

# LOUISIANA REGIONAL SERVICE COMMITTEE REGIONAL GUIDELINES

**A Vision for NA Service**

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

Revised 04.04.2020

To adopt "A Vision for NA Service" as attached and place it on the cover of Regional Guidelines.

(2010-06-03)

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## ROTATION OF REGION

1. The Region will meet on a quarterly basis. #2011-12-1.
2. That the RSC quarterly schedule follows the January, April, July, and October rotation. #2012-12-1
3. The region will meet on a predetermined rotation. \*12/07-08
4. Any new area joining the region will be added to the bottom of the rotation list. At the end of the schedule rotation, a revision of the list will be made as necessary.
5. Give Area hosting the next RSC \$300.00 seed money. 2010-12-07
6. To move LRC from the 1<sup>st</sup> weekend in January to the 2<sup>nd</sup> week to avoid the holiday weekend 2013-07-04.
7. Allow all participants of the RSC to vote on changing of the date the RSC meets 2015-7-06.

## QUORUM

1. Official quorum must be reached by 10:30 a.m.
2. The RSC shall conduct business only if a quorum is present. A quorum is defined as a simple majority of all the voting participants (Areas) of the RSC. Once this quorum has been established, a simple majority of the voting participants in attendance at the time is used to consider a quorum for voting. 12/97-05
3. Only duly elected alternates are eligible for quorum in the representative's absence.
4. No proxy representatives.

## BECOMING PART OF THE REGION

1. Any area or group wishing to become part of the regional committee comes the first time, observes the working of the Regional Service Committee and picks up a set of regional guidelines. They take back to their area or group the business that requires a group conscience and return the next consecutive R.S.C. to be a voting participant. They also receive a set of minutes of the regional meeting they attend.
2. Upon attending the second meeting, the ASR will have a report containing:
  - a) The number of meetings in the area.
  - b) The number of groups in the area.
  - c) The number of H&I meetings in the area.
  - d) Names and addresses of elected officers in the area
3. No area shall be removed from the RSC unless that area dissolves. After one missed RSC, a phone call will be made by the RSC Chairperson and or the Outreach Chairperson to find out about any problems and ways we can help. The only thing they will lose after having missed two consecutive RSC's and having been contacted by the RSC or Outreach Chair is voting rights.
4. The area that has lost voting rights will not be included in calculations for the quorum of the RSC, but will continue to receive RSC minutes and other pertinent correspondence until the RSC Chairperson can confirm the disbandment of the area. Groups in the folding area are to be sent RSC minutes directly if so requested. 10/94-17

## AGENDA

1. The Chairperson will arrange the agenda prior to each meeting.
2. All input and motions should be given to the Chairperson prior to old business at R.S.C. meeting in writing.\*09/04/09

## DISCUSSION LIMITS

1. The following only have a voice on the floor, make and second motions:
  - a) Administrative Committee
  - b) Secretary (only for clarification of motions for the minutes).
  - c) Treasurer
  - d) R.D., RD. alternate, R D. alternate elect
  - e) Area Service Representatives and Alternates
  - f) Standing Committee Chairperson and/or Co-Chairperson
  - g) Any G.S.R. from the LA Region not represented by an Area.
2. Anyone in attendance may seek clarification from the chair.
3. Participation on Motions:
  - a) Main Motion: 2 pros & 2 cons
  - b) Reconsider a previous motion: 2 cons limited to participants who favored the original motion.
4. Must be recognized to have the floor, only by raising hand, except:
  - a) Point of Personal Privilege
  - b) Point of Order
  - c) Appeal to the Chair
  - d) Point of Information
  - e) Division of Assembly
5. That during a discussion on the floor, no person may comment more than once until all others have had a chance to comment. 8/96-13
6. Motions that create or alter policy are be returned to Areas for conscience. This may be overridden with 2/3 majority. 10/97-07
7. Motions, which create or alter business, be dealt with on the RSC floor. This may be overridden with 2/3 majority 10/97-08
8. All motions are to be in writing. 10/97-22
9. All money motions state who the check is to be made to.
10. That motions coming from an area or home group do not need to be seconded on the Regional floor. (2008-08-05)

### VOTING

1. Eligible to vote:
  - a) Administrative committee (one combined vote, only in case of a tie).
  - b) ASR (ASR Alternate votes in absence of the ASR).
  - c) GSR affirmed by the Regional Service Committee as representing a group conscience but not represented by an Area Service Committee.
2. Abstention votes on conference Agenda Report Motions (CAR) are not counted. 4/94-03

### PHONE VOTING

1. If region will not be held soon enough, each ASR with voting rights will be contacted by either Chairperson or appointed representative by phone, e-mail or registered mail, return receipt requested.
2. A special vote of the RSC is considered valid once a 2/3 majority vote has approved the motion or more than 1/3 has failed the motion.
  - a) On a vote through the mail, e-mail or phone a 2/3 majority must favor the issue for approval.\*09/10/05
  - b) Once a vote has been recorded, it cannot be changed. 10/94-18

### SPECIAL VOTE OF THE RSC

1. To hold a special vote of the Louisiana Regional Service Committee:
  - a) Due to cause should be determined and initiated by contacting the R.S.C.
  - b) If the next region is to be held soon enough, the issue will be considered as priority input for agenda at the next regional meeting.

