

# TBRNA Policy



**The Tejas Bluebonnet Regional Service Committee** was formed February 12, 1994 to simply help unite and assist member Areas in fulfilling our primary purpose. Hopefully we shall always remain simple and avoid the perplexity of politics and financial debates. This region is a member of the Southern Zonal Forum and a participant in the World Service Conference.

Policy should always be guided by the principles of the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.

This policy shall be updated after each Regional Service Conference (RSC) as needed, and emailed to all Tejas Bluebonnet Regional trusted servants. A Policy Change Log shall document policy changes made during the year and included in Appendix XX. A Motion/Decision Log shall also be kept at each RSC.

## Table of Contents

---

1. The Conference.....	4
1.1 TBRSC Hosting Area .....	4
1.2 Requirements for Seating an Area .....	4
1.3 Removal of an Area from the TBRSC Rotation .....	5
2. Reports .....	5
3. Guidelines for Consensus-Based Decision-Making (CBDM) .....	5
4. PROPOSALS .....	6
5. Election of Trusted Servants.....	7
5.1 Scheduled elections or unfilled positions .....	7
5.2 Standing Regional Subcommittees .....	8
5.3 Removal of a Regional Trusted Servant .....	8
6. Regional Assembly .....	8
6.1 Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCNA) ...	9
6.2 Convention Advisory Committee (CAC) Structure .....	9
6.3 RD and RDA.....	9
7. Financial .....	9
7.1 Travel and Per Diem .....	9
7.2 General Provisions.....	9
7.3 Regional Tax Number .....	11
7.4 Supply the Treasurer with the following information:If you as an individual or subcommittee need the tax number, then you need to get the regional Treasurer the information of the company you are doing business with, give the company the information on our Treasurer. They can then contact one another and we are sure the tax number is being used properly. ....	11
7.5 Distribution of Funds .....	11
8. CONFERENCE PLANNING .....	13
8.1 November RSC .....	13
8.2 February RSC .....	13
8.3 May RSC .....	14
8.4 August RSC.....	14
9. Appendix A .....	15
9.1 Facilitator:.....	15

9.2	Co-Facilitator:.....	15
9.3	Policy Facilitator:.....	16
9.4	Treasurer:.....	16
9.5	Co-Treasurer:.....	17
9.6	Recorder:.....	18
9.7	Regional Delegate: .....	18
9.8	Regional Delegate Alternate:.....	19
9.9	ADOPT AN INMATE (AAI).....	20
9.10	Hospitals and Institutions .....	20
9.11	Internet Tech:.....	20
9.12	Literature Review.....	21
9.13	PR .....	21
9.14	Service Pool.....	22
10.	Appendix B – Subcommittee Guidelines .....	23
10.1	Literature Review Subcommittee Policy .....	23
10.2	Convention Advisory Committee (CAC) Structure .....	23
11.	Appendix C – Audit Guidelines – NOTE – THIS SECTION MUST BE EDITED. 25	

## 1. The Conference

The Tejas Bluebonnet Regional Service Committee (TBRSC) meets quarterly the second Saturday of February, May, August, and November from 9am to 5pm.

### 1.1 TBRSC Hosting Area

Each Hosting Area will be responsible for finding a meeting space for the Regional Service Conference (RSC). The Tejas Bluebonnet Region of Narcotics Anonymous (TBRNA) will reimburse the hosting area for facility rental for the RSC only.

#### RSC Rotation is as follows:

- Northside
- Central Texas
- Houston
- Brazos Valley
- Esperanza
- Coastal Bend
- Hill Country
- Southeast Texas
- Tri-county
- Rio Grande Valley
- Freedom

#### RSC Participants:

- Regional Committee Members (RCMs) – Up to two per Area
- Facilitator
- Co-facilitator
- Treasurer
- Co-treasurer
- Policy
- Recorder
- Regional Delegate (RD)
- Regional Delegate Alternate (RDA)
- Hospitals and Institutions (H&I) Facilitator
- Public Relations (PR) Facilitator
- Adopt An Inmate (AAI) Facilitator
- Internet Technologies Facilitator
- Literature Review Facilitator
- Convention Advisory Committee (CAC) Facilitator

The RSC AGENDA will be emailed by the Facilitator at least one week prior to each RSC, along with meeting location.

### 1.2 Requirements for Seating an Area

1. An Area requesting to join the TBRNA has clear geographical service boundaries within the boundaries of the Tejas Bluebonnet Region.
2. The area has a committee that meets on a regular basis.
3. The area has an elected representative to serve as a Regional Committee Member (RCM).

4. The Area will be recognized at the RSC and become a full participant of the Tejas Bluebonnet Region.
5. The Area will be added to the bottom of the rotation for hosting the RSC.

