) The amendment shall go into effect upon approval by the South Florida RSC.

7) QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

(a) Chairperson:

- (i) Shall meet all requirements of the South Florida RSC Policy.
- (ii) Is elected by group conscience of the South Florida RSC.
- (iii) Conducts all Sub-Committee meetings within the South Florida Literature Committee Guidelines.
- (iv) Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice for the Regional Literature Committee.
- (v) Coordinates and is responsible for all work done by the Sub-Committee.

- (vi) Is available to answer questions from Area Literature, Area Literature Distribution, and Area Newsletter Chairpersons.
- (vii) Maintains communications with World Services.
- (viii) Prepares an annual budget with the Sub-Committee to be submitted for approval by the South Florida RSC.
- (ix) Prepares annual report of the Sub-Committee to be submitted to the RSC.

(b) Vice-Chairperson:

- (i) Shall meet all requirements of the Chairperson as per South Florida RSC policy.
- (ii) Is elected by the group conscience of the South Florida RSC Literature Committee.
- (iii) Must have at least one-year experience in the Regional Literature Committee.
- (iv) Must attend all meetings of the Sub-Committee as well as the South Florida RSC meeting.
- (v) Works with Chair to ensure the smooth operation of the Sub-Committee.
- (vi) In the event of the Chair's absence, conducts and performs all duties of the Chairperson.

(c) Secretary:

- (i) Is elected by the group conscience of the South Florida RSC Literature Sub-Committee.
- (ii) Must have at least one year clean time.
- (iii) Must have at least six (6) months experience in the Regional Literature Sub-Committee.
- (iv) Have a working knowledge of the Twelve Steps and Traditions of NA.
- (v) Must have a desire and willingness to serve.
- (vi) Must keep an accurate set of minutes of all Sub-Committee meetings and workshops. They should be ready for the approval of the Chair within twenty-one (21) days for distribution to all Sub-Committee members.
- (vii) Works with the Chair and Vice-Chair to ensure the smooth operation of the Sub-Committee.

8) ELECTION AND REMOVAL OF OFFICERS

(a) Elections

- (i) Any member of the Committee can nominate a qualified individual for a South Florida RSC Literature Committee position.
- (ii) The officers shall be elected to serve a one-year term or until their successors are elected, and their term of service shall begin at the close of the meeting in which they were elected.
- (iii) No member shall hold more than one South Florida RSC Literature Committee position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- (iv) The committee, except the Chairperson, who is elected by the RSC, shall elect South Florida RSCLC officer positions annually.

(b) Removal

Any trusted servant may be removed from their position for non-compliance. A two-thirds majority of the voting members present is required for removal. Non-compliance includes, but is not limited to the following:

- (i) Loss of clean time, relapse (automatic resignation).
- (ii) Non-fulfillment of their duties.
- (iii) Non-attendance at regular SFRSCLC meetings without prior notification to the SFRSCLC Admin. Committee.
- (iv) Non-attendance at regular SFRSCLC meetings for two (2) consecutive un-excused meetings (automatic resignation).

9) SPIRITUAL GUIDANCE

This committee shall not make any motions or take any action that conflicts with the Spiritual Principles of the Twelve Steps or Twelve Traditions of Narcotics Anonymous.

10) FORMAT

- (a) Opening Prayer
- (b) Reading of the Traditions
- (c) Reading of the Concepts
- (d) Read Literature Dedication
- (e) Read Purpose and Function
- (f) Open Floor
- (g) Roll Call
- (h) Secretary's Report
- (i) Admin. Comm. Report
- (j) Area Reports
- (k) Old Business
- (l) Elections
- (m) New Business
- (n) Review the Business of the Day
- (o) Announcements
- (p) Closing

D) NEWSLETTER**1) PURPOSE**

To give experience, strength and hope to the regional Areas as a Regional Newsletter

2) FUNCTIONS

We will meet twice a month to gather information and review for publishing an NA message.

3) QUALIFICATIONS & RESPONSIBILITIES OF OFFICERS

(a) CHAIR

- (i) Elected by RSC
- (ii) Two year clean time requirement.
- (iii) Administers sub-committee meeting.
- (iv) Gives report to RSC
- (v) Liaison to NA Way
- (vi) Maintains records of meetings

(b) VICE-CHAIR

- (i) Elected by Newsletter sub-committee
- (ii) One year clean time required
- (iii) Should be involved in sub-committee at least six months
- (iv) Takes on the responsibility in the absent of the chair.

4) VOTING MEMBERS

- (a) Any member who has actively participated on the RSCNL for two consecutive meetings.
- (b) Chairperson only votes in the case of a tie.

5) BUDGET

Submitted annually to RSC as approved by committee.

E) PUBLIC RELATIONS GUIDELINES

- 1) **Statement of Purpose:** The primary purpose of the South Florida Region Public Relations Subcommittee is to effectively carry the message of recovery to the still suffering addict by increasing the recognition of NA and enhancing the credibility of our program of recovery. Public Relations within the South Florida Region encompass all public information, public relations, helpline, and any such combined subcommittee of the member areas.
- 2) **Functions and Responsibilities:** The South Florida Region Public Relations subcommittee carries out its primary purpose by:
 - (a) Provide a forum for the area public relations subcommittees within the South Florida Region to discuss problems, solutions, and ideas for carrying the message of Narcotics Anonymous.
 - (b) Be an effective resource for the area public relations subcommittees within the South Florida Region by providing information and materials necessary to better carry the NA message.
 - (c) Keep open lines of communication among the area subcommittees, the Region, and NA World Services Public Relations personnel.
 - (d) Maintain a statewide toll free Helpline number.
 - (e) Create, maintain, and implement a Contingency Plan for the Region in the event an RSC weekend or Regional Convention is affected by a disaster, and to provide assistance to the member areas in the event of a disaster.

- (f) Assume responsibility for any region-wide public relations functions or events, engaging in co-operative public relations efforts with the Florida Region, and assisting NA World Services with local public relations efforts.
 - (g) Assist member areas in the establishment and maintenance of their public relations subcommittees through awareness days, learning days, presentations and workshops.
 - (h) Maintain two regional display booths (one stored on the east coast and one on the west coast) and literature inventory.
 - (i) Insure that the regional website (www.soflarscna.org) is maintained in accordance with established regional guidelines.
 - (j) Formulate and submit an annual budget at the November RSC.
 - (k) Carry out all of its efforts in accordance with the Twelve Traditions of NA and the Twelve Concepts for NA Service, and in accordance with the South Florida Regional Guidelines.
 - (l) Insure that all speakers on behalf of South Florida Region Public Relations Subcommittee meet the following qualifications:
 - (i) Four (4) years consecutive clean time.
 - (ii) Current membership in any NA public relations / information subcommittee at any level of service.
 - (iii) Two (2) years NA service at any level.
 - (m) Remain accountable at all times to the South Florida Region Service Committee.
 - (n) Maintain an online calendar of activities and an email list for all members that request the calendar; to be emailed twice a month
- 3) **Membership and Voting Procedures**
- (a) Membership of the Public Relations Subcommittee shall be composed of all of the chairpersons of the various area public relations subcommittees, together with any interested NA member in attendance at any meeting of the Public Relations Subcommittee. All such members in attendance shall have a voice in the subcommittee.
 - (b) Voting privileges are granted to all area public relations subcommittee chairpersons in attendance (or their vice-chairperson or RCM attending in their stead), and any interested NA member who has attended two consecutive Public Relations Subcommittee meetings.
 - (c) In the event that an interested NA member with voting privileges misses two consecutive Public Relations Subcommittee meetings, he or she will lose voting privileges until he or she has again attended two consecutive meetings.
 - (d) The Public Relations Subcommittee Chairperson is entitled to vote only in the case of a tie, at which time the Chairperson may vote to break the tie or may elect to abstain from voting on the issue.
 - (e) Motions may be made and seconded only by members with voting privileges.
 - (f) The Chairperson shall be entitled to limit discussion on any motion. Appeals to the Chairperson's decision are always in order.

- (g) The vote of a simple majority of voting members in attendance shall carry or defeat a motion.

4) **Qualifications and Duties of Subcommittee Officers**

(a) Chairperson: One (1) year commitment

(i) Qualifications:

- (1) Nominated and elected by the South Florida RSC.
- (2) Minimum of three (3) years consecutive clean time.
- (3) Minimum of one (1) year direct involvement with the South Florida Region Public Relations Subcommittee.
- (4) Minimum of one (1) year experience in any area or regional helpline.
- (5) A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
- (6) Willingness and desire to serve.
- (7) Time and resources required to fulfill the requirements of the position.

(ii) Duties:

- (1) Organize and give direction to the Public Relations Subcommittee.
- (2) Prepare agenda for and preside over Public Relations Subcommittee meetings.
- (3) Maintain contact and cooperation with other public relations subcommittees at the area, regional, and world level.
- (4) Organize and coordinate awareness days, learning days, presentations, information booths, and workshops as needed.
- (5) Maintain the operations of the toll-free Helpline number.
- (6) Insure that the regional website (www.soflarscna.org) is maintained in accordance with regional guidelines.
- (7) Attend the Public Relations Subcommittee meetings, the RSC Vice-Chair's meeting with Subcommittee Chairs, and the RSC Meeting at all RSC weekends.
- (8) Submit a written report at each RSC to include a status on all area public relations subcommittees, updates on ongoing activities and plans and/or expenditures for major projects.
- (9) Attends or coordinate volunteers to attend all public relations functions and/or activities.

