

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

Adopted: 5/11/1996

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

TBRSC meets 4 times annually for 1 day through the hours of 9 AM until 6 PM on the second Saturday of February, May, August, and November.

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

TBRSC rotation is as follows:

CTASC
HASCONA
Rio Grande Valley
Brazos Valley
Esperanza Area
Tri-County Area
NASCONA
SETASCONA
Coastal Bend 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.

Minutes will be typed and mailed no later than 2 weeks after the end of each TBRSC to Administrative Committee, ASR's and Alt's, and Subcommittee Chairs. Contents of the minutes will contain basic actions and discussion of TBRSC, RSR and Alt. Reports, Treasurer's Report, and a current mailing list of TBRSC Administrative Committee, ASRs and Alternates and Subcommittee Chairpersons.)

* Note: Individual Area request of other reports (Subcommittee, Ad-Hoc, etc.) need to be directed to the Secretary.

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

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

Scheduled elections as previously mentioned, 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 ASRs or participating members on the floor of a general assembly.

Position requirements are given from Temporary Working Guide to 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.

Voting and motions are made by ASR or Alternate in the absence of the ASR. Basic voting is done by a show of hands. TBRSC Chairperson votes only in the case of a tie. Position of service are voted on by paper ballot or by hand if nominated individuals are not present. Majority is 1 plus half of the ASRs present (or Alternate). Quorum is however many ASRs or (Alternate) that are present. (so business can always continue).

Travel and Per Diem

Basic travel to TBRSC meetings in \$50.00 which is allocated to standing administrative committee and subcommittee Chairpersons.

Food allocation for travel out of state to delegates approved for travel representing TBRSC is \$20.00 maximum per day.

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

RSR and RSR Alternate reports would take no longer than 30 minutes maximum combined time.

ASR reports should take no longer than 15 minutes.

Subcommittee Reports should take no longer than 10 minutes.

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

TBRSC Hosting Area

Each Hosting Area will be responsible for finding a meeting space for the TBRSC Business meeting . An allocation of \$150.00 is given for this sole purpose to the hosting area.

* 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 Activities Chairperson if they so chose to be assisted. (Please try hard to schedule such activities for after 6:00 PM.)

Elections

TBRSC Chairperson, Vice Chairperson, Treasurer, and Secretary will be elected annually at the **November RSC** meeting.

RSR and RSR Alternate, and subcommittee Chairpersons will be elected annually at the subsequent TBRSC meeting following the World Service Conference, (i.e., WSC held in May, elections held in August. WSC held in April, Elections held in May)

RSC Vice Chairperson and RSR Alternate automatically become nominated for their respective positions of service and no other nominations are taken until a vote is taken. If there is 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 they assume their respective positions.

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

Financial Policy

Tejas Bluebonnet Region

Adopted May 11, 1995

I. General Provisions

A.) 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.) Chairperson; (2.) Vice Chairperson; (3.) Treasurer; (4.) Secretary; and (5.) RSR.

B.) 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.

C.) Reports: The Treasurer shall submit a monthly report reflecting all income and expenses of the Region, and will include in the report a detail of income and expenses of each committee, so that they will have an on-going record of funds available for operation.

D.) Audits: The Treasurer will make available at each RSC meeting the previous bank statements, canceled checks and books for inspection by any officer, ASR or ASR-A to verify the quarterly financial report. The Treasurer will also, upon request of the Chair, make available all of the financial records for review and audit. When there is a change in Treasurers, an external audit needs to 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 Chair immediately.

E.) Committee Appropriations: The committees are authorized to responsibly and prudently spend the monies allocated to them as approved by the RSC. Each committee chair 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 Committee 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.

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 \$1000.00) will be maintained by the Treasurer. This amount will be reviewed by the Executive Committee on a yearly basis. This reserve cannot be used or changed without a 2/3 majority vote of the RSC.