**1.3 Removal of an Area from the TBRSC Rotation**

1. If an Area no longer meets, then the area will be removed from the RSC Rotation. It will be the duty of the RD, or Regional Delegate Alternate (RDA) or assigned TBR trusted servant to visit the area to verify that the area no longer meets. This person will be funded to do this task according to the Section XXX Travel and Per Diem.
2. The Area will be added back to the RSC Rotation at such time they meet the requirements for seating an area. TBRNA shall assist helping a struggling area.

**2. Reports**

All Administrative and Subcommittee members are responsible for supplying a report for each RSC. Reports should be emailed to the TBRNA email address ([all@tbrna.org](mailto:all@tbrna.org)) before each RSC.

Position	Time Limit
RD and RDA	30 minutes combined
RCM	15 minutes for each Area
Subcommittees	10 minutes for each

**3. Guidelines for Consensus-Based Decision-Making (CBDM)**

1. RSC participants can bring proposals to the body.
2. Facilitator asks the body for clarifying questions about the proposal (*not a debate on the merits but a brief session to be sure everyone understands the proposal*). All Narcotics Anonymous (NA) members in attendance are welcome to participate in discussion.
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be amended.
4. When all reservations have been heard and answered in this way, facilitator asks, "Do we have consensus?"

5. Participants respond in one of four ways:
  - a. **Assent:** To support the proposal, all things considered. Assent is signified by remaining silent. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it.
  - b. **Assent with Reservation.** . It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservation." The Facilitator will ask if a participant wishes to share their reservation to be noted in the Record.

This is not materially different from Assent, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations.
  - c. **Stand Aside.** It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block.

A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. One of the RSC's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.
  - d. **Block.** Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that the proposal is in direct conflict with Traditions or Concepts, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition, concept, or moral position with which the proposal is in conflict.
6. Consensus - Unless otherwise stated herein, consensus is defined as 80% or more of the RSC participants in attendance, with each participant having only one vote.

#### 4. PROPOSALS

If at least 20% of the Regional Committee Members (RCMs) requests that a proposal go back to the areas for discussion, it does. Voting and proposals are made by any RSC participant. Decisions will be made by consensus.

Only RCMs will participate in decision making on business proposals which have been sent back to the areas for consideration.

## 5. Election of Trusted Servants

### 5.1 Scheduled elections or unfilled positions

1. Scheduled elections or unfilled positions of service will be placed on the agenda.
2. TBRSC Facilitator, Co-facilitator, Treasurer, Co-Treasurer, Recorder, Policy Facilitator will be elected every two years (in odd numbered years) at the November RSC meeting.
3. Position requirements and responsibilities are developed by the Service Pool Committee, approved by the RSC, and added to policy in Appendix A. Nominations are taken, volunteers accepted, individual qualifications are given, questions are asked, consensus is reached, and the elected servant is announced.
4. Election of Regional Trusted Servants: In the event that three or more recovering addicts are running for the same position and no one candidate has consensus, the person with the least votes will be removed from the ballot and another vote will be taken. This process will continue until one nominee has a consensus. Consensus will be reached by paper ballot, with only one ballot allowed per participant. No Regional trusted servant will hold more than one elected Regional position.
5. RD and RDA will be elected in odd numbered years at the Regional Assembly.
  - a. **The RDA** automatically becomes nominated for the position of RD and no other nominations are taken. If there are one or more stand asides, then nominations are solicited from the Assembly, and normal voting procedures are followed. If there are no stand asides, then she/he assumes the RD position.  
EXCEPTION: If the RDA was elected to fill an unscheduled vacancy, both RD positions will be open for nominations or volunteers at the next scheduled election.
  - b. This vote will be a consensus of Group Service Representatives (GSRs) and RCMs present at the Regional Assembly. Only one GSR per group may vote. If a consensus is not reached or in the event of an unscheduled vacancy, the RD or RDA may be elected by the RCMs at an RSC.
  - c. The newly elected RD and RDA will assume their duties at the RSC immediately following elections.

Trusted servants elected to fill unscheduled vacancies will assume their duties upon election and will serve out the remainder of the predecessor's term and conclude at the beginning of the next term.

## 5.2 **Standing Regional Subcommittees**

1. Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCNA)

Refer to the TBRCNA policy posted on the website for position requirements and responsibilities.

2. Convention Advisory Committee (CAC)
3. Refer to the CAC policy posted on the website for position requirements and expectations.
4. Hospitals & Institutions (H&I)
5. Public Relations (PR)
6. Adopt An Inmate (AAI)

## 5.3 **Removal of a Regional Trusted Servant**

Any trusted servant elected by the RSC may be removed by consensus with a paper ballot vote. If present, the trusted servant will be given an opportunity to address the concerns presented.

Relapse is an automatic removal from trusted servant position.

Missing 2 consecutive RSC without notifying the Regional Facilitator or Co-Facilitator.

Not being capable or willing to fulfill the duties of the trusted servant position.

Misappropriation of any NA funds.