(b) Vice-Chairperson: Two (2) year commitment

(i) Qualifications:

- (1) Nominated and elected from within the Public Relations Subcommittee for a one (1) year term.
- (2) Minimum of two (2) years consecutive clean time.
- (3) Minimum of one (1) year involvement with any public relations / information subcommittee at the area or regional level.
- (4) Minimum of six (6) months experience in any area or regional helpline, as the second year of this commitment (serving as Chairperson) requires one year of such experience.

- (5) A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - (6) Willingness and desire to serve.
 - (7) Time and resources required to fulfill the requirements of the position.
- (ii) Duties:**
- (1) Work closely with the Chairperson in facilitating the smooth operation of the subcommittee.
 - (2) Attend the Public Relations Subcommittee meetings at all RSC weekends.
 - (3) Attendance at the Vice-Chair's Meeting with the Subcommittee Chairs and the RSC Meeting is recommended, as the Vice-Chair is expected to be in training for the position of Chairperson.
 - (4) Assume all duties of the Chairperson in his or her absence.
 - (5) Act as subcommittee parliamentarian.
 - (6) Carry out duties delegated by the Chairperson or the subcommittee as a whole.
- (c) Secretary:** One (1) year commitment
- (i) Qualifications:**
- (1) Nominated and elected from within the Public Relations Subcommittee for a one (1) year term.
 - (2) Minimum of one (1) year consecutive clean time.
 - (3) Minimum of six (6) months involvement with any public relations / information subcommittee at the area or regional level.
 - (4) Experience in any area or regional helpline is suggested.
 - (5) A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - (6) Willingness and desire to serve.
 - (7) Time and resources required to fulfill the requirements of the position.
 - (8) Ability to develop written material in a clear and concise manner.
- (ii) Duties:**
- (1) Keep accurate minutes of all Public Relations Subcommittee meetings.
 - (2) Keep accurate attendance records for voting purposes.
 - (3) Handle all correspondence for the subcommittee as requested by the Chairperson, including the distribution of meeting minutes.
 - (4) Maintain and update an accurate list of addresses, phone numbers, and email addresses of all subcommittee members.
- (d) Region Webservant:** Indefinite commitment
- (i) Qualifications:**
- (1) Nominated and elected from within the Public Relations Subcommittee for an indefinite term. Votes of acclamation to be held for each one (1) year period.
 - (2) Minimum of two (2) years consecutive clean time.
 - (3) Minimum of one (1) year involvement with any public relations / information subcommittee at the area or regional level.

- (4) A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
 - (5) A working knowledge of the internet/worldwide web, FITP, copyright laws and NAWS Internet Technologies section of the PR Guidelines. Personal experience in writing the appropriate languages use in the regional website.
 - (6) Willingness and desire to serve. A completed 3 consecutive RSC commitment prior to nomination.
 - (7) Time and resources required to fulfill the requirements of the position. Must be able to attend all RSCs at their own cost.
- (ii) Duties:**
- (1) Maintain the regional website (www.soflarscna.org) in accordance with the guidelines set forth by the South Florida Region.
 - (2) Update the pages of the regional website on a continuing regular basis.
 - (3) Post information, minutes, flyers, and other material in a timely manner as requested by the RSC or the Public Relations Subcommittee.
 - (4) Safeguard all password and account information.
 - (5) Periodically check links from the website to insure that they are active links and that the pages linked to do not violate the guidelines set forth by the South Florida Region.

(e) Regional Web Contact Person: Indefinite commitment

(i) Qualifications:

- (1) Nominated and elected from within the Public Relations Subcommittee for an indefinite term. Votes of acclamation to be held for each one (1) year period.
- (2) (b) Minimum of two (2) years consecutive clean time.
- (3) Minimum of one (1) year involvement with any public relations subcommittee at the area or regional level.
- (4) A working knowledge of the Twelve Traditions of NA and the Twelve Concepts for NA Service.
- (5) Willingness and desire to serve. A completed 3 consecutive RSC commitment prior to nomination.
- (6) Time and resources required to fulfill the requirements of the position. Must be able to attend all RSCs at their own cost.

(ii) Duties:

- (1) Update meeting changes on the www.na.org meeting locator for all member areas which do not have their own web contact person.
- (2) Update the South Florida Regional online meeting locator with any changes provided by member areas.

5) All Subcommittee Members:

- (a) Willingness to serve and participate in subcommittee meetings, activities and functions.

- (b) Working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- (c) Working knowledge of the guidelines for public relations as detailed in the Guide to Public Information and the NA Public Relations Handbook.

6) Regional Display Booth Guidelines

STATEMENT OF PURPOSE: These guidelines are meant to provide a chain of accountability and a system for prioritizing the use of the regional display booths. Any Narcotics Anonymous group or subcommittee within the South Florida Region may request the use of a regional display booth through their subcommittee chairperson or RCM.

(a) A Regional Display Booth consists of:

- (i) The fold out booth, together with lights and signage.
- (ii) The table skirt with NA logo.
- (iii) Two literature racks.

(b) Criteria for Usage of the Booth:

- (i) The event must be sponsored by an Area within the South Florida Region, or by the South Florida Region.
- (ii) Request for use of the Booth must be submitted to the Public Relations Subcommittee as far in advance as possible, on the form provided by the subcommittee.
- (iii) Requests for the booth will be prioritized as follows:
 - (1) Public relations events take precedence over non-public relations events (conventions and other internal NA functions).
 - (2) Regionally-sponsored events take precedence over Area-sponsored events.
 - (3) Area-sponsored events take precedence over group-sponsored events.
 - (4) All other criteria being equal, the earliest request will take precedence.

(c) Accountability and Responsibility for Usage of the Booth:

- (i) Requests for usage of the Booth shall be submitted through an area public relations chairperson or RCM.
- (ii) Usage of the Booth by any area or group shall NOT include any literature except where the requesting area specifically asks for literature to be included. A request for literature should specify what literature is needed.
- (iii) Upon transferring of the Booth, the area that has signed for it accepts complete responsibility for the following:
 - (1) To return the Booth in the same condition in which it was received.
 - (2) To return the Booth to the regional Public Relations Chairperson (or a designated representative) within the time period designated at the time of acceptance of the Booth.
 - (3) To replace any display items which have been lost, damaged, or destroyed.

- (4) THE PUBLIC RELATIONS SUBCOMMITTEE STRONGLY SUGGESTS THAT INDIVIDUAL AREA PUBLIC RELATIONS SUBCOMMITTEES DEVELOP INTERNAL GUIDELINES FOR PROPER HANDLING OF AND ACCOUNTABILITY FOR THE REGIONAL DISPLAY BOOTH.

7) Website Guidelines

- (a) The domain name www.soflarscna.org and the web hosting account shall be owned by and registered in the name of the South Florida Region of Narcotics Anonymous.
- (b) All fees and costs for hosting and maintaining the website shall be paid by the South Florida Region through funds allocated in the Public Relations Subcommittee budget.
- (c) At least two (2) members of the Public Relations Subcommittee and one (1) member of the RSC Admin Committee shall be privy to all account information and passwords required to access the hosting account.
- (d) The Public Relations Subcommittee shall approve any changes to the content of the website pages.
- (e) The website may provide links to www.na.org, regional NA websites within the State of Florida, and websites for Areas within the State of Florida.
- (f) The website may NOT link to any website which ultimately links to either social networking sites, personal pages and websites or commercial endeavors. Exceptions to this would include mapping utilities or documents created for download or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.
- (g) The contents of the South Florida Region website shall include the following categories of information:
 - (i) Home Page: this category will include a general information/welcome message, contact information for the Region, and links to other pages on the website.
 - (ii) Meeting Information: this category will include a meeting locator for meetings in the member areas, to be updated on an as-needed basis. Areas are urged to transmit changes to the webservant as soon as is practicable.
 - (iii) Helpline Information: this category will include all Helpline numbers maintained by the region and its member areas, as well as those of the Florida region and its areas, and a link to the WSO maintained "International Helpline Directory." The phone numbers listed should be checked regularly and updated as needed.
 - (iv) Activities Information: The South Florida Region Activities calendar online shall be updated upon submission. Any NA member submitting a personal phone number to the webservant for inclusion in the calendar is deemed to have consented to its inclusion in the online calendar UNLESS he or she specifies that the phone number is NOT TO BE PUBLISHED ONLINE.
 - (v) SFRCNA: At the request of the SFRCNA BOD, the webservant will set aside a website page for convention flyers and other convention information.