### VOTING: 2/3 MAJORITY

#Areas in attendance	Votes necessary for 2/3 vote
2	2
3	2
4	3
5	4
6	4
7	5
8	6
9	6
10	7

1. Abstention votes on simple majority decisions, do not count as either yes or no in the final tally. On decisions calling for 2/3 majority, abstention votes count as a no vote. 2/95-09

## **REPORTS**

1. At R.S.C. meetings:
  - a) All reports are limited to ten minutes per report.
  - b) All reports are to be written or typed and turned into the Secretary.
2. Yearly Reports:
  - a) Each July before the conference on the odd year (2010/12/06), each member is responsible to file a written report to the RD. These reports are to be typed. (2018/10/07)
  - b) Secretary: Compile a list of Motions from this year's minutes.
  - c) Treasurer: Compile yearly report consisting of the past year's activities.
  - d) Standing Committee Chairperson: Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record and plans for the coming year.
  - e) A.S.R.s compile a report consisting of the following information:
    1. Number of meetings: H&I, groups, and total # of meetings
    2. Size of the local fellowship
    3. H&I Activity
    4. PI activity
    5. Other committee activity
    6. Major accomplishments in cooperation with hotline service, area service office(s), clubhouses, Nar-Anon, cooperation with professional groups.
    7. Specific problems or situations.
    8. Plans for the upcoming year.
    9. Brief history of N.A. in your area from the first meeting until now. Update yearly.
    10. Brief summary of what your area would like to accomplish at the World Service Conference.

## **DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS**

### **Chairperson—Duties and Responsibilities**

1. Compiles a pre-arranged agenda prior to each R.S.C. meeting.
2. Presides over all meetings in the La. R.S.C.
3. Maintains lines of communication between the La. R.S.C. and any/all Area Service Committees throughout the year.
4. Enforces the rules of decorum and discipline (Robert's Rules of Order).
5. To be absolutely fair and impartial.
6. To refrain from discussing a motion when presiding.
7. Co-signer on all bank accounts of the La. R.S.C.
8. Coordinates and keeps records, files, and archives of the region.
9. Chairs administrative committee.
10. Must read the entire guidelines. \*09-10-07
11. To spend 30 minutes to 1 hour at the first Region of each year discussing the proper way to do business at the region. To cover motion making, recognition of hands voting, what an abstention is, and elections.



### **Vice-Chairperson—Duties and Responsibilities**

1. Performs all duties in the absence of, and has all powers of, the Chairperson in his/her absence.
2. “Ad-Hoc” member of all subcommittees.
3. Liaison between all standing committees to assure proper functioning of said committee, per R.S.C. guidelines.
4. Vice-Chairperson will be in attendance at all standing sub-committee meetings, the day before each R.S.C.
5. Co-Signer of the R.S.C. bank account
6. Is a member of the administrative committee.
7. Must read the entire guidelines. \*09-10-07
8. To spend 30 minutes to 1 hour at the first region of each year discussing the proper way to do business at the region. To cover motion making, recognition of hands, voting, and what an abstention is, and elections.

### **Secretary—Duties and Responsibilities**

1. Is an elected position [09/06/10] and is responsible for written record of R.S.C. meetings.
2. Has a mailing list of all R.S.C. members, groups, and meetings throughout the region.
3. Notifies members of all “special” meetings by mail, phone, or e-mail. \*09/10/09
4. Minutes are typed and distributed no later than 14 days following each R.S.C meeting.
5. Develop minutes for both JAC Sub Committees and the RSC meetings. These minutes shall be formatted in 12 pt times new Roman Font with detailed page numbering and the meeting date on each page consistent with the same template on Regional Website. Minutes shall be distributed to all members of the RSC within 14 days following the RSC meeting. \*09/10/12
6. Maintains the R.S.C. post office box and corresponds with each letter accordingly
7. Chairs R.S.C. when Chairperson, Vice-Chairperson, and Treasurer are absent.
8. Is a member of the administrative committee and co-signer of RSC bank account. (2010-10-05)
9. Must read the entire guidelines. 2009-10-07)

### **Treasurer—Duties and Responsibilities**

1. Keeps an accurate record of all transactions.
2. Prepares and presents quarterly reports and annual report.
3. Disburses monies as per group conscience of the R.S.C.
4. Collects all donations from groups, areas, individuals, or committees.
5. Gives and keeps receipts for income and disbursements.
6. Co-Signer of the R.S.C. bank account.
7. Chairs the R.S.C. when the Chairperson and Vice-Chairperson are absent.
8. Must read the entire guidelines. (2009-10-07)

### **Vice-Treasurer-Duties and Responsibilities**

1. Learn and perform all duties of the Treasurer in his or her absence.
2. Will assume the position of Treasurer in one year.
3. Must read the entire guidelines. (2009-10-07)

### **Regional Delegate—Duties and Responsibilities**

1. The primary responsibility is to work for the common good of N.A. by providing two-way communication between his/her region and the rest of N.A.
2. He/she presents minutes of the W.S.C. (World Service Conference), the W.S.O. (World Service Office), and the W.S.B.-Board of Trustees, other regional information available from the quarterly fellowship report, and any other regional news (conventions, conferences, etc.) to the R.S.C.
3. Attends all Regional Service Committee meetings.
4. Attends as many Area Service Committee meetings as possible.
5. Attends the bi-yearly World Service Conference.
6. Attends as many regional functions as possible.
7. Is a member of the body known as the Administrative Committee.
8. Is a member of at least one other regional Standing Committee.
9. Is a member of one World Service Conference Committee.
10. Prepares and conducts a pre-W.S.C. Conference Workshop in January, and post-W.S.C. Conference Workshop in July.
11. Attends as many quarterly W.S.C. Workshops as possible.
12. Attends the Southern Zonal Forum.
13. Provide time for a workshop to present issues and information to the members of the RSC at the annual La. Regional Convention 2015-07-08.
14. Makes copies of the minutes of the Southern Zonal Forum.
15. Can be Co-Signer of the R.S.C. bank account.
16. Is a member of the administrative committee.
17. Must read entire guidelines. \*09/10/07

### **Regional Delegate Alternate—Duties and Responsibilities**

1. Works closely with the Regional Service Delegate.
2. Have all the same duties and responsibilities as R.D.
3. Performs all duties in the absence of, and has all the powers of, the R.D. in his/her absence.
4. RD Alt. will assume the position of RD after the July RSC. 10/94-19
5. Can be Co-Signer of the RSC bank account. \*02-08-07
6. In the event the RSC does not make available copies of minutes of Southern Zonal Forum (6 copies)
7. In absence of RD is a member of the administrative committee.
8. Must read entire guidelines.\*09/10/07