The Regional Service Committee cannot remove a RCM from their position. However, Committee can notify the Area of the situation.

**Subcommittee Facilitators** will be elected every 2 years (in even numbered years) at the **May RSC** meeting.

## 6. **Regional Assembly**

The Regional Assembly will be held annually in the month of March from the hours of 9 am to 3 pm on Saturday or Sunday. Business in even numbered years will be Conference Agenda Report (CAR) and Conference Agenda Track (CAT) discussion and collection of CAR votes. Business in odd numbered years will be issue discussion and elections of a new RD and RDA. (Regional Assembly expenses will not exceed \$ 400.00. **MOVE TO FINANCIAL?** )

The RD will schedule the date and venue for the assembly in consultation with the RDA, Facilitator, and Recorder. The RD will make a reasonable effort to select a venue that is relatively central to the region in order to make it as accessible as possible to all GSRs throughout our entire region. This would generally be in or near Victoria.



## 6.1 RD and RDA

The length of the RD and the RDAs term will be 2 years.

RD must be a signer on the Regional bank account.

The RD and RDA must have access to the internet, should preferably have a laptop and/or smart phone, and must have the willingness to explore and learn to apply and share current and new communication technologies.

Both must be willing and able to facilitate workshops and learning days and to attend all TBRNA RSCs, SZF meetings, and the WSC.

The RD and RDA must be willing to facilitate a workshop at each TBRCNA.

RD and RDA will be reimbursed \$100 for gas & food each per quarter for travel to TBR ASC's within the region.

The RD and RDA will put on a Southern Zonal Forum (SZF) Learning Day two times a year, to report on the SZF itself.

## 7. Financial

### 7.1 Travel and Per Diem

Basic travel includes gasoline, plane fare, car rental and/or motel, only, up to the amount approved in this policy.

Administrative Committee: Basic travel to TBRSC meetings is \$200.

Subcommittee Members: Basic travel to TBRSC meetings is \$200.

Refer to Section 2 for a list of Administrative and Subcommittee members.

Food allocation for travel out of the Region to represent TBRSC is \$50.00 maximum per day for persons approved before travel.

Trusted servants who travel on TBRSC approved trips within the Region will receive \$100.00 for travel and \$25.00 per day for food.

### 7.2 General Provisions

Definitions:

Quarter is from the beginning of one RSC to the beginning next RSC

The Fiscal Year for TBRNA is from January 1 through December 31.

**Bank Account:** All TBRNA funds will be deposited in a non-interest bearing account with a federal EIN, at a bank approved by the RSC. All checks will require a minimum of

two of the following five authorized signatures: Facilitator, Treasurer, Co-Treasurer, Co-Facilitator, and RD.

**Receipt and deposit of funds:** All funds received by the RSC from any source shall be delivered to the Treasurer immediately upon receipt. The Treasurer is responsible for depositing all funds within seven (7) working days. The Treasurer shall not receive any cash in excess of \$25.00 unless the receipt is countersigned by at least one other regional officer, trusted servant, or member.

**Reports:** The Treasurer shall submit a quarterly report reflecting all income and expenses of the Region, and will include the following:

- a. In the report, a detail of income and expenses of each sub-committee, so that they will have an on-going record of funds available for operation
- b. A breakdown of checks written
  - i. to whom
  - ii. what for
  - iii. amount
  - iv. check number and
  - v. date
- c. Copies of bank statements
- d. Copies of checks provided by bank front and back) with all sensitive receipt information redacted.

**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.

The regional facilitator or co-facilitator will coordinate a full treasury audit at least twice per year, following the audit guidelines in Appendix C, with the Treasurer, Co-Treasurer, and two RCMs. An audit will take place at the end of a Treasurer's term and before a newly elected treasurer assumes their responsibilities. The Facilitator will report the audit results at the following RSC.

**Committee Appropriations:** Subcommittees will develop their own internal budgets to be approved by the RSC.

- a. The subcommittees are authorized to responsibly and prudently spend the moneys allocated to them as approved by the RSC. Regional funds will be used for subcommittee facility rental, literature, facilitator travel, and food. Anything other than these uses must first be submitted to the RSC for its approval.
- b. Each committee Facilitator is directly accountable to the RSC for any expenditures. The financial responsibility of each committee is outlined by

each of their respective policies, except for the World Service Conference donation, which will be mailed to the WSC after each RSC.

- c. All receipts, along with a written record showing name, position, and reason for any and all expenses shall be turned over to the Treasurer as soon as possible. The time allowed is not to exceed the next RSC. The Treasurer will not release any more money to that person until all receipts are properly accounted for.

**Regional Tax Number:** Supply the Treasurer with the following information: If you as an individual or subcommittee need the tax number, then you need to get the regional Treasurer the information of the company you are doing business with, give the company the information on our Treasurer. They can then contact one another and we are sure the tax number is being used properly.