- (vi) Announcements: this category shall include any NA related information not included in other categories, such as upcoming or recently previous World Service Conference information.
- (vii) RSC Trusted Servant Information: This category shall include the names of all regional trusted servants and a link by which to send each an email, RSC meeting minutes, guidelines, RSC Weekend information, and a link to the archived minutes of the South Florida RSC.
- (viii) Recovery Links: this category shall provide links to other NA websites as permitted by these guidelines.
- (ix) Resource Archive: this category shall provide an archive where Area, Group, Sub-Committee or Regional resource can be stored and is available to the NA community. Resources would include but not be limited to guidelines, worksheets, forms, presentations, checklists and letters. All posted resources will be reviewed by their respective subcommittee and approved by the Regional PR Sub-Committee.
- (x) Regional Bulletin Board: this category shall provide a bulletin board where Regional Service Committee elected servants (Newsletter Chair, Lit Review Chair, AD/RD, Public Relations Chair, H&I Chair) can post relevant information, requests or comments to these topics. The RSC or Admin would have the right to redact or remove any postings considered inappropriate. These rules would be posted to the site: "Although the administrators and moderators of the South Florida Regional Service Bulletin Board will attempt to keep all objectionable messages off this forum, it is impossible for us to review all messages. All messages express the views of the author, and the South Florida Region will not be held responsible for the content of any message. By agreeing to these rules, you warrant that you will not post any messages that are obscene, vulgar, sexually-oriented, hateful, threatening, or otherwise vocative of any laws. The South Florida Region reserves the right to remove, edit, move or close any thread for any reason."
- (h) Any changes to, additions to, or deletions from the above categories shall be approved by the RSC.
- (i) Meeting minutes, which may contain the names and contact information of members, must be kept private through password protection. The login and password for this protected directory will be stated in the Regional Public Relations Subcommittee report to be included in the Regional Secretary's distribution of the RSC minutes.

8) Poster Day Guidelines and Distribution

- Refrain from provocative, promotional statements or artwork that may convey a negative image of NA or appear to be promotional
- Always ask permission before posting
- Preferably go in groups of two (never do public information alone)

- Don't act as a spokesperson for NA – you are only one member
- Don't accept contributions, donations, free service or products
- Don't take a stand on any controversial or public issues while distributing posters
- Don't refer to any agency or other fellowship – either positively or negatively
- Do present a positive image of recovery – dress appropriately, avoid foul language etc
- Don't disclose personal information – the purpose of a poster day is to tell the public about NA, not about individual members
- Refer any questions to the PI Subcommittee

9) Calendar's Contents & Attachments

(a) Calendar shall include: Any event given by any Area or Group of the South Florida Region, or Florida Region, or any committee directly responsible to them. Event details will include at minimum, the date, presenting entity, Description of event, location and contact number.

(b) Calendars sent via e-mail will include a link to the regional website page.

F) SOUTH FLORIDA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS.

1) PURPOSE

The purpose of the SFRC, Inc., Board of Directors shall be the financial and/or contractual responsibility of the annual convention to be held on Labor Day weekend except when to do so, it is determined to be more cost efficient on an alternate date.. This shall be accomplished in accordance with the Bylaws of SFRC, Inc. (13.02). All Directors and Officers of this Corporation shall be and are subject to and will abide by the Twelve Traditions of NA and shall further abide by motions adopted at each meeting of the SFRSC of NA and implement decisions reached by the RSC as they pertain to the Corporation.

2) MEMBERSHIP

The Board of Directors shall consist of eleven (11) members, all of whom are elected by the SFRSC, with the exception of the Host Committee Chair and Vice-Chair, who are elected by the B.O.D. In December, the Board will elect the following officers from among its members: President, Vice President, Secretary and Treasurer. Nominations for BOD members will be taken in the September to be elected in the November RSC. The BOD will adopt the Regional Travel Policy [VIII, C), a) & b)].

3) ZONES

The three (3) zones are as follows: Dade County and the Keys; Broward County and Mid-Coast; and the West Coast. The convention may alternate between the three (3) zones.

4) REQUIREMENTS FOR BOARD OF DIRECTORS

- (a) **President:** Minimum of five (5) years clean time, two (2) years service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.
- (b) **Vice President:** Minimum of four (4) years clean time, one (1) year service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.
- (c) **Secretary:** Minimum of three (3) years clean time, one (1) year service experience on a convention committee and a working knowledge of the 12 Steps and 12 Traditions.
- (d) **Treasurer:** Minimum of five (5) years clean time, one (1) year service experience on a convention committee and accounting skills.
- (e) **General Members:** Minimum of three (3) years clean time, working knowledge of the Twelve Steps and Twelve Traditions of NA. One (1) year service experience on a convention committee.

5) DUTIES OF BOARD OFFICERS

- (a) **President:**
 - (i) Presides at all Board of Directors meetings.
 - (ii) Cosigner of SFRC, Inc. bank account.
 - (iii) Is primary liaison between SFRC and the host committee.
 - (iv) Signer for the Board on all contracts between the Corporation and any hotels, vendors, etc., upon approval by Board.
 - (v) Prepares monthly reports to the Board and the Host Committee Chairperson on the status of any negotiations, etc., which have yet to be completed.
 - (vi) Board liaison to the RSC.
 - (vii) Only votes in the event of a tie.
- (b) **Vice President:**
 - (i) Will assume the responsibilities of the President in the event of his/her absence.
 - (ii) Assist the President in overall coordination.
 - (iii) Is secondary liaison between the SFRC Board and the Host Committee.
 - (iv) Cosigner of SFRC bank account.
 - (v) Prepares a monthly report to the President as to the status of the Board Liaison activities to be included in the President's report to the Board.
 - (vi) Liaison to the RSC in the President's absence
 - (vii) To collect the Host Committee computer credit card machine at the end of the convention to be given to the newly elected host committee and BOD.
- (c) **Secretary:**
 - (i) Shall record all minutes of the Board.
 - (ii) Will maintain files of all minutes and coordinate their distribution to the Board and the Host Committee, within two (2) weeks following the Board of Directors meeting.
- (d) **Chief Financial Officer (CFO):**
 - (i) Shall maintain the corporate bank accounts.
 - (ii) Cosigner on the SFRC bank account.

- (iii) Shall prepare and distribute monthly financial statements.
- (iv) Works with the Host Committee in the preparation of budgets for each subcommittee.
- (v) Maintains the files of all receipts made for expenditures of corporate funds and works with the Host Committee Treasurer in maintaining their files and bank account.
- (vi) Works with the Host Committee Treasurer for the transfer of funds to the Host Committee.
- (vii) At SFRC events, while accepting a check, an address and phone number will be provided.
- (viii) The only money to be deposited in the Host Committee account will be checks from the BOD. All SFRC funds (Host and BOD) shall be deposited within 72 hours.
- (ix) Shall be responsible for credit card machines.

6) B.O.D. RESPONSIBILITIES

- (a) Approves the sites and dates for the annual convention. (See site selection for additional guidelines).
- (b) Approves all contracts for hotels, merchandise, entertainment and other services necessary to provide for the annual convention once submitted by the Host Committee and reviewed by all Board of Directors members.
- (c) Sets the prices for pre-registration, registrations, banquets and special activities for the annual conventions.
- (d) Is responsible for obtaining the necessary insurance for the annual convention and the convention fund-raisers.
- (e) Sets the selling price on merchandise sold at the convention and the convention fund-raisers. Also, makes the final decision on the quantity and type of merchandise sold at the annual convention.
- (f) Board will maintain the PO Box.
- (g) The Programming Committee will submit three (3) Bids from prospective taping Companies to the BOD for final approval of taping company.
- (h) The Board will approve a final budget for the Host Committee.
- (i) The Board will submit a complete annual financial report at the March RSC, as the fiscal year ends November 30. (6/99)
- (j) The Board will approve all merchandise and outside vendors for the convention.
- (k) The Board elects all of the Administrative Committee and Subcommittee Chairs of the Host Committee. (See Host Committee on Pages 47-48 for further details).
- (l) Makes the final selection of all main speakers for the convention. (see Program Committee for further details).
- (m) The Board will approve all alternate store vendors at the convention.
- (n) Donation basket should go around at all main speaker meetings (Fri., Sat, Sun. morning) counted by RSC members.
- (o) That a copy of any letter, fax, or e-mail received by a member of the SFRC BOD concerning BOD business be sent to the SFRC PO Box.

- (p) In all BOD minutes, motions will have a disposition listed and exact vote count, except for closed ballot counts. In addition, maker of motions and seconder will be listed.
- (q) Will hire a bookkeeper in addition to the existing CFO and Host Committee Treasurer. The bookkeeper responsibilities and salary are listed as follows: on a quarterly basis using Quick Books the bookkeeper will:
 - (i) Enter and categorize checks, deposits and maintenance fees.
 - (ii) Reconcile both the BOD and Host Committee Accounts.
 - (iii) Prints quarterly reports to include profit and loss, balance sheets, and check register details.
 - (iv) Ensures that annual expenses are made on time for the PO Boxes, storage, business forms, etc.
 - (v) Ensure that State and Federal taxes are prepared, declared and/or paid on time.
 - (vi) Additional duties to be added as necessary.
 - (vii) The bookkeeper will be paid hourly. (3) Bids will be solicited based on duties to be performed.