### **Regional Delegate Alt. Elect – Duties and Responsibilities**

1. To work closely with the RD and RD Alt. \*10/94-24
2. RD Alt Elect is not intended to assume RD responsibilities in absence of RD and RD Alt. \*10/94-34
3. The RD Alt Elect will assume the RD Alt position after the World Conference at July's RSC. \*10/94-19, \*2018/10/01
4. In absence of RD and RD alt, is a member of the administration committee.
5. Must read entire guidelines.\*09/10/07

## EXPLANATION for ELECTION of RD, RD Alt and RD Alt Elect

Attendees at WSC	RD, RD Alt
Trips to WSC, 2 year cycle	2 (2018/10/06)
RD Al Elect commitment	4 ½ years
RD Alt Elect Starts position	Nominated July., elected Oct., starts Jan. (year before WSC only)
RD Alt Elect ends position	after coming back from WSC
Length of term as RD Alt Elect	6 months
Length of term as RD Alt	2 years
Length of term as RD	2 years
Nomination of RD Alternate	Announce in July, (if Vacant), nominate October, Vote in January
Confirmation as RD Alt	July
Nomination for RD	July (if Vacant)
Confirmation as RD	July
RD: & RDA Alt moves up	July automatically unless declines
Number of times at WSC during full term	2 (2018/10/06)

## ELECTIONS OF OFFICERS

1. The position is explained and nominations are taken.
2. Nominations should be drawn from the R.S.C. floor and voted on.
3. Each nomination must be seconded.
4. In case of only one nomination, a vote of Acclamation is taken.
  - a) If vote not unanimous, the issue then goes to the floor for discussion.
  - b) Discussion will be held for said time period and then vote taken with a 2/3 majority necessary to elect.
5. A motion is made to close nominations and must be seconded.
6. Before the actual vote is taken, each nominee should state his/her qualifications for serving the fellowship as a whole in this region:
  - a) State clean date
  - b) Past service experience
  - c) Why you can and want to serve the fellowship in this position.
7. Nominees must be present at R.S.C. when nominated or on speakerphone.\*09/10/03
8. When term expires for R.D. and R.S.C. Chairperson, the R.D. Alternate and the R.S.C. Vice-Chairperson automatically move up If they decline, then nominations are open to the floor.
9. If the R.S.C. as a whole feels it is best that the position being considered is left open, a vote may be taken to do so.
10. When an ASR or ASR Alternate also serves as a member of the Administrative Committee, he/she waives the right to vote as a member of the Administrative Committee.
11. Alternate Elect moves to Alternate.

12. Nominations of RD Alternate Elect (when Alternate moves to RD) are to occur the year before WSC in July, as with all regional positions, and elections in October with the actual beginning of the term to be in January. 2018/10/03
13. Nominee must be present to be elected.
14. In July, nominations taken from areas and off the R.S.C. floor be sent back to areas for vote at October R.S.C.
15. Nominations for all positions except for RD and RDA are sent to areas in July.
16. Elections for all positions except RD and RDA are to be held in October.
17. An RDA Elect is elected only in the year the RD ends his/her term and becomes RDA in July of that year.

### **QUALIFICATIONS FOR ELECTED OFFICERS**

1. ADMINISTRATIVE COMMITTEE
  - a) Willingness and desire to serve.
  - b) One-year commitment, except RSD, RSD. Alt, RSD Alt elect and Vice-Chairperson, which should be multiple years.
  - c) Minimum of one year NA service involvement.
  - d) Suggested minimum of two years clean time with treasurer suggested clean time be five years.
  - e) Understanding the Twelve Traditions through application.
  - f) Time necessary to be an active participant of NA as a whole
  
2. REGIONAL DELEGATE
  - a) Willingness and desire to serve.
  - b) Two year commitment.
  - c) Minimum of five (5) years clean time
  - d) Minimum of two years NA service involvement.
  - e) Understanding the Twelve Traditions through application.
  - f) Time and resources necessary to be an active participant.
  - g) Attendance at that year's World Service Conference as RD.
  
3. REGIONAL DELEGATE ALTERNATE
  - a) Willingness and desire to serve.
  - b) Two years commitment
  - c) Minimum of five (5) years clean time.
  - d) Minimum of one year NA service involvement
  - e) Understanding the Twelve Traditions through application.
  - f) Time and resources necessary to be an active participant.
  - g) Attendance to the bi-year World Service Conference as RD/Alt
  
4. REGIONAL DELEGATE ALTERNATE ELECT
  - a) Willingness and desire to serve.
  - b) 4 year six month commitment (six months as RD/Alt. Elect two years as RD/Alt, and 2 years as RD)
  - c) Minimum of four and a half years clean.

- d) Minimum of one year NA service involvement.
  - e) Understanding the Twelve Traditions through application.
  - f) Time and resources necessary to be an active participant.
5. STANDING COMMITTEE CHAIRPERSON
    - a) Willingness and desire to serve.
    - b) One-year commitment.
    - c) Suggested minimum of two years clean time.
    - d) Minimum of six months NA service involvement.
    - e) Understanding the Twelve Traditions through application.
  6. STANDING COMMITTEE OFFICERS
    - a) Willingness and desire to serve
    - b) Minimum of ninety days clean time
  7. STANDING COMMITTEE MEMBERS \*09/10/08
    - a) Willingness and desire to serve
    - b) Minimum of thirty days clean time.