**Federal and State Taxes:** Federal income 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. Also, a quarterly sales tax report is required to be prepared and filed with the Texas State Comptroller.

### 7.3 Distribution of Funds

**Accounts:** The treasury will be divided into separate accounts as approved by the RSC. Each account will be reported to the RSC separately, although all funds will be held in a single bank account.

Prudent Reserve equal to one calendar quarter of the RSC fixed expenses (or \$1500.00) will be maintained by the Treasurer. This amount will be reviewed by the Administrative Committee on a yearly basis. This reserve cannot be used or changed without a consensus of the RSC.

**A WSC Travel Reserve** of \$3000.00 will be maintained by the Treasurer. Travel Reserve money is to be used for RD and RDA travel and expenses to World Service Conference meetings, and for RD and RDA travel and expenses to the SZF or other authorized events.

**Committee Standing Appropriations:** The RSC authorizes the Treasurer to apply the following recurrent expenses per RSC:

- a. Printing and postage for official reports made to the RSC, and other business expenses. Maximum \$160.00
- b. Travel for the Administrative Committee (Facilitator, Co Facilitator, Recorder, Treasurer, Co-Treasurer, RD, RD Alt., Policy Facilitator, CAC Facilitator) and Committee Facilitator (Convention, Hospitals & Institutions, Public Information, AAI Facilitator and Web servant)
- c. Interpreter for the hearing impaired, as approved by the RSC.
- d. Meeting facility expenses, maximum \$250.00.

- e. Narcotics Anonymous World Services (NAWS), 20% of funds remaining at the end of each RSC, excluding the prudent reserve.
- f. SZF travel and lodging.
- g. AAI funds will only be allocated at the RSC if the account balance at the time of the RSC is below \$400. Only enough funds will be deposited to bring the account up to \$400.

Convention (TBRCNA):

**The TBRCNA Bank Account** has been created by TBRNA. After each TBRCNA, \$12,000.00 will be set aside as seed money for the next TBRCNA. The remaining profit after the seed money is deducted will be distributed 50% to the RSC and 50% to NAWS.

Upcoming convention will write invoices to current convention for expenses for the upcoming convention. To be deducted from seed money.

The TBRNA Treasurer will be a signer on the TBRCNA account. The address on the TBRCNA bank account will be the Regional address.

\*\*\*Within 5 days after an activity, a report detailing all income and expenses, along with all funds and receipts, will be given to the Treasurer and a copy will be sent to the Facilitator of the RSC.

An audit of the TBRCNA account will be conducted within 60 days of the end of a convention. Auditors will include the Convention Treasurer, TBR Treasurer, TBR Facilitator and one RCM.

**Quarterly Funds for Standing Subcommittees:**

The following accounts are established to fund the activities of the Standing Subcommittees of the Region. All Area donations, profits from activities, or other income will be distributed to these accounts in percentages (%) determined by the RSC by a consensus.

The dollar amount of this percentage cannot exceed the ceiling set by the RSC. Amounts so distributed will remain in the committee account and may be accumulated from quarter to quarter to meet periodic expenses. The amount in a committee account may not exceed the allotted ceiling.

The RSC may determine, by consensus, that the accumulated account balance is in excess of the amount needed by a committee, (or is in excess of the cap), and may transfer these surplus funds to such other accounts as they may deem proper.

<b>Distribution</b>	<b>%</b>	<b>Ceiling/Quarter</b>
Hospitals and Institutions	45	\$400.00
Public Information	35	\$300.00
World Service Donation	20	no cap
Donations for the SZF		\$100.00
		Not to exceed \$400 in acct. per quarter.
AAI Account		\$300.00
Literature Review		\$300.00

The Insurance premium is figured in the Regional Budget in Prudent Reserves starting February 2019.

Regional Assembly expenses will not exceed \$ 400.00.

## **8. CONFERENCE PLANNING**

### **8.1 November RSC**

Trusted Servant Reports

Election TBRCNA Co Facilitator

Election TBRCNA Treasurer

Subcommittees break out for subcommittee meetings.

Reports from RCMs

Ongoing discussion and pending proposals

Reports from Subcommittees

New Discussion

Announce location of next RSC.

**In odd years: Election of Facilitator, Co Facilitator, Recorder, Treasurer and Co-Treasurer, and Policy Facilitator**

### **8.2 February RSC**

Reports

Subcommittees break out for subcommittee meetings.

Reports from RCMs

Ongoing discussion and pending proposals

Reports from Subcommittees

New Discussion

Announce location of next RSC

### **8.3 May RSC**

Reports

Subcommittees break out for subcommittee meetings.

