

# TBRNA Policy

May 2014



**TBRSC** was formed February 12, 1994 after a year of meetings held by the Regional Formation Committee. The Purpose of the TBRSC is simply to help unite and assist member Areas in fulfilling our primary purpose. Hopefully we will always remain simple and avoid the perplexity of politics and financial debates.

Policy should never conflict with the principles of the Twelve Traditions of Narcotics Anonymous or the Twelve Concepts of Service.

Adopted: 5/11/1996

Remembering who we serve to avoid the pitfalls our predecessors had to face.

In 2002, the World Service Conference completed its transition to a 2 year Conference Cycle. Much of the business conducted by the WSC is now discussion and consensus based in nature.

These TBRNA Policy guidelines reflect the changes we have made since 1995, as we have moved from the old structure to the new 2 year Conference Cycle structure.

TBR's Policy Document will be updated after each RSC if needed and emailed to all TBR trusted servants. A Policy Change Log will document policy changes made during the year. A Motion/Decision Log will also be kept at each RSC.

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## **MEETINGS**

**TBRSC** meets 4 times annually for 1 day through the hours of 9 AM until 5 PM on the second Saturday of February, May, August, and November.

### **TBRSC Hosting Area**

Each Hosting Area will be responsible for finding a meeting space for the TBRSC Business meeting. TBRNA will reimburse the hosting area for facility rental for the RSC. If a basket is passed it is up to the hosting area where the funds go. TBRNA will also pay for facility rental for workshops the following day of the RSC.

**Note:** Any other activities (i.e. dances, speakers, workshops, etc.) are the sole responsibility of the hosting Area and can be coordinated and assisted with the help of TBRSC Trusted Servants if they so chose to be assisted. (Please try hard to schedule such activities for after 6:00 PM.)

### **TBRSC ROTATION is as follows:**

Northside Area  
Central Texas  
Houston Area  
Brazos Valley  
Esperanza  
Coastal Bend  
Hill Country  
Southeast Texas Area  
Tri-County

Southwest Cactus Country of NA

### **TBRSCNA ROTATION is as follows:**

Zone 1. Tri County ,Southeast  
Zone 2 Houston, Northside  
Zone 3 Coastal Bend,  
Zone 4 Esperanza, Hill country  
Zone 5 Central Texas, Brazos Valley

## **Recommendations for Seating a New Area**

1. A new Area requesting to join the TBR has clear geographical service boundaries within the boundaries of the Tejas Bluebonnet Region.
2. The ASC meets on a monthly basis.
3. The area will be represented by an RCM.
4. The area will be recognized at the RSC and become a part of the Tejas Bluebonnet Region at this time with full voting privileges.
5. The New Area will be added to the bottom of the rotation for hosting the RSC.

## **Removal of an Area from the TBR Region 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 RDA or assigned TBR trusted servant to visit the area to verify that the area no longer meets. The RD or RDA or assigned TBR trusted servant will be funded to do this task as per the Travel and Per Diem section of the TBR Policy.
2. The Area will be added back to the RSC Rotation at such time they resume their ASC meetings and are able to send RCM(s) back to the RSC. TBR will do every thing possible to help a struggling area.

**TBRSC AGENDA** will be set, typed, and mailed 30 days prior to each RSC, along with meeting location and information, in order to expedite short meetings.

\* **Note: Proposals for TBRSC** need to be sent to TBRSC Chair before agenda is set in order to expedite short meetings.

**RECORDINGS** will be typed and mailed no later than 2 weeks after the end of each TBRSC to All Regional Trusted Servants (Administrative Committee, RCMs and Subcommittee Facilitator). Contents of the recordings will contain basic actions and discussion of TBRSC, RD and RDA Reports, Treasurer's Report, and a current mailing list of TBRSC Administrative Committee, RCMs and Subcommittee Facilitators.)

\* Note: Individual Area requests for other reports (Subcommittee, Ad-Hoc, etc.) need to be directed to the Recorder.

## **REPORTS**

For the purpose of financial prudence, RCMs need to bring only 1 copy of their reports for TBRSC archives. (Extra copies are the Area's option.)

Subcommittee reports are to be legibly written and given to the recorder prior to the end of the TBRSC meeting.

RD and RD Alternate reports should take no longer than 30 minutes maximum combined time.