7) LIAISONS

- (a) The convention Board shall create the following liaison positions in order to set up direct lines of communication between the Host Committee and the Convention Board: Arts & Graphics, Auction, Convention Information, Entertainment, Hospitality, Hotel (SFRC President), Marathon, Merchandising, Programming, Registration and Serenity Keepers.
- (b) These liaison positions will be selected by the President of the Board from Board members who should have had some experience on that respective committee. These liaisons are responsible for lending their experience to the Host Subcommittee. The liaison does not have to attend meetings of the Host Subcommittee but rather uses frequent telephone contact to determine if there are any problems, situations, etc., that will need to be dealt with by the Board or by the Host Committee as a whole. These positions are intended to create direct links between the Board and the Host Committee so that no one individual is responsible for handling all of the situations that always occur in the course of planning a convention.
- (c) The liaison each month will prepare a report to the Board Vice-President as to the status of the work being done by their particular Host Subcommittee.

8) BUDGETING AND FINANCIAL GUIDELINES

- (a) Preliminary budgets are prepared by the CFO of the SFRC Board and are submitted to the Host Committee for input. The Host Committee and the CFO will then work together so that the CFO can submit a budget to the BOD for final approval. This final budget will include Host Committee income and expenses as well as BOD expenses. The final budget will be voted on by the Board at its November meeting.
- (b) After the Board has approved the final budget, it will then be submitted to the RSC in November, for final approval no later than the January RSC. Once

the budgets have been approved by the RSC, any requests for funds by the Host Committee that fall within the approved budget will automatically be paid by either the CFO or the Host Committee Treasurer, assuming funds are available. Any requests for funds that include the signing of any contracts must be submitted to the BOD in ample time for the Board to review the contract for any legal issues. Any requests by the Host Committee to go above any line item in the budget, or for any items which are not in the budget, must be approved by the BOD as a whole based upon the recommendation of the CFO.

- (c) Within three months after the convention, SFRC Inc. will turn over to the RSC all profits from the prior year's convention. The BOD will keep \$15, 000 seed money for the following convention.
- (d) The BOD will replenish the host committee bank account to a balance of \$1000 monthly or as needed per check request from the host treasurer.

9) RSC/BOD/HOST COMMITTEE COORDINATION

The following describes the decision making process as it relates to all decisions regarding the annual convention:

- (a) All decisions of the Host Committee are subject to be overturned by the SFRC BOD and/or the RSC. All decisions of the SFRC BOD are subject to be overturned by the RSC. Therefore, the SFRC BOD must abide by all decisions of the RSC, and the Host Committee must abide by all decisions of the SFRC BOD and/or the RSC.
- (b) Care should be taken by the RSC and the SFRC BOD in exercising this capacity to overturn decisions. Unless the SFRC BOD and/or the RSC want to be stuck doing the day-to-day activities of putting on a convention, these bodies should try as best they can to leave the decision making to those who are specified in the rest of these guidelines. For example, the Entertainment Committee is responsible for selecting any bands to be used for dances at the convention. The Host Committee then approves this decision. Care should be taken by the SFRC BOD and/or the RSC in overturning this decision because they might not like the type of music that will be played, even though the SFRC BOD and/or the RSC have the right to do so.
- (c) Experience has shown that cooperation and mutual respect between the Host Committee, the SFRC BOD and the RSC helps to promote unity of purpose, and this unity helps to promote successful conventions.

10) SITE SELECTION

- (a) The site selection committee is comprised of three (3) to four (4) Board members including the Board President and the Host Committee Vice Chair. The Board President presides over this committee.
- (b) This subcommittee should contact perspective hotels and collect information for comparison that leads to the selection of the convention site. Usually there is one hotel which stands out from the rest in terms of being easy to work with, offering good room rates, sufficient conference halls for large meetings, workshops and banquet rates.

- (c) Spending the time asking questions repeatedly during the negotiations keeps the convention from being overcharged. When negotiating the contract, have it put in writing that individuals are responsible for their sleeping rooms, that the committee is only responsible for the common Areas of the hotel such as the halls, pool Areas, lobby and meeting rooms. Also, that the Hotel will supply all in-house equipment at no cost, such as easels, pads, risers, podiums, microphones, etc. If you need anything that the hotel has to rent, the committee will pay for that.
- (d) Buffet meals are easier for the hotel staff to move people in and out quicker than normal restaurant food. Explain to the hotel that we eat a lot. Negotiate reasonable prices for those buffets, as that will determine how successful it will be. One suggestion is to have the buffet schedule integrated into the mealtime slots in the program. Try to let the room set-up to remain the same throughout the convention as much as possible. This way all the hotel will need to do is refresh the rooms during breaks.
- (e) The option to hold a banquet will be voted on by the Board of Directors on a yearly basis.
- (f) No free complimentary rooms shall be given to the Host Committee or the Convention Board, with the exception of those members needing to be at the convention one day prior to or following the convention, to be determined by the Convention Board in conjunction with the Host Committee.

11) HOST COMMITTEE

- (a) This body shall be known as the Host Committee of the South Florida Regional Convention of Narcotics Anonymous and operate under the SFRC, Inc. Board of Directors who in turn is directly responsible to the South Florida Regional Service Committee.
- (b) The purpose of the Host Committee is to coordinate and conduct the annual South Florida Regional Convention of Narcotics Anonymous.
- (c) The Host Committee consists of members from the geographical zone hosting the annual convention, with the exception of the Administrative Committee who may live in any part of the South Florida Region. In the event that nominees from the Host zone do not fill all Subcommittee positions, nominees outside the Host zone at the second election meeting may fill them. The SFRC Board at the Board of Directors meeting shall elect administrative positions. The Board of Directors and the Administrative Committee of the Host Committee shall elect all subcommittee chairs. Any administrative member or subcommittee chair who is absent at (2) consecutive meetings without notice of their absence given to the chairperson will have their positions open for re-election at the third meeting. The Host Committee will do the re-election. The BOD will select a standing date for the Board to meet to select trusted servants for the upcoming convention. (6/99)
- (d) The Host Committee is made up of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Hotel Liaison along with the following subcommittees: Arts & Graphics, Auction, Convention Information,

Entertainment & Fundraising, Hospitality, Marathon, Merchandising, Program, Registration and Serenity Keepers.

- (e) The Host Committee meets monthly starting with its creation, except one month prior to the convention when it meets weekly. All convention committee meetings should take place at a regularly scheduled time and place, (if possible, at the main convention site) and follow the current SFRC guidelines. If additional guidance is needed, the committee will follow the current edition of "Robert's Rules of Order". The purpose of these meetings is to get and share information regarding the carrying out of the convention. Host Committee meetings are open to anyone and an effort should be made to encourage support including participation from all members. The only people having a voice on the floor are the Host Committee members and the SFRC Board members. Other NA members only have a voice at the discretion of the Chair. The only voting members are the Host Committee and the Chair in case of a tie.
- (f) The first responsibility of the Host Committee should be the selection of the theme and logo. After this is accomplished, work should be started on a registration flyer. Each Chairperson needs to set about the formation of their committee, as well as being familiar with the Convention Board liaison to work out any time schedules, budgets, etc. The Subcommittee Chairperson will submit reports, recommendations and other details about their Areas of responsibility.
- (g) The only money to be deposited in the Host Committee account will be checks from the BOD. All SFRC funds (Host & BOD) shall be deposited within 72 hours.
- (h) All SFRCNA Host Committee bank statements will go into Host Committee minutes and into BOD minutes monthly.
- (i) The Host Committee will submit three ORIGINAL themes and logo's ranked in order of their preference to the BOD for consideration. The BOD will be responsible for final approval of the theme and logo. And will become property of SFRC, inc.

12) SUBCOMMITTEES

- (a) Subcommittee Chairpersons should have general qualifications as outlined in the general qualification section. Specific service or personal experience should be considered prior to election or appointment. It should be duly understood that the Subcommittees have specific service responsibilities to perform.
- (b) 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. Each Subcommittee has only one Chairperson who then recruits committee members. A list of all committees is provided in these guidelines, although other committees may be established if needed. However, experience has shown that most other responsibilities can be incorporated within the framework provided.

- (c) Each Subcommittee Chair should be aware of what responsibility each member has assumed, and make sure that every task is carried out. Subcommittees maintain accurate records of the activities of the committee as well as correspondence. Financial reports, including needs, expenditures and records are included with each committee report.
- (d) The Subcommittees of the Convention Committee work together. At the onset, each committee should decide whether or not they will use the services of another committee, or address that particular Area of business themselves. Although either way is effective, remember cooperation and consideration is the best way to make this work. All Subcommittee actions are subject to the approval of the entire Convention Committee and the Board of Directors must approve all contractual obligations.

13) REQUIREMENTS FOR THE HOST COMMITTEE ADMINISTRATION

- (a) **Chairperson**: Minimum of four (4) years clean time. Two (2) years prior convention experience or other prior experience as a chairperson.
- (b) **Vice-Chair**: Minimum of three (3) years clean time. One (1) year prior convention experience.
- (c) **Secretary**: Minimum of one (1) years clean time.
- (d) **Treasurer**: Minimum of four (4) years clean time. One (1) year prior convention experience.
- (e) **Hotel Liaison**: Minimum of four (4) years clean time. One (1) year prior convention experience. Business skills, professional manners. Negotiating skills.