Reports from RCMs

Ongoing discussion and pending proposals

Reports from Subcommittees

New Discussion

**Election of Subcommittee Facilitator (H & I, Literature Review, PI, Internet Technologies Facilitator**

Announce location of next RSC

### **8.4 August RSC**

Reports

Election of TBRCNA Facilitator

Election of new Convention Advisory Committee Member

Subcommittees break out for subcommittee meetings

Reports from RCMs

Ongoing discussion and pending proposals

Reports from Subcommittees

New Discussion

Announce location of next RSC

## 9. Appendix A

- Position requirements and responsibilities
- No regional servant will hold more than one position

### 9.1 Facilitator:

- Willingness to perform the below responsibilities for a full 2-year term, ending after conclusion of the audit following the November RSC
- Ability to facilitate regional meetings
- Clean time requirement of 5 years
- Responsibilities:
  - a. Attend all RSCs and Regional Assemblies
  - b. Create agendas and publish via email at least one week prior
  - c. Will have a minimum of 5 paper copies of the agenda for regional trusted servants at each RSC
  - d. Facilitate all meetings per policy
  - e. Coordinates certificate of insurance requests
  - f. Coordinates treasury audits
  - g. Participates in TBRCNA audits
  - h. Serve as signer on regional bank account
  - i. Manage the regional electronic mailbox
  - j. File Periodic Report of a Non-Profit Corporation, State of Texas Form 802, after elections in odd numbered years.
  - k. Other tasks, as directed by the regional body

### 9.2 Co-Facilitator:

- Willingness to perform the below responsibilities for a full 2-year term
- Willingness to serve as Facilitator in the following cycle, if elected
- Ability to facilitate regional meetings
- Clean time requirement of 5 years

Responsibilities:

- a. Attend all RSCs
- b. Attends all Texas State Convention Advisory Board meetings and provides reports on such at each RSC

- c. Will aid in hosting regional events
- d. Facilitate all meetings per policy in absence of Facilitator
- e. Coordinates certificate of insurance requests
- f. Serve as signer on regional bank account
- g. Serve as contact of the regional electronic mailbox
- h. Other tasks, as directed by the regional body

### **9.3 Policy Facilitator:**

- Willingness to perform the below responsibilities for a full 2-year term
- Clean time requirement of 3 years
- Basic word processing skills
- Must have access to a computer and internet
- Experience with policy development is preferred
- Responsibilities:
  - a. Attend all RSCs
  - b. Update policy as directed by the RSC
  - c. Work with the recorder to ensure that policy changes are accurately recorded in the Motion/Decision Log as well as the record taken at each RSC
  - d. Email updated policy to the body within 6 weeks of RSC
  - e. Will only form a committee for special projects, as directed by the Tejas Bluebonnet Region, formed of past and/or current regional trusted servants
  - f. Act as an advisor to the region and to any member areas having policy questions
  - g. Will have a minimum of 5 printed current regional policies for regional trusted servants at each RSC.

### **9.4 Treasurer:**

- Willingness to perform the below responsibilities for a full 2-year term, ending after conclusion of the audit following the November RSC
- Clean time requirement of 5 years
- Must have access to a computer and internet
- Must be willing to learn or have knowledge of Quick Books Pro
- Should have knowledge of 501(c)(3).
- Responsibilities



- a. Attend all RSCs
- b. Will deposit all funds on the next business day following the RSC.
- c. Provide receipts at the RSC for all moneys received at the RSC.
- d. Send receipts within 7 business days of receipt of moneys by mail.
- e. Participate in treasury audits
- f. Provide quarterly reports, as specified in the Financial Policy
- g. Provide a full audit report at the RSC following each audit
- h. Serve as signer on regional bank account
- i. Serve as contact of the regional electronic mailbox
- j. File all forms required to maintain the region's 501(c)(3) status
- k. File quarterly sales tax

**9.5 Co-Treasurer:**

- Willingness to serve a full 2-year term
- Willingness to serve as Treasurer in the following cycle, if elected
- Clean time requirement of 5 years
- Must be willing to learn or have knowledge of Quick Books Pro
- Must have access to a computer and internet
- Should have knowledge of 501(c)(3)
- Responsibilities
  - a. Attend all RSCs
  - b. Will deposit all funds on the next business day following the RSC
  - c. Provide receipts at the RSC for all moneys received at the RSC
  - d. Send receipts within 7 business days of receipt of moneys by mail
  - e. Participate in treasury audits
  - f. Provide quarterly reports in the absence of the Treasurer
  - g. Serve as signer on regional bank account
  - h. Serve as contact of the regional electronic mailbox

## 9.6 Recorder:

- Willingness to perform the below responsibilities for a full 2-year term
- Clean time requirement of 3 years
- Must have access to a computer and internet
- Must have strong word processing skills
- Experience similar to a secretary or recorder preferred