The RDA and RD will put on a Southern Zonal Forum Learning Days (2) times a year following the Southern Zonal Forums, to report on the SZF itself. These workshops will be held on the day following the May and December RSCs.

RCM reports should take no longer than 15 minutes.

Subcommittee Reports should take no longer than 10 minutes.

All reports are to be emailed to Recorder and Archive Facilitator when possible.

Note: study previous minutes or archives for basic report contents and information.

## **VOTING AND PROPOSALS**

Voting and proposals are made by any Regional Trusted Servant (RCMs, Committee Chairs, RD, RDA or Administrative Committee members). Decisions will be made by consensus when possible. Otherwise, voting is done by a show of hands. TBRSC Facilitator votes only in the case of a tie. Co-facilitator is excluded from voting on all proposals before the RSC. The administrative Committee members shall have no vote on old business proposals which have been sent back to the areas for consideration. Positions of service are voted on by paper ballot or by hand if nominated individuals are not present. Majority is 1 plus half of the voting members (Regional Trusted Servants) present. Quorum is however many voting members are present (so business can always continue).

### **Guidelines for Consensus-Based Decision-Making (CBDM)**

1. Bring proposals to the body
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal)
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
4. Once all reservations have been heard and answered in this way, facilitator asks, "Do we have consensus." Participants respond in one of four ways. Some models only have three, as I'll point out below.

a. **Assent.** This means that I can support the proposal, all things considered. 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. Assent is signified by remaining silent.

b. **Assent with Reservation.** This is not materially different from number one, 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. It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservations." The assumption is that the reservations have been heard already, and you're simply noting that you can support the proposal, and continue to have these reservations.

c. **Stand Aside.** 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. 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. One of the group's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.

d. **Block.** This is also commonly misunderstood. 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 one of the traditions or concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition or concept or other principle fundamental to N.A. is violated by the proposal.

## **ELECTIONS**

**Position requirements** are given from "Guide To Local Service" or by experienced members. Nominations are taken (no second required), volunteers accepted, individual qualifications are given, questions are asked, a vote is taken, and the elected servant is announced.

**Election of Regional Trusted Servants:** To be elected as a regional trusted servant one must have a majority of the votes by the voting members of TBR present at that RSC. In The event that 3 or more recovering addicts are running for the same position and no one has a majority of the votes 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 majority of the votes.

**Scheduled elections** or unfilled positions of service will be placed on the agenda. Immediate positions open due to resignation, death, impeachment or whatever will be filled by nominations from RCMs or participating members on the floor of a Regional Service Committee meeting.

Newly elected servants will assume their positions at the conclusion of the TBRSC meeting of their election.

**Administrative Committee:**

**TBRSC Facilitator, Co-facilitator(will also aid in hosting regional events),** Treasurer, Co-Treasurer, Recorder, Policy Facilitator will be elected every two years (odd numbered years) at the **November RSC** meeting. The RD & RDA are members of the Administrative Committee. As of the May 2010 RSC, each subcommittee shall have its own facilitator. No Regional Servant will hold more than one elected Regional position. No member of the RSC will have more than one vote. Facilitator and Co-Facilitator must be signers on the Regional Bank Account.

**Policy Facilitator** will not form a committee; he/she will just maintain policy as it is added and/or amended. This facilitator will act as an advisor to the region and to any member areas having questions regarding this regions policy or forming/changing their areas policies. In essence the regional body is the "Policy Committee. For special projects the Regional Policy Facilitator may form a committee with past regional trusted servants as well as current regional trusted servants at the direction of Tejas Bluebonnet Region. When the TBR Policy is changed the Policy Facilitator will email an updated policy to all regional trusted servants before the next RSC. The Policy Facilitator will have a minimum of 5 updated regional policies for regional trusted servants at each RSC.

**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.  
All funds received by treasurer must be deposited within 7 working days.  
Receipts will be given at the RSC for moneys received at the RSC. For moneys received by mail, a receipt will be sent within 7 working days .

**Co-treasurer** clean time requirement will be 3 years. Co-treasurer will be signer on the Regional Bank Account.

**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 Facilitators). Contents of recordings will contain basic

actions and discussion of TBRSC, RD and RDA report, Treasurer's (contd.) report, Administrative Committee, Regional Subcommittee Facilitators, RCM reports, and a current mailing list of TBRSC Administrative Committee, RCMs and Subcommittee Facilitators.