14) DUTIES OF HOST COMMITTEE ADMINISTRATION

- (a) **Chairperson**:
 - (i) Presides at all Host Committee meetings.
 - (ii) Attends all SFRC Board meetings as a voting member.
 - (iii) Prepares an agenda.
 - (iv) Insures that committee members are informed of any sudden changes in meeting times or places.
 - (v) Is cosigner on Host Committee bank account.
 - (vi) Only votes in case of a tie.
 - (vii) Gives updated report to SFRCNA BOD prior to RSC including subcommittee meeting times and places, so BOD liaisons can better coordinate their assistance.
 - (viii) Clarifies guidelines while presiding at the Host Committee meeting.
 - (ix) Allows subcommittees to do their jobs while providing guidance and support.
 - (x) Allows simple discussion on major issues before calling for a vote.
 - (xi) Chairperson shall serve only one (1) consecutive term. (Any other office can serve two (2) terms).
- (b) **Vice-Chairperson**:
 - (i) Will assume the responsibilities of the Chairperson in the event of their absence.

- (ii) Attends all SFRC Board meetings as a voting member.
- (iii) Assists the Chairperson in overall coordination.
- (iv) Is secondary liaison between the Host Committee and the Convention Board.
- (v) Cosigner on the Host Committee bank account.
- (vi) Coordinates with the Subcommittees to make sure that guidelines are met.
- (vii) By vote of acclimation by the SFRC Board of Directors, is chair of the following SFRCNA.
- (viii) Attends as many Subcommittee meetings as possible and maintains regular contact with the Subcommittee Chairs to insure they have all the support they need to do their job.

(c) Secretary:

- (i) Shall maintain and distribute minutes of all Host Committee meetings to Host Committee and Board of Directors President.
- (ii) Shall maintain files of all Host Committee and Subcommittee minutes.
- (iii) Shall maintain archives.

(d) Treasurer:

- (i) Shall maintain the Host Committee bank account.
- (ii) Is cosigner on the Host Committee bank account.
- (iii) Keeps records of all income and expenditures.
- (iv) Works with the Convention Board CFO in preparation of budgets for each Subcommittee.
- (v) Is responsible for the payment of all Host Committee expenses less than \$500.00, or any other expenses approved by the Convention Board.
- (vi) At the convention, along with the CFO, will be responsible for the collection and deposit of convention funds received.
- (vii) Coordinates with the Entertainment Committee Chairperson for the collection of funds at the fund-raiser held at the convention site and the functions held at the annual convention.
- (viii) Coordinates with the Merchandising Committee Chairperson for the collection of funds from the sale of merchandise at the fund-raisers, annual convention and also for the record keeping of inventory on hand at the end of each month.
- (ix) Prepares a financial statement at the end of the convention to be given by the Chairperson at the next SFRC Board meeting.
- (x) At SFRC events, while accepting a check, an address and phone number will be provided.
- (xi) Any monies collected from any host committee chair will be turned over to the host treasurer prior to the next meeting. The host committee will issue a receipt and record the transaction on monthly report. The host treasurer of the CFO will deposit the monies into the BOD account within 72 hours (3 business days.) When the deposit is made by the host committee treasurer a copy of the deposit slip will be faxed to the CFO within 72 hours of the deposit.

15) REQUIREMENTS FOR SUBCOMMITTEE CHAIRS

- (a) Minimum of three (3) years clean time.
- (b) Prior convention experience or prior experience as a chairperson.
- (c) Merchandise Chairperson shall not be affiliated with any merchandising companies.

16) DUTIES OF SUBCOMMITTEES**(a) ARTS & GRAPHICS**

- (i) Responsible for all designs at the convention, including the themes for the convention. Comprised of members who are artistic and energetic. Prior to the convention, this subcommittee is responsible for designing the convention banner, tickets, logos, flyers, convention posters, direction posters, etc. Also is responsible for designing T-shirts, coffee cups and other merchandise logos.
- (ii) This subcommittee should present a variety of designs for each item to the full convention committee for a vote. No artwork shall depict drugs or drug paraphernalia. All material must be kept within our Twelve Traditions and must be voted on by the entire Convention Committee.
- (iii) It is the responsibility of this committee, with cooperation from Entertainment, to set up the decorations at the dance and the banquet, keeping within the assigned budget.
- (iv) This committee is also responsible for getting bids (at least 3) from individuals or companies necessary for the production of Arts & Graphics on the convention logo, flyers, merchandise, banner, program and any signs needed for the convention. This committee should solicit the fellowship for logo ideas once the theme has been selected. This committee is not responsible for choosing the logo as this is left to the Host Committee as a whole.

(b) CONVENTION INFORMATION

- (i) The purpose of the Convention Information Subcommittee is to let the fellowship know about the convention and to provide information services during the convention. Should work in conjunction with the Host ASCs Public Information Subcommittee. Must work within all of the Twelve Traditions of NA. Works with other subcommittees in regards to dispensing information:
- (ii) Informs all hospitals and institutions within the Host Zone at least 120 days prior to the convention date.
- (iii) Ensures information is submitted and is printed in the NA Way and WSO Newline.
- (iv) Sends information to all Area and regionally endorsed newsletters and RD's internationally.
- (v) Follows up with contact on a regular basis until the convention.
- (vi) Convention Information will prepare information packages for the press.
- (vii) The Convention Information Committee should appoint a member to work with the Area PI Committee to set up a table at the convention to assist and

answer questions of people who are not NA members or part of the convention, also to instruct any members of the press of the do's and don'ts in keeping with the 12 Traditions. The reasons to involve the Area PI committee are that they have set policy, procedures and most importantly experience in dealing with the press.

- (viii) The registration and wearing badges is a **must** in case of accidents or injuries incurred at the hotel. If someone is injured and that results in an individual suing another individual or the hotel and they are not registered with the convention or are staying in the hotel as a registered guest, they have legally no business being in the hotel. So, it is for their protection that these badges are worn and individuals are registered with the convention. This policy, therefore, protects them as well. Whether you give away their registration for free or not, registration with the convention is a must, simply for the sake of liability. **This is not a matter of traditions; it is a matter of legal responsibility.** It is the Convention Information's responsibility to submit a statement regarding this issue to the Program and Registration Committees for inclusion in the program. Anyone not paying full registration will be allowed into any workshop, main meeting and marathon meeting **ONLY**.
- (ix) Utilize a convention behavior sheet in your own words that is appropriate (i.e. what is not proper behavior).
- (x) Some things to look for or to provide:
- (xi) Local meeting lists.
- (xii) NA literature.
- (xiii) A map of the Area with local restaurants.
- (xiv) Information on transportation to and from the airport.
- (xv) A safe, professional baby-sitting service may provide information to accommodate the needs of NA members with small children. Work closely with the Hotel Liaison and the hotel as they usually have a group of companies they already work with.

(c) ENTERTAINMENT & FUNDRAISING

- (i) This subcommittee is responsible for fund-raisers and entertainment during the convention. New members, not familiar with the 12 Traditions may be confused by the "concept" of fundraising in NA because it is so unlike the kind of fundraising done by other organizations, even non-profit ones. **We never, under any circumstances, accept monetary contributions or gifts from any outside source.** In NA, whenever we need to "raise funds", we do so from our own membership. The purpose is to raise funds and at the same time have fun. To do this we should try to keep down expenses. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time being among each other in a festive place.
- (ii) The Host Committee fund-raiser is at the hotel where the convention is to be held. The reason for this is to generate excitement and to show the

fellowship the facility and hopefully to get them to register and secure a hotel room.

- (iii) At the RSC, all zones are asked that their Areas hold a fund-raiser individually or in conjunction with surrounding Areas. The Fundraising Chair should stay in touch with the Area Activities Chairs and provide any support that they may need. Someone from the committee should attend all fund-raisers for support and to collect any funds generated, and then turn them over to the treasurer. Some tasks include securing DJ's or a band for the fund-raisers and convention, purchasing and setting up decorations, volunteers to collect money or tickets at paid events and to sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time. Posters and flyers should be printed at least a couple of weeks prior to the fund-raiser. This committee should work closely with the Regional PR Sub-Committee to insure that there are no other NA functions going on at the same time.
- (iv) This subcommittee is also responsible for the entertainment activities; selecting DJ's or bands to be used at the convention dances. They also arrange for all other forms of entertainment that are provided in conjunction with the convention. There are many activities that the committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, oldies shows, coffee shop with/without professional or fellowship entertainers, tug-of-war, volleyball and many other games and contests. This committee needs to submit a minimum of three (3) bids for entertainment packages.
- (v) All actions of this committee are subject to approval by the Host Committee as a whole. Contracts for these services will be reviewed by all Board of Director members and upon approval of the Host Committee and the Board, signed by the President.
- (vi) All events should be planned taking into consideration the program and hospitality committees. Times for each event should be included in the convention program.
- (vii) When designing flyers, remember that they are released in hospitals and institutions as well as other facilities, which relate to NA appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a band is performing, their name should not appear on the flyer, as this is promotion from outside enterprises. Also, the name Narcotics Anonymous should not be used, only the initials. NA members come and support NA, not the band, or DJ. If it is acceptable to the Committee, then the Arts & Graphics Subcommittee can design the flyers.
- (viii) At SFRC events, while accepting a check, an address and phone number will be provided.

(d) HOSPITALITY

- (i) The responsibility of this committee is to provide an open hospitality room that will remain open 24 hours a day for the entire convention.