### Responsibilities:

- a. Attend all RSCs
- b. Attend Regional Assemblies in odd-numbered years
- c. Make a written record of each RSC, to include basic actions and discussions of the body and reports made to the RSC
- d. Email record to the regional body no later than 6 weeks after each RSC/Assembly
- e. Must work with the Policy Facilitator to ensure the accuracy of policy changes
- f. At the Assembly, do the following:
- g. Have each GSR or RCM who plans to vote check in by identifying the NA group or area that they are representing
- h. Hand out official identifiable ballots for the RD and RDA elections
- i. Make a record of the election portion of the assembly

## 9.7 Regional Delegate:

- Willingness to serve a full 2-year term
- Clean time requirement of 5 years
- Must have access to a computer and internet
- Should preferably have a laptop and/or smart phone
- Must have the willingness to explore and learn to apply and share current and new communication technologies
- Must be willing and able to facilitate workshops and learning days and to attend all TBRNA RSCs, TBRCNAs, Regional Assemblies, Southern Zonal Forum (SZF) meetings, and the WSC

### Responsibilities:

- a. Attend all RSC's, Regional Assemblies, SZF meetings, and the World Service Conference (WSC)
- b. Facilitate area workshops upon request, if possible

- c. Work with the RDA to plan and facilitate at least one Regional Learning Day per quarter, with workshops based on topics discussed at the Southern Zonal Forum meetings
- d. Work with the RDA to coordinate scheduling with interested Areas, and the Area will be responsible for providing the venue
- e. Must be a signer on the Regional bank account
- f. Provide quarterly report at each RSC. The RD/RDA combined reports should not exceed 30 minutes
- g. Must be willing to facilitate workshops at the Tejas Bluebonnet Regional Convention of NA (TBRCNA)
- h. Will make available to the RSC all reports they obtain from the SZFs which they attend so that they can more effectively communicate what they have learned to the RSC

#### **9.8 Regional Delegate Alternate:**

- Willingness to serve a full 2-year term
- Willingness to serve as Regional Delegate in the following cycle, if elected
- Clean time requirement of 5 years
- Must have access to a computer and internet
- Should preferably have a laptop and/or smart phone
- Must have the willingness to explore and learn to apply and share current and new communication technologies
- Must be willing and able to facilitate workshops and learning days and to attend all TBRNA RSC's, Regional Assemblies, SZF meetings, and the WSC
- Responsibilities:
  - a. Attend all RSCs, Regional Assemblies, SZF meetings, and the World Service Conference (WSC)
  - b. Facilitate area workshops upon request, if possible
  - c. Work with the RD to plan and facilitate at least one Regional Learning Day per quarter, with workshops based on topics discussed at the Southern Zonal Forum meetings
  - d. Work with the RD to coordinate scheduling with interested Areas, and the Area will be responsible for providing the venue
  - e. Provide quarterly report at each RSC. The RD/RDA combined reports should not exceed 30 minutes

## 9.9 ADOPT AN INMATE (AAI)

- Clean time requirement of 2 years
- Willingness to learn or have existing knowledge of spreadsheets
- Responsibilities:
  - a. Attend all RSCs
  - b. Provide detailed quarterly reports
  - c. Develop and present annual budgets
  - d. Will be responsible for distribution of basic texts to addicts who are unable to attend regular meetings due to confinement
  - e. Check regional mailbox every 2 weeks or make arrangements to have the AAI mail delivered to the AAI Facilitator
  - f. Keep in regular contact with jails and prisons within our Regions geographical service boundaries
  - g. Responsible for communications with the Areas and Groups in our region as to how they can support AAI

## 9.10 Hospitals and Institutions

Panels can be formed to carry our message of recovery directly to addicts housed in medical, psychiatric, or correctional facilities.

- Clean time requirement of 3 years
- Willingness to serve a full 2 year term
- Previous experience with H&I committee work
- Must be willing to facilitate workshops
- Responsibilities
  - a. Attend all RSCs
  - b. Provide quarterly reports
  - c. Develop and present annual budgets
  - d. Facilitate subcommittee meetings during RSC breakout sessions
  - e. Work closely with AAI, PI, and others subcommittees
  - f. Become thoroughly knowledgeable of guidelines contained in the Hospitals and Institutions Handbook

## 9.11 Internet Tech:

- Clean time requirement of 3 years

- Willingness to serve a full 2 year term
- Previous experience as webservant or webmaster preferred. Proficiency in other information technologies may be considered
- Must have access to a computer and internet
- General knowledge of web site management and familiarity with technologies and software required to manage the TBRNA.org website
- Responsibilities
  - a. Coordinate website maintenance with the special worker, which would include site structure, contents
  - b. Develop and present annual budgets
  - c. Web servant may form a committee to aid in keeping up with regional information, and a budget will be provided for website upkeep and development. (Tom will get with Vyki for wording)

### **9.12 Literature Review**

- Clean time requirement of 3 years
- Willingness to serve a full 2 year term
- Willingness to facilitate workshops upon request
- Responsibilities
  - a. Attend all RSCs
  - b. Provide quarterly reports
  - c. Develop and present annual budgets
  - d. Facilitate subcommittee meetings during RSC breakout sessions
  - e. Facilitate the gathering of input for potential literature projects

### **9.13 PR**

- Clean time requirement of 3 years
- Willingness to serve a full 2-year term
- Willingness to facilitate workshops upon request
- Previous experience with NA public relations
- Responsibilities
  - a. Attend all RSCs
  - b. Provide quarterly reports
  - c. Develop and present annual budgets
  - d. Facilitate subcommittee meetings during RSC breakout sessions
  - e. Work closely with AAI, H&I, and others subcommittees

- f. Become thoroughly knowledgeable of guidelines contained in the Public Relations Handbook
- g. Inform professionals and the public about Narcotics Anonymous as a resource?