3. All TBRSC Policy changes will be recorded in the recordings.  
Should have experience as an Area Secretary or secretary.

**Subcommittee Facilitators:**

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

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

**Internet Technologies Facilitator** will be elected at the May RSC in even numbered years. The term is for 2 years. Webservant may form a committee to aid in keeping up with regional information, and a budget will be provided for website upkeep and development. The following are requirements:

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.

**Convention Advisory Committee Structure**

(a) The committee consists of five (5) elected members chosen by the region plus the future and past TBRCNA facilitators. (b) Each elected member serves a five (5) year term. (c) The elected member in their fifth (5th) year will automatically become the facilitator, and will rotate out at the end of their term. (d) One (1) new elected member will be chosen at the August RSC. (e) Suggested clean time requirement of seven (7) years. C.A.C. quarterly budget is \$100.00.

**Regional Delegate and Regional Delegate Alternate:**

The length of the RD and the RDA's term will be 2 years. RD must be a signer on the Regional bank account.

**The RD Alternate** automatically becomes nominated for the position of Regional Delegate and no other nominations are taken until a vote is taken. If there are one or more dissenting votes (no's), then nominations are solicited from the floor, and normal voting procedures are followed. If there are no dissenting votes, then s(he) assumes the RD position.

**RD and RD Alternate** will be elected every two years, (in odd numbered years beginning in 2013). Elections will be held at the Regional Assembly. This vote will be a consensus of all GSRs and RCMs present at the Regional Assembly. In the event of an unscheduled vacancy, the RD or RDA may be elected by the RCMs at an RSC. The newly elected RD and RDA will assume their duties at the RSC immediately following elections. The RD Alternate or RD will be the RSC's one representative to the Southern Zonal Forum.



**RD or RDA** will make available to the RSC all reports they obtain from the Southern Zonal Forums which they attend so that they can more effectively communicate what they have learned to the RSC. The RD or RDA will obtain CD recordings of the SZF and make them available to the RSC, the cost of which the RSC will pick up. The RD or RDA will conduct 2 (two) SZF Learning Day Workshops per year at a location to be decided at the RSC, and attended by the ASC representatives.

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

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

An Administrative Trusted Servant or Regional Subcommittee Facilitator may be removed by a 2/3 paper ballot vote. Note: The trusted servant shall be given a rebuttal time of 10 minutes. If trusted servant is not present the RSC can choose, by consensus, to remove them without rebuttal.

1. Relapse is an automatic removal from trusted servant position.
2. Missing 2 consecutive RSC's without notifying the Regional Facilitator or Co-Facilitator.
3. Not being capable or willing to fulfill the duties of the trusted servant position.
4. Misappropriation of any NA funds.

The Regional Body cannot remove a RCM from their position. However, TBR can send a report to the Area and ask the area to deal with the RCM.

### **TRAVEL AND PER DIEM**

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

Basic travel to TBRSC meetings is \$200 which is allocated to standing Administrative Committee members (Facilitator, Co Facilitator, *Recorder, Treasurer, Co-Treasurer, Regional Delegate, Alternate Regional Delegate, Policy Facilitator, and Archives Facilitator*) and Subcommittee Facilitators, CAC representative (*Convention, Hospitals & Institutions, Public Information, and Web Master*).

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

For other financial expenditures, refer to **TBRSC Financial Policy**.

# Financial Policy

Tejas Bluebonnet Region  
Adopted May 11, 1995

## I. General Provisions

### A.) Definitions:

Quarter: from RSC to the next RSC

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

**B.) Bank Account:** All TBRSCNA 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: (1.) Facilitator; (2.) Treasurer; (3.) Co-Treasurer, (4.) Co-Facilitator, and (5.) Regional Delegate.

**C.) 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. The receipts for all funds received will be mailed.

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

**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.

**F.) Committee Appropriations:** Subcommittees will develop their own internal guidelines to be approved by the RSC. The committees 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. 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.. 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.

**G.) Regional Tax Number:** 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.

**H.) 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 state comptroller.

## II. Distribution of Funds into Accounts

**A.) 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.

**1.) A 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 2/3 majority vote of the RSC.

**2.) A WSC Travel Reserve** of \$1500.00 will be maintained by the Treasurer. Travel Reserve money is to be used for RDA travel and expenses to World Service Conference meetings, (the RD's travel and expenses to the WSC are paid by the WSC) and for RD and RDA travel and expenses to the Southern Zonal Forum or other authorized events.