#### **TERMS OF SERVICE**

1. All officers will serve 12 months, except RD-Alternate and Vice-Chairperson, who will serve a 24-month commitment. RD Alternate Elect serves 54 months.
2. Nominations for all other positions will be brought from the areas to the RSC in July. (2018/10/05)
3. All positions will be filled by vote of the ASRs at the last meeting of the year, October, except as noted.
4. Any position that becomes vacant before the completion of the term will be filled on an interim basis to complete the term of the vacant office.

#### **RESIGNATIONS OF ADMINISTRATIVE COMMITTEE AND OFFICERS**

1. Voluntary
  - a) Given in writing to the RSC Chairperson prior to the next RSC meeting
2. Involuntary
  - a) Absence from two or more consecutive meetings without reasonable cause, brought before discussion and a vote taken at RSC to determine reasonable cause
  - b) Misappropriation of funds
  - c) Relapse
3. Impeachment
  - a) This is needed in case of breach of the Traditions
  - b) The individual will be given this in writing at least seven days prior to the RSC meeting
  - c) Present the motion for impeachment with said due cause. The respondent is given rebuttal time (if so desired, not to exceed 5 minutes)
  - d) \*09/10/10

- e) A closed ballot is taken
- f) A 2/3 majority vote is necessary to impeach

## **SOUTHERN ZONAL FORUM INFORMATION DEFINITION OF FORUMS**

1. (From the WSC 1992) “The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts of NA communities may take to support one another.” (Amended from the WSC 1997) “When requested by the conference, the designated representative of any zonal forum will be allowed to address the conference, make reports, and answer questions pertaining to specific information. Any zonal forum with a registered address with the WSO will receive the same WSC mailings as conference participants.”
2. Purpose is to collectively seek and encourage participation in addressing regional concerns at all levels of service from a loosely organized group of regions in the South Central portion of the U.S. We meet regularly to improve communication and unity, as well as share common experiences, problems, and solutions, in regards to service committees, projects and agendas, as well as holding recovery meetings. Emphasis is also placed on getting more NA members involved in service work in our respective regions, areas, and groups.
3. Operating Guidelines: Decision Making and Participation
  - a) The process that the Southern Zonal Forum (SZF) uses to invite a loving Higher Power into our decision making process is consensus based rather than voting. This allows for consideration of all viewpoints. Ideas may be presented for consideration. Clarity on issues for which we would like to collect a group conscience allow for discussion. Discussion will then be heard and the facilitator may ask if we have reached an agreement. The minority opinion would always be heard and considered by all participants. Where we are not in agreement, further discussion may then be necessary.
  - b) At each SZF, we maintain a reference guide of all past actions by SZF members. These may be referred to, or reconsidered at any SZF.
  - c) The Southern Zonal Forum welcomes all addicts and is primarily comprised of RDs and their alternates, regional trusted servants, and other interested members (such as home group members, GSRs, and ASC members) from each participating Region within the Southern Zone.
  - d) The viewpoints of these members should always be sought and carefully considered due to the fact that they represent the fellowship in general within the SZF.
  - e) Any NA member attending a SZF has equal participation privileges and should be encouraged to be a part of our consensus-based decisions.
  - f) Through an open exchange of ideas and experience and inviting our Higher Power in our decision making process, the SZF is able to function in a manner that will allow us to schedule future events and not detract from our initial purpose. As we evolve, we know our Higher Power will continue to guide us in our goal to be a valuable asset and resource to our member Regions, and the addict yet to come.

## GENERAL GUIDELINES

1. To make the Regional Service Meeting non-smoking.
2. That anything not specifically stated in the RSC guidelines dealing with the way we conduct business be by *Robert's Rules of Order*.
3. To change from a 24 month to 18 months lead-time on bidding for LRCNA to begin after 4/09/2000. Intent: To not have more than two active convention committees.
4. That this Regional adopt the use of a sequential motion form. 6/12/05
5. To print yearly the regional meeting list as any as needed #2013-01-03.
6. All trusted servants must attend RSC both Saturday and Sunday (09/04/03)
7. All Committee reports to include yearly budget amount, amount spent and balance (7/3/2016)

## FINANCIAL GUIDELINES

1. Any time a check is lost and brought to the attention of the treasurer, he/she can stop payment on the check immediately.
2. That prudent reserve for the RD and Alternate travel fund be set at \$4000, 2014-07-05.
3. Travel fund approval must be predicated on having an agenda, which in writing fully describes the purpose of the conference, forum, seminar, etc., in hand at the time that the vote for approval is taken.
4. If a motion for money is approved for under \$500 at the RSC and receipts come back that total over \$500, then a motion for the monies over \$500 must be sent back to the groups for approval.
5. That all administrative expenditures under \$50 be paid automatically. Administrative Committee only: Chair, Vice-Chair, Secretary, Treasurer, RD, and RD Alternate. Receipts required.
6. To no longer fund the RDA Elect to WSC 2014-07-04.
7. To free up prudent reserve fund of \$500 to be used if deemed necessary for the operation of region.
8. That a quarterly donation sent to the WSC will be determined at the end of each RSC , as long as the working balance of the region remains above the prudent reserve 2012-10-04.
9. That administration committee prepares a "form" which is a simple worksheet for the financial breakdown of the area hosting the RSC weekend and a breakdown of the fundraiser split if one is held. 06-04-09
10. To set the prudent reserve at \$1000.
11. Set up RSC budget for every calendar year in July for vote in October to take effect in January 1. \*09/06/01
12. To purchase insurance; each October Secretary and Chair fill out "special event liability application". December- Treasurer to request quote from Agent on Insurance event. January- quote is presented to Region for coming year. April- RSC votes on paying insurance premium which is paid by Treasurer signed by Chair. 2016-01-08