#### **9.14 Service Pool**

- Clean time requirement of 3 years
- Willingness to serve a full 2-year term
- Willingness to facilitate workshops upon request
- Responsibilities
  - a. Attend all RSCs
  - b. Provide quarterly reports
  - c. Develop and present annual budgets
  - d. Working with the Internet Technologies Facilitator and Web Admin (or whatever we call the person we contract with to maintain our website, who is a special worker) to ensure that
  - e. Coordinating service pool information for elections
  - f. Form and facilitate a service pool panel
  - g. Work with subcommittees to create and maintain policies
  - h. Work with service bodies and subcommittees to develop consistent trusted servant position descriptions

## **10. Appendix B – Subcommittee Guidelines**

### **10.1 Literature Review Subcommittee Policy**

Purpose: To carry the message of recovery from addiction in NA through the written word

The Facilitator shall be elected by the RSC

The Facilitator or a representative shall attend all RSC meetings

A report shall be given at all RSC meetings

Any subcommittee position, office, or branch (excluding the Facilitator) that needs to be appointed or elected, should be done within the subcommittee

Function of the Committee

- a. Facilitate the gathering of input for potential literature projects.
- b. Coordinate the distribution of Review and Input literature and Approval Form
- c. Formulate criteria and procedures for the evaluation of Review and Input literature and Approval Form literature
- d. Conduct and support Literature Review workshops at the Area and Regional levels within the Tejas Bluebonnet Region in order to review and gather input for all phases of Review and Input literature and Approval Form literature
- e. Formulate recommendations on Review and Input and Approval Form literature from Areas within the Tejas Bluebonnet Region and forward that input to the project workgroup
- f. Seek input from members, Groups and Areas, compile the material and forward it to the World Service level

Membership: Shall be composed of the Regional Literature Review Facilitator, Co-Facilitator, Secretary and Chairpersons from all Area Literature Review Subcommittees within the Tejas Bluebonnet Region. Also any Member of the fellowship who wishes to carry the message of recovery from addiction that is found in NA through NA literature.

Spiritual Guidance: This committee shall not make any motion or take any action that conflicts with the Spiritual Principles of the 12 Steps, 12 Traditions and 12 Concepts.

### **10.2 Convention Advisory Committee (CAC) Structure**

The committee consists of five (5) elected members chosen by the region plus the future and past TBRCNA facilitators for a total of seven (7).

Each elected member serves a five (5) year term.

The elected member in their fifth (5th) year will automatically become the facilitator of the CAC, and will rotate out at the end of their term.

One (1) new elected member will be chosen at the August RSC.  
Suggested clean time requirement of seven (7) years. CAC quarterly budget is \$100.00.

### **10.3 Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCA)**

Facilitator is to be elected by the RSC during the August meeting, TBRCA  
Co-facilitator & Treasurer will be elected at The November RSC. TBRCA Facilitator  
position ends at the closing of the RSC of their last report.

DRAFT



## 11. **Appendix C – Audit Guidelines – NOTE – THIS SECTION MUST BE EDITED**

Adapted from Washington Northern Idaho RSC Audit Procedures

“NA funds are to be used to further our primary purpose, and must be managed responsibly.” – 11<sup>th</sup> Concept of NA Service.

Experience has shown that regular and accurate

11<sup>th</sup> Concept of NA Service. Experience has shown that regular and accurate financial audits are essential to managing NA funds responsibly. In the Washington Northern Idaho Region of NA, we have established the following audit procedures for our Regional Service Committee (RSC), Conventions & Events Subcommittee (C&E) and Convention Host Committees.

Section 1: Audit Frequency.

All RSC, Subcommittee and Host Committee financial audits are scheduled, coordinated and facilitated by the RSC Auditor. Typically, audits are held before, during breaks, or after RSC meetings and at annual recovery conventions.