- (ii) The first six months after the Hospitality Committee has been formed is just to insure that responsible people are assigned to the various subcommittees within the core committee. The greeters committee and hospitality suite committee are the ones that require a lot of volunteers.
- (iii) These two (2) chair people should have an organized list of volunteers at least two (2) months prior to the convention.
- (iv) For the hospitality suite coffee, snacks or fresh fruit should be provided at least in the morning. Activities such as cards, backgammon, chess, checkers or other board games may be provided. For the hospitality suite it is suggested that it have poster boards with rules printed on it to alert every one of the dos and don'ts of the suite. Some of the don'ts include:
 - (v) NO Sleeping
 - (vi) NO Showering
 - (vii) NO Storage of Personal Belongings
 - (viii) NO Gambling, etc.
 - (ix) This committee should get at least three (3) bids for the snacks, supplies, coffee and fruit.
 - (x) Some things to look for or to provide:
 - (xi) Lost and Found
 - (xii) Message Board
 - (xiii) Several months prior to the convention, have on-site tours of convention facilities for the purpose of familiarizing themselves with all the facilities.

(e) MARATHON

- (i) The purpose of this committee is to offer any convention attendee a non-topic open meeting in which he/she may participate throughout the convention. The objective of the committee, before the convention, is to solicit people to chair marathon meetings. During the convention, this committee is responsible for keeping the meetings running smoothly.
- (ii) The Marathon Committee can select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the convention with any necessary reading, then having the chairperson open the meeting up for discussion. Subsequent chair people will then only introduce themselves and carry on the discussion, taking place at the time. This is in contrast to each chairperson opening and closing separate meetings. As needed, they suggest topics. As typical in the marathon room, most people bring their own topics.
- (iii) To solicit chair people, you can distribute flyers or request letters at the RSC and at ASCs. When you have enough names, you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all chair people to inform them of their respective time and date to chair. Also, a list of chair people and their times to chair can be posted outside the marathon room as a convenient reminder. One way to get chair people is to go over the registration forms for people who had requested to chair a meeting. Most are delighted to help. The hardest slots to fill seem to be

during the banquet hours. You may find it easy to get people from the host Area who are not going to the banquet. The suggested clean time for Marathon Meeting Chairperson is six (6) months.

(f) MERCHANDISING

- (i) Careful consideration should be made in selecting items to be sold at the convention and how many of each item should be ordered. There should be records from the previous years convention pertaining to that number of attendees and the number of shirts, mugs, etc., that were sold. It is always better to order conservatively. The Board of Directors will make the final decision on the quantity, type and selling price of merchandise to be sold at the annual convention based on the recommendation from the Merchandising Committee, and the Host Committee as a whole. Any region, Area or convention that wishes to sell merchandise at open store must first get approval from the B.O.D.
- (ii) Careful consideration should also be made in negotiating the purchase price of items selected for sale. Three (3) different bids **must be** submitted for consideration. All items selected by the merchandising committee must first be approved by the Host Committee as a whole after which the SFRC Board of Directors must approve them. The committee should also try to use a vendor that will print shirts or sweats on a one-day notice during the convention in case you sell out early. The merchandising committee should submit a complete summary of information regarding the ordering, marketing and shipping of the items selected for sale at the convention, and the time frames for obtaining the items.
- (iii) The merchandising committee shall prepare, and the Host Committee shall approve, of the store hours of the annual convention. Store hours should be established in conjunction with the program and hospitality committees.
- (iv) Also, this committee is responsible for delivering all receipts and purchase orders to the Host Committee treasurer along with a list of outstanding monthly basis.
- (v) Pre-convention T-shirt sales can help determine what the Host Committee can do and cannot do at the convention. A member of this committee should be in attendance at all fund-raisers and at as many other NA functions to sell T-shirts. The more pre-convention items sold means more revenue for the convention and every time a shirt is worn by an NA member, others become aware of the event. So, in effect, you get free advertising along with revenue.
- (vi) This committee should work closely with the Registration Committee in ordering items for the registration packets.
- (vii) During the convention, volunteers will be needed to work in the store. Due to the handling of large sums of money, it is suggested that anyone working the cash register have at least two (2) years clean time. All money collected by this committee will be immediately turned over to the convention

treasurer, who makes sure that it is immediately turned over to the SFRC CFO.

- (viii) You should remember to add the artwork price and the freight into the price of the items purchased. The amount of merchandise ordered for the convention and the SFRC Board of Directors shall determine the selling price for these items.
- (ix) At SFRC events, while accepting a check, an address and phone number will be provided.

(g) PROGRAM COMMITTEE

- (i) The Program committee is comprised of a minimum of one (1) representative from each Area in the Host zone with a maximum of ten (10) members. In the event the second Program Committee meeting does not fill the Host zone positions, the positions will be open to all zones under new business at that meeting.
- (ii) Is responsible for the selection of topics, chair people and time of all meetings held at the convention, except for the Marathon meetings and main speaker meetings.
The main speaker shall be a member of NA with a minimum of five (5) years clean time.
- (iii) None of the main speakers shall be member of the Host Committee or the Board of Directors.
The banquet and closing meetings shall not be Florida residents.
None of the main speakers shall have previously been a speaker at a South Florida Regional Convention within the last 5 years.
Main speaker cannot be a spouse, sponsor, boyfriend/girlfriend or sponsee of a program committee member.
- (iv) The Program Committee shall submit to the Board a minimum of two tapes for each of the main speakers along with a recommendation. The Board will make the final decision on each of the main speaker meetings taking into consideration the recommendation of the Program Committee. This should be done no later than three (3) months prior to the convention. The program committee may consider unused tapes from last year's submissions.
- (v) Potential speaker and program participants are people who base their recovery on powerlessness over addiction, and identify themselves as
- (vi) Addicts (only) to sustain their recovery. These qualifications assure that a NA member gets an NA convention. The best speakers are those who address recovery as if their lives, as well as the lives of their listeners depend on it.
- (vii) Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. These workshops allow attending members to learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops (i.e. 12 Steps) rather than

having to choose between two or more workshops they would like to attend. You should attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. The following guidelines should be followed regarding workshops:

- (viii) Workshop speakers cannot be a member of the Board of Directors or Host Committee.
Workshop speakers shall be members of NA with a minimum of two (2) years clean time.
- (ix) One of the main problems in scheduling is the event of no-shows. In the event of a no-show, the Program Committee should have a pool of members available from which to select replacements.
- (x) To have at all SFRCNAs, signer for the hearing impaired on hand, (at) main meetings, and the monies to allocate, if requested.

(h) REGISTRATION

- (i) Usually the first people convention attendees meet are those members manning the registration tables. How well they are treated, in many ways, sets the tone for how the convention comes off. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.
- (ii) This committee is the busiest committee of every convention. Although, most of its work is completed in the weeks prior to, and during the convention, it's responsibilities begin with the advanced planning. The first task is to design a registration flyer, which must be done well in advance (at least eight (8) months prior to the convention). All pre-registration, registration and event prices are to be set by the Board of Directors.
- (iii) The written instructional and returnable parts of the registration form should be written with clarity, organization and ease of understanding in mind. All information that could possibly be needed must be considered and included. Once approved by the Host Committee, this needs to be distributed at the SFRSC to all RCM's throughout the state and to all out of state contacts. The Registration Committee should also do a direct mailing (an emailing via Blind Copy and mail via regular mail where email is not available to NA members listed on attendance rosters from previous conventions). Care should be taken in completing a list of all registrants at the convention for use by future convention committees. In this manner, willing participants will have an opportunity to schedule their vacations or to make other arrangements to attend the convention well in advance. 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 or expensive.
- (iv) A clear understanding should be reached between the Registration Committee, the Host Committee, the Host Treasurer, and the SFRC CFO on the procedures for handling money and registrations. Registration form records should be maintained on a weekly basis. From past experience it is

suggested that a minimum order of 10,000 flyers be purchased for the first printing.

- (v) As each registration is received by mail, or direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out at fund-raisers, the committee must keep careful records of what is provided and to whom.
- (vi) A record system must be established to record and send receipts to all pre-registrants. A record of registration for non-addicts must be kept also. The system developed should be simple and clearly understood by all members of the committee. The records should be updated at least twice a month and then weekly beginning three (3) months prior to the convention. In this way, the full committee can be apprised of the financial status. This system can also be used to verify the treasurer records, and provide an indication of the solvency of the convention.
- (vii) As each mailed registration is received, a confirmation card should be generated and mailed back to the registrant. Most conventions only send confirmation cards for registrants that are received by the announced cutoff date. The cutoff date for pre-registration should be on the flyer.
- (viii) Another important task is assembling the registration packet. The Host Committee, as a whole, shall determine the amount of money that should be spent on each packet within the allotted budget. After this is done, prices for the items to be included in the packet should be obtained. During this time registration should work closely with the Merchandising Committee. Bids for prices should be solicited from at least three (3) different vendors by the Merchandising Committee as a whole and then ordered by the Merchandising Committee. All contracts should be forwarded to the Board of Directors for review and signing.
- (ix) Final preparation for the convention includes buying all the supplies for the registration table, assembling packets, ordering banquet and dance tickets and having all records of pre-registration up to date. A number of registration packets must be made for NA members who cannot afford to register. No person should be turned away.
- (x) Volunteers must be acquired to sit at the registration table. A suggested shift for a team to work is two (2) hours. A member of the Registration Committee will attend all fund-raisers to sell registrations.
- (xi) This subcommittee is responsible for preparation of a pre-registration form for the following year's convention, which may be sold during the current convention. Those moneys received and the registration forms shall be accounted for separately, and turned over to the Board of Directors Chief Financial Officer at the end of the convention.
- (xii) To purchase event tickets i.e.: Comedy, banquet or other events. The full registration price must be paid.