## **TRAVEL FUND (2012-06-01)**

### **Guidelines for Travel Fund**

1. That a travel fund be established to aide in travel for trusted servants of the RSC.
  - a) The RSC Administrative committee will administer this fund in the absence of the RSC Treasurer.
  - b) Receipts are to be furnished to the Treasurer of the RSC.
  - c) The fund shall have a ceiling of \$1200.00
  - d) All members of the LRSCNA are eligible for this fund. This includes Administrative committee, committee chairs; or in their absence, the vice-chair, ASRs or in their absence the ASR Alternate 2012-10-02.
2. The process for fund distribution will be as follows:
  - a) All those wishing to be refunded will submit their requests in writing with the receipts to the RSC Treasurer who will make the funds available at the end of the RSC.
  - b) As the funds are limited to \$300.00 per quarter, if demand exceeds supply, money will be evenly divided to all those requesting refunds.
3. The RSC travel fund is intended for travel to and from the RSC only.
4. Travel expense reports must be itemized and included in the Treasurer's report (lodging,, gas, etc).
5. This report need not necessary be in the minutes, but needs to be available upon request.
6. Use travel expense accounting form, with receipts in order to be reimbursed 2016-07-02

### **STANDING COMMITTEES**

1. In order to minimize the time spent debating in conference meetings, the Louisiana Regional Service Committee uses a committee system. It is important to note that the committee cannot do the day-to-day work. Only members can do this, which means that each committee needs active participation.
2. The Louisiana Region covers a large geographical region and meets only six times a year, unless a special session is requested.
3. Initiation and finalization of these projects takes place at the Regional Service Committee meetings.
4. Each committee should submit a written report to the Administrative Committee prior to each Regional Service Committee meeting. This report should include minutes of committee meetings, plans, ideas, and motions for initiation, finalization, or implementation, or a financial request.
5. Each standing committee chairperson should establish lines of communication with the appropriate WSC chairperson.
6. Each committee is autonomous, but responsible to the region. In order to better serve, a committee may choose to elect officers.

### **Administrative**

1. This committee consists of the RSC Chairperson, RSC Vice-Chairperson, RSC Secretary, RSC Treasurer, Vice-Treasurer, Regional Delegate, and Alternate Regional Delegate.
2. This body serves as a committee in addition to their other duties.
3. This committee serves the administrative needs of the region, and in addition, coordinates



- the next RSC meeting with the host area.
4. This body serving as a committee deals with matters of financing the regional needs, matters of policy, coordinates fund-raising activities, provides the framework towards responsive, viable Regional Service office, keeps a register of all N.A. groups meeting in the Louisiana Region, record of all N.A. activities (archive), financial accountability, and coordinating service workshops throughout the region.
  5. This body as a committee, per suggestion of the RSC as a whole, may appoint "special committees" to meet specific needs for a specified time (otherwise known as "ad-hoc".) It is suggested that members of this committee resign their office at the area level, as this might be a conflict of interest at some point.

#### **Activities**

1. This committee consists of Chairperson, any area service committee chairperson, and any interested member.
2. This committee is responsible to hold activities (dances, picnics, parties, events, etc.) that are attractive to the newcomer.
3. The primary purpose of this committee is to reach the still suffering addict.
4. The secondary purpose of this committee is to raise funds for regional needs.
  - a) It is suggested that funds generated from activities from regional meetings will be dispersed as follows: 1/3 to the RSC, 1/3 to the hosting area, and 1/3 to the regional convention when RSC provides seed monies.

#### **Joint Administrative Committee - JAC**

1. The Joint Administrative Committee (JAC): Administrative Committee and all committee chairs of the region and all ASRs can make or second motions or vote in this committee.
  - a) Reviews motions presented prior to RSC from areas
  - b) Presents motions from administrative functions. Example: motions from treasurer concerning motions on the functioning of the treasury
  - c) Reviews motions from committees
  - d) Acts as a liaison for the treasurer to appraise the committee chairs or ASRs as to the availability of funds
  - e) Is the forum in which the regional treasurer presents the yearly budget and takes input for that budget
  - f) Makes suggestions to policy as to what housekeeping measures are needed following the adoption of guideline changes or additions

#### **Hospitals and Institutions**

1. This committee consists of Chairperson, area H&I committee chairpersons, and members, who wish to better carry the message into hospitals and institutions.
2. An N.A. Regional Service H&I subcommittee is primarily responsible for clerical duties. They maintain a list of any and all hospitals in the region that have contacts with addicts.
3. The Regional H&I subcommittee may inform such facilities of N.A., provide them with local contacts, and communicate fellowship experience in H&I efforts among the groups and areas.
4. The Regional H&I subcommittee will refer any requests for literature to the RSC.

### **Outreach**

1. This committee consists of the chairperson and any interested members.
2. The primary purpose of this committee is to actively seek and encourage the growth of N.A. within the region by helping in starting new groups or meetings in desolate, remote, isolated areas, cities and towns throughout the region.
3. The ways in which these may be accomplished are innumerable and unlimited, and too diverse possibly too complicated to list individually. This means primarily deal with association with nearby groups or areas of individuals in the N.A. program. This committee encourages growth with the RSC and later with a nearby area service committee.
4. The primary goal is to help N.A. as a whole grow throughout the region in most if not all major cities and suburban areas, and as many smaller areas and towns as possible.
5. The secondary purpose of this committee is to actively seek and encourage the growth of newly established area service committees and the groups they serve by sending a voluntary group of experienced trusted servants to that area to act as a "trouble-shooting" committee for a few days. This is also a way to help start new groups or meetings in the places described in the primary purpose of this committee.
6. To be a member of this committee takes a lot of commitment and the time and resources to participate on a continuing basis. The co-founder of Narcotics Anonymous once stated that "A man without a dream is only half a man, a fellowship without a vision is but a farce!" This may seem to apply to this committee for it is this committee's responsibility to achieve the goal described in the primary purpose of this committee: to help N.A. as a whole grow throughout the region.