2.) Executive 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, Maximum \$160.00
- b.) Travel for the executive Board and Committee Chairs, maximum \$50 per person.
- c.) Interpreter for the hearing impaired, as approved by the RSC.
- d.) Meeting facility expenses, maximum \$150.00.
- e.) RSR and RSR-A travel and lodging to the WSC, maximum of \$4000.00 per year.
- f.) Printing of Regional meeting schedules, maximum of \$250.00 per year.

3.) The Activity Account will be set by the RSC and will be used as seed money for any regional activities. 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 Chairperson of the RSC.

4.) 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 majority vote of the ASRs 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 ASRs 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.

Committee	%	Ceiling
Hospitals and Institutions	40	\$800.00
Literature Review		
Outreach/Additional Needs	20	\$400.00
Policy		
Public Information	30	\$600.00
World Service Donation	10	no cap

Plan of New Regional Structure

approved 08 09-97, as presented by RSR

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

RSC in November, 2nd Saturday, 1 day only

Agenda:

Regional Delegate and Alternate Regional Delegate reports

Secretary, Treasurer, and Sub Committee Chair reports.

Reports from RCMs.

Old Business

New Business

Election of Committee officers, Chairperson, Secretary, and Treasurer. RCMs selected for resource assignments. This would be the last time sub-committees would meet the same time as the RSC. Sub-committees plan their next meeting for the second Saturday of January. RCMs given resource assignment to a committee will need to attend even though the sub-committee Chair will facilitate until their terms end in May. After May, the RCMs will facilitate the meeting.

Sub-committees meet in January, 2nd Saturday, one day only.

All committees could meet in one location or could meet at separate sites. Also a workshop could be held on the same day after the committee meets. When the RCMs take over facilitating in May, RCMs may decide where they would like location because of the demand on RCM travel. RCM would give the report to RSC after subcommittee Chair finishes term. For the January and April Sub-committee meetings the RCMs will attend their corresponding sub-committee to get a feel for their committee.

RSC meets February, 2nd Saturday, one day only. NO SUB-COMMITTEE MEETINGS.

9:00 AM - 1:00 PM: **Regional Assembly/CAR workshop.** Hosted by RD & ARD.

GSRs not required to attend, but would be helpful. RCMs must attend so they can receive information to use to host CAR workshops in their local area.

2:00 PM - 6:00 PM: **RSC Business**

Agenda:

RCM Area Reports

Secretary and Treasurer Reports.

RCM can give subcommittee report if Sub-committee chair does not wish to attend RSC.

Sub Committees meet April , 2nd Saturday, one day only

Once again, RCMs and subcommittee Chair will decide the location at the previous RSC. It will be the responsibility of the RCM to contact all area Sub-Committee Chairpersons to make them aware of the sub-committee meeting location and time. This will be the last time the sub-committee chair will facilitate the sub-committee.

RSC in May, 2nd Saturday, one day only. NO SUB-COMMITTEE MEETINGS

9:00 AM - 3:00 PM: **Regional Assembly**

Agenda:

All GSRs and RCMs must attend.

WSC report from RD and ARD.

Elections of Regional Delegate and Alternate Regional Delegate. All RCMs and GSRs are allowed to vote.

Sharing session on topics like issue discussion. Requests for RSC to host local workshops are presented.

3:00 PM - 6:00 PM: **RSC Business**

Agenda:

RCMs give Sub-committee reports, secretary and treasurer report. No area reports given, due to lack of time.

Location of next RSC and sub-committee meetings decided.

Sub-Committees meet July, 2nd Saturday, one day only.

The RCM with the resource assignments to that Sub-committee facilitates the sub-committee meeting. The location of future meetings is decided. Once again, all committees do not need to meet at the same location. This would allow committees to meet informally, such as at someone's house or at a group location, thus saving money and rent.

RSC meets in August, 2nd Saturday, one day only. NO SUB-COMMITTEE MEETINGS.

Full Business meeting

Secretary, Treasurer, RD and ARD reports.

RCMs give Area Reports

RCMs give Sub-committee Reports.

Old Business

New Business

Decide location of next RSC and subcommittee meetings.

Sub-committees meet in October, 2nd Saturday, one day only.

RSC in November, 2nd Saturday, one day only.

Elections again held, etc.