(i) SERENITY KEEPERS

The purpose of the Serenity Keepers subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held.

- (i) The Serenity Keepers subcommittee function is to ensure that limited personnel and property damage occurs and that SFRC, Inc. **policy guidelines are followed.**
 - (ii) The Serenity Keepers assist with crowd and line control at the convention. This includes but is not limited to main meeting entrances and exits, hallways in the main meeting areas and hotel entrance/ exit areas where crowds may gather. They are also an information source for members at the convention.
 - (iii) If any situations should arise the sub-committee chair shall be contacted immediately and subsequently they shall contact the convention chair or vice chair in order to rectify the situation.
 - (iv) The chairperson will draft a flyer to announce the formation of the subcommittee and the regularly Scheduled meeting dates with copies being distributed to all groups of the host zone.
 - (v) Should determine within the committee what shifts to work that best meet the needs of the Convention and accommodates the number of volunteers within the committee.
 - (vi) The subcommittee conducts its activities within the scope of the budget authorized by of the SFRC BOD.
 - (vii) When funds are needed for expenses in excess of the allotted budget they must be approved by the SFRC BOD.
 - (viii) The subcommittee shall provide "Serenity Keepers" T-shirt for committee members only. Design must be approved by the host committee and BOD.
 - (ix) The subcommittee chair will be responsible for changing and maintenance of the Walkie-talkies during the convention.
 - (x) Subcommittee chair and designated members shall carry walkie-talkies during their assigned shift.
- (j) HOTEL LIAISON**
- (i) Whoever is chosen as the Hotel Liaison, it is advisable that the individual have prior convention experience, a business background and present himself/herself to the hotel in business attire. The hotel industry can be very judgmental and they will be more accepting of the group if the representatives present themselves in a business like manner. Once the contract is signed, all other committee members should go through the Hotel Liaison to speak with the hotel staff. This will eliminate confusion and misinformation within the committee, fellowship and hotel staff.
 - (ii) Let the hotel know that we are slow to reserve rooms. Contact the reservation department once a month from the signing of the contract until three (3) months prior to the convention, then on a weekly basis from two (2) months prior until the convention, to keep abreast of the reservation progress, this way if the rooms are slow, you can push the "reserve early" concept. The Hotel Liaison is responsible for the coordination of all

activities in the hotel during the convention, as well as arranging all set-ups at meetings (number of chairs, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.).

- (iii) Make the hotel aware of the items that should be stocked in the gift shop such as aspirins, cigarettes, munchies, etc. Make sure that they stock all of the vending machines in the hotel and possibly have them restocked during the convention. See if they will extend the gift shop hours to at least 11:00 p.m. on Friday and Saturday and the coffee shop until at least 2:00 a.m.
- (iv) Have the banners in a secure Area that can be locked while hung during the convention. Lately, fellowship wide, it has become a childish prank to rip off the convention banners. As soon as the Saturday night dance is over, secure the banner. Do not let them sit, either unattended or unsecured. Let the hotel know that the only person that should be allowed to receive the banners is whomever you (the Host Committee) designate to take charge of these banners.
- (v) Advise the hotel to block pay television channels and outside phone access including local calls in the Hospitality Suite.

(k) AUCTION GUIDELINES

- (i) This subcommittee is responsible for the auction at the annual convention.
- (ii) Will print flyers for distribution throughout the NA community for exchange of merchandise for auction.
- (iii) Will keep detailed records of all merchandise exchanged and received including all merchandise from previous auctions and archives with detailed receipts.
- (iv) Will receive one (1) item each from previous year's auction for current convention auction.
- (v) This committee should work closely with the registration committee to include flyers in registration packets sent to other regions in our fellowship.
- (vi) Persons collecting money will be appointed by the Board of Directors President and all moneys collected will be immediately turned over to the SFRC CFO or Host Committee Treasurer.
- (vii) All mailed merchandise must come to the SRFCNA, PO Box.
- (viii) All items to be auctioned separately.
- (ix) All items not sold at auction will be stored for the following year's auction.
- (x) Auction to be alternative to dance and comedy show.
- (xi) All auction items will be stored in the SFRCNA storage unit.
- (xii) IT IS SUGGESTED THAT TREASURER HAVE AN ASSISTANT TO RECORD ALL BID PRICES ON AUCTION SHEET, WHILE TREASURER COLLECTS MONEY AND MAKES CHANGE.
- (xiii) At SFRC events, while accepting a check, an address and phone number will be provided.

XIII S.E. ZONAL FORUM GUIDELINES

A) MISSION STATEMENT

The mission of the Southeast Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, “to carry the message of recovery to the still suffering addict”, through service oriented discussions, workshops, events and task forces. The Southeast Zonal Forum’s primary function is to facilitate joint, multi-regional efforts, which serve our member regions, and is directly responsible to the Regional Service Committees within the zone.

- 1) The Forum is primarily comprised of Regional Delegates, Alternate Delegates, Regional Trusted Servants and other interested members of the fellowship from within the geographical boundaries of the Southeast Zone.
- 2) The Forum location will rotate among the participating regions according to the following schedule: Florida, Carolina, Georgia, Alabama/NW Florida, and South Florida. The host Region is responsible for providing meeting space for the Forum.
- 3) To accomplish it’s primary purpose, the Southeast Zonal Forum has established guidelines which provide direction and accountability for it’s actions. These guidelines must be approved unanimously by the member Regions before being enacted, amended, added to, deleted or changed in any way.
- 4) The Southeast Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as it’s guidepost!
- 5) It is clear that this structure shall act as a subcommittee of the Regions and not as another level of service between the Regions and NAWS.

B) ZONAL CONFERENCE AGENDA REPORT WORKSHOPS

- 1) The Zonal CAR Workshop shall be held in conjunction with the publishing of the Conference Agenda Report and shall be part of the regularly scheduled Zonal Forum meeting. Typically, this workshop will occur in the years that the WSC will be meeting. The Georgia Region is responsible for arranging meeting space and lodging for the workshop.
- 2) Participation from NAWS will be requested by the hosting Region at least 3 months prior to the proposed date of the workshop.
- 3) The costs associated with holding the CAR Workshop Weekends shall be split evenly among the member Regions of the Zone.

C) MULTI-REGIONAL SERVICE WORKSHOPS

- 1) The Southeast Zonal Forum will hold a post WSC Service workshop in conjunction with its regular meeting. Location will rotate among the member Regions according to a predetermined schedule. The hosting Region is responsible for arranging meeting space for the workshop. Participation from NAWS may be requested at least 3 months prior to the proposed date of the workshop.

- 2) Typically the event(s) shall cover a three day weekend, be located near a major airport with shuttle service available to the facility, and include other service and/or recovery oriented topics.
- 3) The costs associated with holding the SEZF Weekends shall be split evenly among the member regions of the Zone.
- 4) Other multi-regional event(s), workshops, learning days etc. may be held as needed or requested by member Regions.

D) OFFICERS OF THE FORUM

- 1) Chairperson (Facilitator) shall be the hosting RD
- 2) Vice Chairperson (Co-Facilitator) shall be the hosting AD
- 3) Secretary (Communications Officer) may be any funded trusted servant
- 4) When the SEZF meets inside the zone, the hosting region will provide a facilitator and secretary, other than the RD or AD, to facilitate the business meeting on Sunday.

E) FINANCIAL GUIDELINES

F) PARTICIPATION AND VOTING

G) ADDITIONAL GUIDELINES

- 1) The time, location and date for the next Forum meeting must be set prior to the close of each meeting.
- 2) The agenda for the next Forum must be set prior to the close of each meeting.
- 3) Forum meetings that occur at the WSC, WSM or the Zonal Car Workshop will not affect the regular rotation of hosting and location. The preceding host/facilitator will chair these meetings again.

_____ recently updated items _____

Motion # 7-02-11**Maker:**MidCoast**2nd by:** Sunset

Motion to read: To insert into regional policy on pg 13 under #5) Treasurer a new line (g) stating "A copy of the current bank statements with account number blocked out along with the corresponding reconciliation shall be attached to the treasurers financial report and included in the regional minutes.

Intent: To insure transparency and accountability of regional funds.

Policy affected: Adds new policy concerning duties & responsibilities of regional treasurer on pg 13 under 5) treasurer.

Rational: To create policy which supports our intent.

Con: Using the term reconciliation, gives the impression that there will be reconciliation.

MOTION PASSED

6-2-1

Motion to Read: To move the duties of the Activities Coordinator to the PR subcommittee.

Intent: To reduce cost and automate the duties. Allowing areas to the ability to maintain their activities.

Motion to refer back to groups 2nd by: Mid Coast

Motion to have Admin write policy to move the duties of activities to PR subcommittee (as they being fulfill now) 2nd by: Beach & Bay

Tabled to Admin to re write

Motion as re written – back to groups see attached

Motion as re-written

– To remove Section A) Activities under XII - Sub-Committee Guidelines (see below) and replace relevant portions of duties to PR Guidelines under the committee that presently maintains the process.

