

Tejas Bluebonnet Regional Service Committee
6425 South IH35, Suite 105 - PMB #105, Austin, TX 78744

POLICY CHANGE LOG – Bob T. Policy Facilitator 02-11-06

DATE OF CHANGE	Policy as Approved: NOVEMBER 12, 2005 RSC AT SAN ANTONIO
11-12-05	TBRNA Policy adopted by consensus.
11-12-05	Change TBTCNA Convention month. Not adopted/no consensus.
11-12-05	Proposal to postpone 2008 TBRCNA Convention to be taken back to the groups.
	FEBRUARY 11, 2006 RSC AT BRYAN (Bob T./Policy Chair)
02-11-06	To decrease H & I Budget to \$400 & increase Adopt An Inmate donation to \$400. Would not change H & I Budget. <u>TABLED</u>
02-11-06	Add ASC travel to the responsibility of the RD & RDA in TBR Policy and that any travel within the region will be reimbursed up to \$100 for gas, food per quarter. <u>CONSENSUS</u>
02-11-06	Add to TBR Policy: The RD & RDA will conduct CAR Workshops within TBR Region. Each will be reimbursed up to \$50 for gas & \$25 for food. <u>CONSENSUS</u>
08-13-06	Proposal by Esperanza to remove CTC from TBR. <u>Blocked with Concepts 1 & 2</u>
11-11-06	Proposal by Esperanza to change Policy to read only RCM's can vote and anyone can make a motion. <u>Blocked with Concept 7</u>
11-11-06	Policy changes to add sections: How to Remove a Trusted Servant; Removal of An Area From TBR Rotation; Recommendations for Seating a New Area; Add to policy under Policy chair – “For special projects the Regional Policy Chair may form a committee with past regional trusted servants as well as current regional trusted servants at the direction of Tejas Bluebonnet Region”.; Word “motions changed to Proposals”. <u>CONSENSUS</u>
02-10-07	<p>Policy should never conflict with the principles of the Twelve Traditions of Narcotics Anonymous. <u>Change to:</u> Policy should never conflict with the principles of the Twelve Traditions of Narcotics Anonymous or the Twelve Concepts of Service.</p> <p>Add at the bottom of the Section on Reports: “All reports are to be emailed to Recorder and Archive Chair when possible”.</p> <p>Intent is to make the Recorder and Archive Chairs job easier.</p> <p>Web Servant will be elected at the November RSC in odd numbered years. The term is for 2 years. The following are requirements.</p>

1. Must have access to a computer with a high speed internet connection.
2. Must have a working knowledge of web site management and all the technologies, programs required, to manage the TBR web site.
3. Experience as a web servant or web master preferred. Proficiency in other information technologies can be considered.

Treasurer will be elected at the November RSC in odd numbered years. The term is for 2 years.

1. The clean time requirement is 5 years.
2. Should have knowledge of 501 c 3.
3. Must be willing to learn or have knowledge of Quick Books Pro.
4. All funds received by treasurer must be deposited within 7 working days. Receipts will be given at the RSC for monies received at the RSC. For monies received by mail, a receipt will be sent within 7 working days.

Archive Chair will be elected at the November RSC in odd numbered years. The term is for 2 years.

1. Must have a computer and means of coping files to a CD.
2. Should have programs or access to programs for file conversion to a PDF format.
3. Computer knowledge is a requirement.

Recorder will be elected at the November RSC in odd numbered years. The term is for 2 years.

1. Will be responsible for taking recordings for the RSC meetings.
2. Recordings will be typed and mailed or emailed no later than 2 weeks after the end of each TBRSC to all Regional Trusted Servants (Administrative Committee, RCMs and Subcommittee Chairs). Contents of recordings will contain basic actions and discussion of TBRSC, RD and RDA report, Treasurer's report, Administrative Committee, Regional Subcommittee Chairs, RCM reports, and a current mailing list of TBRSC Administrative Committee, RCMs and Subcommittee Chairpersons.
3. All TBRSC Policy changes will be recorded in the recordings.

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	<p>4. Should have experience as an Area Secretary or secretary.</p> <p>Under <u>TRAVEL AND PER DIEM</u> “Food allocation for travel out of the Region to represent TBRSC is \$25.00 maximum per day for persons approved prior to travel.” <u>Change to</u> “Food allocation for travel out of the Region to represent TBRSC is \$50.00 maximum per day for persons approved prior to travel.” <u>Intent:</u> To Allow RD & RDA or Regional Trusted Servant to have enough money to eat on when traveling to WSC, SZF, or any where we send them outside of the Region.</p> <p>Under Financial Policy II. Distribution of Funds into Accounts 3.) Administrative Committee Standing Appropriations: e.) WSC, 20% of funds remaining at the end of each RSC, after expenses are paid. <u>Change WSC to NAWS</u></p> <p>4.) Convention (TBRCA): The Convention Account will be set by the RSC. After each TBRCA Convention, \$5000.00 will be set aside as seed money for the next TBRCA Convention. The profit left after the seed money is deducted will go one half (1/2) to the RSC and one half (1/2) to the WSC. <u>Change WSC to NAWS</u></p> <p><u>CONSENSUS</u></p>
02-10-07	<p>E.) Audits: The Treasurer will make available at each RSC meeting the previous bank statements, canceled checks and books for inspection by any TBR trusted servant to verify the quarterly financial report. The Treasurer will also, upon request of the Facilitator, make available all of the financial records for review and audit. When there is a change in Treasurers, an internal review will be done. The incoming Treasurer is to verify that the cash on hand matches the amount shown on the outgoing Treasurer’s report. Any discrepancy is to be reported to the RSC Facilitator immediately. The internal review will be conducted by the Treasurer, RSC Facilitator, and another RSC member.</p> <p>Changed from external audit <u>CONSENSUS</u></p>
02-10-07	<p>Add under Financial Policy I. G.</p> <p>H.) Federal Income Taxes: Taxes are to be filed (Form 990) by the MAY RSC.</p> <p><u>CONSENSUS</u></p>
05-12-07	<p>Administrative Committee: TBRSC Facilitator, Co-facilitator (also TX State Convention Liaison), Treasurer, Co-Treasurer, Secretary, Policy Chair, and Archivist/Historian Chair will be elected every two years (odd numbered years) at the November RSC meeting. <i>The RD & RDA are members of the Administrative Committee.</i></p>

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05-12-07	Subcommittee Facilitators: Subcommittee Facilitators will be elected every 2 years (even number years) at the May RSC meeting.
05-12-07	H.) Federal Income Taxes: Taxes are to be filed (Form 990) by the MAY RSC if required under IRS regulations. It is the treasurer's responsibility to file or have the TBR Regional income tax filed by a professional.