### **Policy**

1. The policy committee consists of a chairperson, vice-chairperson, secretary, ASRs, and policy chairs of the areas.
2. This committee deals with those things that are policies of N.A. The general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions of N.A.; however, the application of these traditions is the concern of this committee as it relates to the Regional Service Committee.
3. In specific instances, this committee concerns itself with the guidelines of the RSC as they relate to the growth of N.A. and in avoiding violation of the Twelve Traditions of N.A.
4. This committee is responsible for maintenance and revision of our original guidelines.
5. This committee also deals with violations of the Twelve Traditions within our region.
6. When a violation occurs and it cannot be resolved at the group, area, or regional level, this committee will write a detailed letter describing the said violation and circumstances involved. This letter is then given to the Regional Delegate for review, and mailed to all Areas for group review and this committee will hold a workshop in all Areas if necessary to help resolve the issue\*09/04/02. This committee is not a governing committee and should never be considered as such. This committee only acts in matters where the RSC gives it permission to do so. At no time should the policies of the Regional Service Committee, standing committees, and any other committee conflict with the Twelve Traditions of Narcotics Anonymous.

## Public Relations/Web Committee

### Public Relations

1. Definition: We are an operating subcommittee of the Louisiana Regional Service Committee of Narcotics Anonymous. We are supported by the LRSC and fully accountable to that committee.
2. Purpose
  - a) To open and maintain lines of communication between the public and N.A. so that the message of recovery is readily available to all addicts.
  - b) To open and maintain lines of communication between PR committees of Area, Regional, and WSC PR
  - c) To carry this message in accordance with the Twelve Traditions of Narcotics Anonymous
3. Responsibilities
  - a) To become the resource and coordinating body for Regional and Area PR efforts, coordinating any functions of WSCPR taking place within the designated region upon their request.
  - b) To respond to any PR requests within the designated Region maintaining caution not to interfere in the responsibility of area PR subcommittees in accordance with the Twelve Traditions of N.A.
  - c) To maintain a close working relationship with PR committees throughout the region, assuring all requests are referred to and carried out by the proper PR subcommittees in accordance with the Twelve Traditions.
  - d) To maintain a close working relationship with other subcommittees within this region, thereby ensuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions.
  - e) To act as a resource by stockpiling, maintaining, and coordinating distribution of radio and television public service announcements; examples of letters used in direct mailings to professional or other individuals who may come in contact with addicts (doctors, lawyers, judges, counselors, wardens, etc.); posters or public displays, archives of past experience, etc.
4. Function
  - a) To produce Regional Meeting Directories including:
    - b) All meetings listed on area meeting lists
    - c) ASC and RSC mailing addresses
    - d) Schedule of ASC and RSC meetings
    - e) Area phone line numbers
    - f) WSO address and phone number
  - g) To hold bi-quarterly meetings on the first Saturday of that month
  - h) Public Relations services other than those carried out on a world level shall be initiated and performed by a Public Relations Subcommittee of an established ASC, or if an ASC is unavailable or unable then by this RSC Public Relations Subcommittee.
  - i) This committee serves as a support structure of experience in regard to Public Relation work within this region as it pertains to carrying the message, through PR

work, to the addict who still suffers.

5. Description
  - a) This committee shall consist of Chairperson, Vice-Chairperson, Secretary, Area PR representatives, Area phone line representatives, and other ad-hoc committee representatives as deemed necessary by this committee.
  - b) All meetings are open to all interested members of N.A., but only members of this committee (as designated above) shall be considered voting members.
  - c) Voting Procedures
    1. Election of chairperson if conducted by the RSC each October.
    2. Election of other officers shall require a 2/3 majority vote of voting participants
    3. Any officer, other than a chairperson, may be removed from office with due cause, by a 2/3 majority vote of voting participants.
    4. All other matters of this committee shall require a simple majority vote of voting participants
    5. Anyone attending can vote.
6. Requirements for committee members
  - a) A stated willingness to serve
  - b) Time, resources, and ability to serve
  - c) Clean time and service experience, commensurate with position, as stated herein
  - d) Working knowledge of the 12 Steps and traditions through application
7. Chair Requirements
  - a) Suggested minimum of 2 years clean
  - b) Minimum of 6 months N.A. service involvement
  - c) Previous service at area and/or regional levels, preferably in Public Relations
  - d) One year commitment
  - e) Ability to organize and give the committee direction and incentive Chair Duties
8. Chair Duties
  - a) Arrange agenda for meetings
  - b) Initiates all necessary correspondence
  - c) Is ultimately responsible for files, records, and overall functioning of the committee
  - d) Presides over, and is responsible for maintaining order in, meetings
  - e) Presents a bi-quarterly report to the RSC
  - f) Keeps an accurate record of committee expenditures
9. Vice-Chair Requirements
  - a) Suggested minimum of 1 year clean
  - b) Minimum of 6 months N.A. service involvement, preferably in public relations
  - c) One year commitment
  - d) Ability to assume responsibility in chairperson's absence
10. Vice-Chair Duties
  - a) To work closely with and assist in all duties of the committee
  - b) Carry out responsibilities delegated by the chair and/or committee
  - c) To coordinate all ad-hoc activities
11. Secretary Requirements
  - a) Suggested minimum of 6 months clean
  - b) Minimum of 6 months N.A. service involvement, preferably in Public Relations
  - c) One year commitment

- d) Ability to develop written material in a clear and concise manner.
- 12. Secretary Duties
  - a) Record minutes of each meeting
  - b) Distributes copies of those minutes to committee members, surrounding Region PR chairs, and WSO prior to next meeting
  - c) Handles correspondence as directed by chairperson
- 13. All officers of this committee shall be elected from currently active members of the PR committee and must be present at the time of nomination and election. No office shall be held for more than two consecutive terms by the same person. Amendments to these guidelines are to be submitted in writing and presented to the RSC for review, revision, and approval.