To be removed:

Entire Section A) Activities under XII – Sub-Committee Guidelines pgs 24-27 (detailed at end of this motion)

The phrase "Activities Chair," from XII-Sub-Committee Guidelines F) Public Relations Guidelines 7) Website Guidelines g) x) pg 40:

(x) Regional Bulletin Board: this category shall provide a bulletin board where Regional Service Committee elected servants (Newsletter Chair, Lit Review Chair, Activities Chair, AD/RD, Public Relations Chair, H&I Chair) can post relevant information, requests or comments to these topics.

To Change:

Fifth Paragraph of II – RSC Weekends B) Host Area pg 5 from:

The Regional Activities subcommittee will prepare a flyer, with all details of the RSC, including schedule of meetings, directions and map, so that it is included in the Regional Activities Calendar Mail-Out.

To:

The Regional Admin will prepare a flyer, with all details of the RSC, including schedule of meetings, directions and map, so

that it is included in the Regional Activities Calendar.

II – RSC Weekends B) Costs 1) b) pg 6 from:

b)The Regional Activities Sub-Committees may produce the announcement/schedule flyers, but their reimbursement will not come out of the Activities budget, but rather out of the Admin Sub-Committee budget

To:

b)The Regional Admin may produce the announcement/schedule flyers.

V-Standing Committees B) Duties and Responsibilities 5) pg 11 from:

5) All regional sub-committees must, prior to scheduling of events, contact Regional Activities Sub-committee to ensure date is open.

To:

5) All regional sub-committees must, prior to scheduling of events, review the online calendar or contact Regional PR Subcommittee

to ensure date is open.

VI-Admin Committee B) Duties and Responsibilities 10)Member at Large b) pg 12 from:

(b) LIAISON BETWEEN REGION AND THE REGIONAL WEEKEND HOST AREA COMMITTEE – To provide assistance on interpretation and compliance with the RSC Meeting guidelines (Chapter II). Help smooth out any problems that may arise during the weekend with meeting space, refreshments, hotel management complaints, RSC participant complaints, etc with the assistance of the Regional Activities Chair.

To:

(b) LIAISON BETWEEN REGION AND THE REGIONAL WEEKEND HOST AREA COMMITTEE – To provide assistance on interpretation and compliance with the RSC Meeting guidelines (Chapter II). Help smooth out any problems that may

arise during the weekend with meeting space, refreshments, hotel management complaints, RSC participant complaints, etc.

XII-Sub-Committee Guidelines F)Public Relations Guidelines 7)Website Guidelines g) iv) pg 39 from:

(iv) Activities Information: The South Florida Region Activities calendar online shall be updated upon submission: the webservant shall promptly notify the Regional Activities chairperson. Any NA member submitting a personal phone number

to the Activities Coordinator for inclusion in the calendar is deemed to have consented to its inclusion in the online calendar

UNLESS he or she specifies that the phone number is NOT TO BE PUBLISHED ONLINE.

To:

(iv) Activities Information: The South Florida Region Activities calendar online shall be updated upon submission. Any NA member submitting a personal phone number to the Activities Coordinator for inclusion in the calendar is deemed to have consented to its inclusion in the online calendar UNLESS he or she specifies that the phone number is NOT TO BE PUBLISHED ONLINE.

XII-Sub-Committee Guidelines G)SFRCA 16)Sub-Committee Duties c) Entertainment iii) pg 51 from:

(iii) At the RSC, all zones are asked that their Areas hold a fund-raiser individually or in conjunction with surrounding Areas.

The Fundraising Chair should stay in touch with the Area Activities Chairs and provide any support that they may need.

Someone from the committee should attend all fund-raisers for support and to collect any funds generated, and then turn them over to the treasurer. Some tasks include securing DJ's or a band for the fund-raisers and convention, purchasing

and setting up decorations, volunteers to collect money or tickets at paid events and to sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time. Posters and flyers should be printed at least a couple of weeks prior to the fund-raiser. This committee should work closely with the Regional Activities Committee to insure that there are no other NA functions going on at the same time.

To:

(iii) At the RSC, all zones are asked that their Areas hold a fund-raiser individually or in conjunction with surrounding Areas.

The Fundraising Chair should stay in touch with the Area Activities Chairs and provide any support that they may need.

Someone from the committee should attend all fund-raisers for support and to collect any funds generated, and then turn them over to the treasurer. Some tasks include securing DJ's or a band for the fund-raisers and convention, purchasing

and setting up decorations, volunteers to collect money or tickets at paid events and to sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time. Posters and flyers should be printed at least a couple of weeks prior to the fund-raiser. This committee should work closely with the Regional PR Sub-Committee to insure that there are no other NA functions going on at the same time.

To be added:

Add new item to XII Section F) Public Relations Guidelines 2) Functions pg 33:

"Maintain an online calendar of activities and an email list for all members that request the calendar; to be emailed twice a month."

Add new item under XII Section F) Public Relations Guidelines pg 41:

9) CALENDAR'S CONTENTS & ATTACHMENTS

(a) Calendar shall include: Any event given by any Area or Group of the South Florida Region, or Florida Region, or any committee directly responsible to them. Event details will include at minimum, the date, presenting entity, Description of event, location and contact number.

(b) Calendars sent via e-mail will include a link to the regional website page.

Maker – Admin

Intent – To reduce RSC overhead and costs (Travel); to move toward an automated system more in line with technologies available; to arrange policy inline with the practical present application of duties.

The present process and structure has been ineffective in offering help and guidance to any Area Activities Sub-Committees and in coordination of activities that overlap in the region.

Motion # 01-04-10 Maker: BOD / 2nd by Gulf Coast

Motion to read: To add to policy, page 42, VIII (Duties of President),

"To collect the host committee computer credit card machine at the end of the convention to be given to the newly elected host committee and BOD"

Intent: To secure all SFRCA equipment and have a single point of accountability and to prevent equipment from being lost

Pro: Single point of accountability for Regions equipment.

Motion # 01-06-10 Maker: BOD / 2nd by Gulf Coast

Motion to read: To add to policy, page 48, #7, Host Chairperson,

From: "gives updated report to SFRCA prior to RSC,

To: "gives updated report to SFRCNA BOD prior to RSC including subcommittee meeting times and places, so BOD liaisons can better coordinate their assistance".

Intent: Accountability

MOTION: 04-06-07 SFRC BOD/Gulf Coast

To add to policy page 8 II G "All motions that change or initiate policy shall go back to Areas after the Admin committee has discussed it.

INTENT: To give Members of the Region the ability to be a part of the decision making process

MOTION: Gold Coast/Mid Coast

This motion becomes page 9 II, G #7 and that 7, 8 and 9 be renumbered.

ACTION: 4 – 1 -2, Motion Passed

Was never placed into policy – there are no motions to change it or remove it – policy simply never updated after recorded in 2007-10 minutes

Note: inserted into #7 at end of present

Motion # 011111 Maker: Conch Republic 2nd by: South Broward

Motion to Read: To change policy pg 19 Item- VIII c. #2 to "If they travel less than 85 miles each way and use their own car or public transportation may be reimbursed at .30 per mile.

Motion to amend to " if they use their own car or public transportation, may be reimbursed at 60% of the current federal mileage rate as of RSC per mile and to remove item # 3 A 2nd by: Conch Republic

Motion not to go to Admin 2nd by: South Broward

10/0/0 Passed

10/0/0 Passed

Motion # 010911 Maker: Admin 2nd by: South Broward

Motion to Read:

To strike sections Pg 45 b) (#10G) SFRC XII Subcommittee guidelines and #5 a) II pg 5

and change line #2 from pg 5 II b " The May RSC shall be excluded for the benefit of SFRCNA" to " The July RSC shall be given a priority bid for the benefit of SFRCNA; at the convention site if it falls within RSC site guidelines.

Intent: To rectify 3 conflicting policies concerning SFRCNA hosting RSC.

Motion to refer back to groups 2nd by: Beach & Bay

Motion Dies

10/0/0 Passed

Motion# 111210 Maker: Conch Republic 2nd by: South Dade

Motion to Read: To change the RSC travel policy guideline on page 19 item C#3 part A (0.40 per mile for own or public transportation. If they travel 86 or more miles each way) to be reimburse as follows:

To reimburse trusted servants at the rate of 0.30 a mile.

Intent: To be fiscally responsible to our Area.

Passed 9/0/1

Motion# 111110 Maker: Gulf Coast 2nd by: South Broward

Motion To Read: To change policy page 19 (1x) (F) from "SFRCNA should take place during labor day weekend on a permanent basis from 1998 forward. When WCNA is in our zone, SFRCNA will move its date to accommodate the world convention. SFRCNA shall take place during labor day weekend except when WCNA is in North America.

Intent: To change the policy so that we don't hold SFRCNA on a date when many go to WCNA.

Passed 6/0/1

Motion# 110810 Maker: AD 2nd by: Gulf Coast

Motion to Read: To add to policy page 14 #8 Under AD responsibilities.

(F) Shall also provide coverage for events petitioning for coverage upon receipt of payments said event.