**3.) Administrative 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 Webservant*)
- c.) Interpreter for the hearing impaired, as approved by the RSC.
- d.) Meeting facility expenses, maximum \$150.00.
- e.) NAWs, 20% of funds remaining administrative funds, but not to surpass the prudent reserve.
- f.) RDA or other designated person's travel and lodging to the Southern Zonal Forum.
- g.) Printing of Regional meeting schedules, maximum of \$250.00 per year.

h.) 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.

**4.) Convention (TBRCA):**

**The Convention Account** will be set by the RSC. After each TBRCA Convention, \$10,000.00 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 NAWS.

The TBRCA Treasurer will be a signer on the Convention account. The address on the Convention 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 TBRCA 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 chosen for the task.

**5.) Quarterly Funds for Standing Committees:** The following accounts are established to fund the activities of the Standing Committees 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 or majority vote of the Regional Trusted Servants present and voting at any regular meeting. 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 a majority vote of the Regional Trusted Servants present and voting at a regular meeting, 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 Southern Zonal Forum		\$100.00
		Not to exceed \$400 in acct. per quarter.
AAI Account	Var.	

## PLAN OF NEW REGIONAL STRUCTURE

This plan was originally approved 08 09-97, as presented by RD, to help us move into our new 2 year Conference Cycle structure. Since that time, we discovered that we don't like sub committee meetings separate from the RSC, and have moved them back to being held during the RSC. This document reflects the changes as we have been practicing them since that time.

All RCMs are elected by their Area in October at their ASC.

**November RSC, 2nd Saturday and the Following Sunday for a learning day.. 9:00 AM -6:00 PM Saturday. 9 am till 3pm on Sunday.**

Agenda:

Regional Delegate and Alternate Regional Delegate reports  
Recorder. Treasurer, Policy (Policy Facilitator will distribute updated Regional Policy) and Sub Committee Facilitator reports.  
Election of upcoming TBRCNA Co Facilitator.  
Election of upcoming TBRCNA Treasurer.  
Sub-committees break out for committee meetings.  
Reports from RCMs.  
Old Business  
Reports from Sub-committees.  
New Business  
Decide location of next RSC.  
**Beginning in 2003, and every odd year: Election of Facilitator, Co Facilitator, Recorder, Treasurer and Co-Treasurer, Policy Facilitator, Archive Facilitator, and Web Servant.** Elections are held every two years.

**February RSC, 2nd Saturday, one day only.**

Agenda:

9:00 AM - 5:00 PM:

**RSC Business:**

Recorder. Treasurer, Policy and Sub Committee Facilitator reports.  
Sub-committees break out for committee meetings.  
Reports from RCMs.  
Old Business  
Reports from Sub-committees.  
New Business  
Decide location of next RSC.

## **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 CAR and CAT discussion and collection of CAR votes. Business in odd numbered years will be

issue discussion and elections of a new Regional Delegate and Regional Delegate Alternate. Regional Assembly expenses will not exceed \$ 250.00.

**RSC meets in May, 2nd Saturday and the following Sunday for a learning day..**  
9:00 AM - 5:00 PM Saturday. Sunday 9am till 3pm.

Agenda:

Regional Delegate and Regional Delegate Alternate reports.

Recorder, Treasurer, Internet Technologies Facilitator and Sub Committee Facilitator reports.

Sub-committees break out for committee meetings.

Reports from RCMs.

Old Business

Reports from Sub-committees.

New Business

**Election of Sub-committee Facilitator (H & I, Literature Review, PI, Internet Technologies Facilitator.)**

Decide location of next RSC.

**RSC meets in August, 2nd Saturday, one day only. 9:00 AM- 6:00 PM**

Agenda:

Regional Delegate and Regional Delegate Alternate reports.

(In even number years), the RD will give comprehensive yearly WSC reports to the RSC. )

Election of Upcoming TBRCNA Facilitator

Election of new Convention Advisory Committee Member.

Recorder. Treasurer, and Sub Committee Facilitator reports.

Sub-committees break out for committee meetings.

Reports from RCMs.

Old Business

Reports from Sub-committees.

New Business

Decide location of next RSC.