**LARNA.ORG WEB SITE GUIDELINES**

[webmaster@LARNA.ORG](mailto:webmaster@LARNA.ORG)

REMOVE WEB FORUM, DISCUSSION FORUM, WEB CHAT AND ANY DISCUSSION OR CHAT FROM LARNA WEBSITE NOT PRE- APPROVED BY A SUB-COMMITTEE (2012-02-02).)

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### **WEB SITE DOMAIN**

1. The official web site for the Louisiana Regional Service Committee of Narcotics Anonymous shall have the domain name of [www.larna.org](http://www.larna.org).

### **PURPOSE OF THE WEB SITE**

1. The primary purpose of the web site shall be to help further our primary purpose – to carry the message to the addict who still suffers.
2. Secondly, the web site shall provide information and resources relevant to NA the RSC and its subcommittees, Area's and groups, including but not limited to: event listings and flyers, general subcommittee information and files deemed appropriate in order to better facilitate the work of the RSC and its subcommittees.

### **GUIDING PRINCIPLES**

1. Because the Internet is a public media environment, all content made available on the web site shall be posted in accordance with the 12 traditions of Narcotics Anonymous.
2. At all times, the web site and its' contents, and any official larna.org email correspondence shall also remain within the directives as set forth by the LRSC.
3. When applicable, the web site shall also meet, as closely as possible, the recommendations of NAWS – specifically as detailed in the NA PR Handbook section on the Internet.

### **INTELLECTUAL PROPERTY**

1. Any content posted to the web site shall be required to adhere to all copyright and trademark requirements of the fellowship as set forth in the Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT).
2. Wherever any of the various NA fellowship logos or trademarks are implemented, the ® symbol shall be included in accordance with the FIPT.
3. At no time shall any officially approved NA literature be placed directly on the web site, however, links to such literature may be used, so long as such links directly take site visitors to the officially sanctioned version of that literature actually located on the NA.org web site.

### **GENERAL SITE LAYOUT**

1. The following links shall be available on the site:
  - a) Primary Links
  - b) Contact Info
  - c) Meeting info
  - d) Events & Activities
  - e) Service info
  - f) NA Related Links
  - g) Information for Professionals

### **ENDORSEMENT OR AFFILIATION**

1. In keeping with our Traditions, at no time shall any link, icon, graphic or statement be placed on the web site that implies or communicates an endorsement or affiliation to any outside enterprise or organization.
  - a) The only exception to this requirement shall be links to maps for directions to events or meetings, as well as a link for site visitors allowing them to download a copy of the

- Adobe PDF reader, which is the currently accepted standard method of choice for providing documents for viewing on the World Wide Web.
2. Throughout the web site, prominent statements must be implemented stating that such links are provided for informational purposes or aids only, and that no such affiliation or endorsement exists.

#### **SITE OWNERSHIP**

1. The LARNA web site shall be wholly owned and operated by and in the name of LARNA, at the LARNA mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:
  - a) Web Site Server hosts
  - b) Domain registration authorities
  - c) designers, developers or engineers
2. While the web site shall be required as needed, to call upon the services or offerings of any of these outside entities, it shall be a requirement of this web site that such entities agree to the terms of this aspect of our guidelines. If not, we cannot be implementing or utilize those services, and another source, if available, must be obtained.

#### **EMAIL ADDRESSES**

1. The following email addresses shall be established for the purpose of providing email correspondence within the official LARNA course of NA related business
  - a) [webmaster@larna.org](mailto:webmaster@larna.org) - For use by the Web Committee's designated site administrator for all official web site business.
  - b) Other email addresses may be set up as may be deemed necessary or valuable to the business of the RSC or its' subcommittees.
  - c) Requests for a larna.org email address shall be made to the Web Committee.

#### **EMAIL USAGE POLICY**

1. Each email address will need to have at least one person assigned responsibility for that email address and to act as the email point of contact for that subcommittee or ASC position.
2. Any person taking on the responsibility of being a larna.org email point of contact needs to understand the ramifications of this commitment.
3. Careful consideration must be given to this before accepting the commitment. It has been the experience of Web Committees at other areas around the US that many recovering addicts do NOT fully understand the seriousness of implications of having an official NA related email address.
4. All email being submitted through the larna.org web site or directly to a larna.org email address shall be handled as follows:
  - a) Whenever an email comes to one of the larna.org email addresses, it is the responsibility of the designated email point of contact to respond to that email courteously and respectfully, regardless of the content of the email. Personal opinions need to be kept out of this process whenever possible.
  - b) If a response is needed to an email, that response needs to be provided in a timely

manner. It has become widely accepted in the professional world that such responses be made within 24 hours of receipt whenever possible, and though we are not a professional organization, we must always remember that lack of follow-through can potentially negatively affect how others view our fellowship.

1. This is even more important when such correspondence comes from someone seeking help in our fellowship – such as an addict seeking recovery or a family member of an addict seeking help for that addict.
- c) If a full response is going to take longer than 24 hours, at the very least, a simple initial response shall be made informing the person who sent the initial request that the email was received and to let them know how the email is being handled.
- d) It is the policy of this body to do all we can to ensure that personal information coming to us from outside our fellowship be kept confidential. Because of this, once an email that has come in is handled to conclusion, the original email and all related email shall be deleted. This helps to ensure that no accidental or unintentional miss use of someone's email address or personal information that may be included in email to us ends up being made public.

#### **EMAIL IMPLEMENTATION**

1. A dedicated web-based email system shall be implemented where all email correspondence can be retrieved and replied to by those people authorized to have access to official larna.org email. This helps increase the likelihood of meeting the above Email usage policy, and helps to ensure that any addict wishing to be the email point of contact for their committee can in fact take that commitment even if they do not have a personal computer, because the web email system will be accessible even at computers at local libraries where there is no cost of having internet access.