For example, the final Clean and Free Audit is traditionally held at WNIRCNA and RSC committee audits are often held when the RSC subcommittee meetings are happening during the RSC meeting break. However, the final decision of where and when to schedule audits is always made by the RSC Auditor. Although this list represents the minimum number of scheduled audits, the RSC Administrative Committee, C&E Administrative Committee and Host Committee Administrative Committees shall promptly participate and cooperate with any additional audits requested by the RSC Auditor.

a) RSC Committee Audit Schedule: two audits annually in January and July, typically during RSC weekend.

b) C&E Subcommittee Audit Schedule: two audits annually in October and April, typically during RSC weekend.

c) Clean and Free Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in May, after the event. The July and January audits are typically held during RSC weekend. The May audit is typically held at WNIRCNA.

d) WNIRCNA Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in July, after the event. All audits are typically held during RSC weekend.

e) PNWCNA Host Committee Audits: four per event. The first audit is in July (approximately 15 months) before the event, the second audit is in January before the event, the third audit is in July before the event and the final audit is in January, after the event. The July and January audits are typically held during RSC weekend.

2 Section 2: Audit Participants Although attendance at audits is open to all interested NA members, participation is limited to the following trusted servants unless other members are requested to participate by the RSC Auditor:

a) RSC Committee Audit: RSC Auditor, RSC Chair, RSC Treasurer Trainee, Two Regional Committee Members selected by RSC Auditor, RSC Treasurer (attending to answer questions but not to participate in audit tasks).

b) C&E Subcommittee Audit: RSC Auditor, C&E Chair, C&E Vice---Chair, C&E Treasurer Trainee, RSC Admin Committee Member selected by RSC Auditor, C&E Treasurer (attending to answer questions but not to participate in audit tasks).

c) Clean and Free Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, Clean and Free Liaison, Clean and Free Assistant Liaison, Clean and Free Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).

d) WNIRCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, WNIRCNA Liaison, WNIRCNA Assistant Liaison, WNIRCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).

e) PNWCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, PNWCNA Liaison, PNWCNA Assistant Liaison, PNWCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).

Section 3: Audit Procedures Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. It is their responsibility to have sufficient backup for each transaction as described in the audit procedures below.

a) The Treasurer for the account being audited shall provide the following:

- 1) Treasury Ledger (that is reconciled and in the Quicken format);
- 2) Checkbook;
- 3) Reconciled bank statements;
- 4) RSC, subcommittee or host committee meeting minutes;
- 5) Written reimbursement/funding requests with money motions;

- 6) Copies of all signed contracts for which payments have been made;
- 7) Receipt book;
- 8) Deposit receipts.
  - b) The RSC Auditor shall provide Bank statements with printed check images.
  - c) Voided checks shall not be destroyed and must be present.
  - d) All budget requests/ money motions (with back---up) should be filed in the chronological order of the ledger.
    - e) Bank statements should be in order, or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.
  - f) Meeting minutes must include all budget requests.
  - g) All budget requests, deposits, or any transactions must have back up. Backup is defined as receipts for purchases and receipts for monies received.
- 3 1) All budget requests and/or money motions must have a receipt to accompany the request.
  - 2) All deposits must have receipts from the recipient of the monies turned in.
    - h) All audits are performed in sequential order and are derived from the bank statements, line by line, and all money transfers are verified sent and received by the other account bank statement.
      - 1) Every check written is matched up with the budget request with receipts or monthly bills.
      - 2) Every deposit must be supported with a receipt from every donation or monies turned in.
      - 3) The Quicken checkbook register is used to organize the bank statement and match it up with all budget requests and deposits.
        - i) Usually the RSC Auditor will take notes of all procedural errors and anomalies. Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests with receipts, another to verify receipts for deposits in concert, and the RSC Auditor to take notes for anomalies or procedural errors.
        - j) An anomaly for the purposes of the audit, is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. Example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in checkbook register does not match the bank statement deposit.

k) A procedural error for the purposes of the audit, is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our own check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.

l) All accounting books (both hard copy and/or electronic), copy of checkbook register, budget requests w/receipts, bank statements w/cancelled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the FSA Auditor at the conclusion of the Final Audit. All these materials are to be archived.

Section 4: Audit Reporting Within two weeks of an audit, the RSC Auditor will complete the approved WNIR Committee Audit Report Form and submit a copy, along with any other information the RSC Auditor believes the RSC or service committee audited should receive, and submit it as follows:

a) RSC Committee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee. A copy of the WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC Committee meeting following the RSC audit.

b) C&E Subcommittee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee and all members of the C&E Administrative 4 Committee. A copy of the WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the C&E audit.

c) Clean and Free Host Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E Administrative Committee, Clean and Free Treasurer, Clean and Free Liaison and Clean and Free Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the Clean and Free Host Committee audit.

d) WNIRCNA Committee Audits: Submit within two weeks via email to all members of the C&E Administrative Committee, WNIRCNA Treasurer, WNIRCNA Liaison and WNIRCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the WNIRCNA Host Committee audit.

e) PNWCNA Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E

Administrative Committee, PNWCNA Treasurer, PNWCNA A Liaison and PNWCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the PNWCNA Host Committee audits.

DRAFT