#### **EMAIL PASSWORDS**

1. This system shall be set up so as to allow access only by official users by requiring a unique password for each email address.
2. These passwords shall be issued by the Web Committee and whenever someone new takes over the email point of contact commitment for an individual committee, a new password will need to be issued.
  - a) Once a password is issued, no copy of that password shall be retained by anyone for any reason. If a user loses or forgets their password, the Web Committee's email administrator will need to reset the password.

#### **WEB SITE MAINTENANCE AND OVERSIGHT**

1. The web site shall be maintained by the LRSC Web Committee, which shall also be responsible for all changes to content, functionality and design, as deemed necessary by the Web Committee or as directed by the RSC.
2. A separate Site Maintenance and Implementation document detailing the procedures for this work shall be developed and retained by the Web Committee. This document will be made available to any member of our fellowship requesting access to it.
  - a) The guiding principles for this document shall be the 12 traditions, these guidelines,



and the new NA PR Handbook section on the Internet.

### **CONTENT ADMINISTRATION**

1. In order to ensure that the web site can be maintained as effortlessly as possible, a system shall be created that allows the Web Committee and other officially designated fellowship members the ability to effortlessly add, modify and delete regularly changing content and information within the web site.
2. This system shall consist of a set of web based plain English fill in the blank forms that can be administered from any Mac or PC computer, and with an Internet Explorer (5 or above), Netscape (5 or above), Firefox, or Safari browser.
3. This system shall be located within a password-protected area of the web site. People designated authority to access this system shall be assigned unique passwords that limit their access only to those areas of the web site deemed appropriate for the role assigned to that person.

### **WEB STANDARDS COMPLIANCE**

1. The web site shall be designed, developed and maintained in accordance and adherence to the W3C HTML 4.01 transitional document data type. At no time shall XML, DHTML, or other non-standardized or more advanced methodologies be used or implemented on the web site. This ensures the most possible access by web site visitors across the board regardless of computer platform or web browser (within the confines of that data type's capabilities).

### **WEB BUDGET**

1. The Web Committee shall determine an ideal budget based on the anticipated costs of maintaining the web site as well as any other ancillary related costs to of the committee in the conducting of it's official business.
2. A Committee Budget meeting for this purpose shall take place no later than two weeks prior to the annual RSC Budget meeting. Costs to factor include, but may not be limited to: Web Site Hosting, official committee printing needs.

### **SITE HOSTING**

1. The web site shall be hosted at a web service co-location facility to be determined as appropriate by the Web Committee so long as such provider is willing to accommodate compliance with these guidelines as pertains to site ownership and privacy.
2. To this end, hosting the larna.org web site shall not be considered if the hosting provider requires placement of any advertising banners or links on our web site, or placement of our web site within that providers "frames" system (such as is the case with Geocities).
3. The actual cost of hosting needs to be limited to an amount that is fair and reasonable for web sites.
4. We must do all we can, within reason, to ensure that such an occurrence be avoided. Additionally, many of the less expensive hosting providers do not offer 24 hour technical support, however there are a number of reasonably costing alternatives where all of these issues and concerns can easily be addressed, so there should be no reason to have to avail ourselves of bargain basement hosting providers.

### **BACKUP OF CONTENT**

1. A backup of the entire site's content shall be maintained offline by the site administrator.
2. Additionally, one additional backup shall be placed onto a CD no less than once per month and such CD shall be held with the Secretary's archives.

### **SITE CHANGES**

1. From time to time, the Web Committee or another member of the NA fellowship may request additional functionality be implemented on the web site.
2. When this occurs, the Web Committee shall be tasked to determine the cost both in monetary and implementation resources of that request. If it is reasonable and can be achieved within the currently available monetary and Committee development resources, and so long as the change remains in compliance with these guidelines, it shall be made by the Committee or other approved person or 3<sup>rd</sup> party solution provider.
3. If the Web Committee determines that the request is important enough, it shall present the request to the RSC body during the RSC meetings' Open Forum. If needed, the request can be made in the form of a Motion at the RSC meeting. When this occurs, the change shall take place only after such motion is passed by the RSC.
4. All changes that are approved by the Web Committee (or when necessary, by the RSC) shall be detailed in a Web Site Change Order document to be posted to the web site and accessible from the Web Committee page on the site.

### **POSSIBLE FUTURE STANDING COMMITTEES**

1. As N.A. as a whole grows throughout the region, our needs may grow to better serve those we are responsible to.
2. This should always reflect a need and should not become a burden to those they serve.
3. Also any number of additional committees may be formed as long as there is still the need to help the addict who still suffers.
  - a) A few examples may be: Hospitals & Institutions Committee may better serve by splitting into three committees—Treatment Facilities Committees, Correctional Facilities, and Armed Services Committee.

### **FORMING NEW STANDING COMMITTEES**

1. To form a new standing committee, several steps can be taken.
  - a) A draft of proposed guidelines must be formulated by the Policy Committee, as per input to that committee.
  - b) A letter to identify the needs that this committee may better serve the region.
  - c) The proposal is brought forth in new business.
  - d) The motion is made and must be seconded.
  - e) The motion may be made at this time to send it back to the areas for more consideration.
  - f) A two-thirds majority is necessary for approval.

## ELIMINATION OF STANDING COMMITTEE

- I. Standing Committee can be eliminated by:
  - a) Is no longer needed.
  - b) Majority vote. \*09/10/13

## ON SERVICE

Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as individual members, groups, and as service committees, we are not, and never should be, in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the service necessary to grow as a Fellowship.

## SERVICE MANUAL

To assure that no addict seeking recovery need die with having had found a chance to live a new and better way of life: from this day forward may we provide the necessary services.

### Dedication to the Service Structure

A man without a dream is only half a man,  
A fellowship without a vision is but a farce.  
Jimmy K., co-founder of Narcotics Anonymous

Goodwill is exemplified in service  
And proper service is  
Doing the right thing  
For the right reason.  
Service manual—The N.A. symbol