

**GUIDELINES OF
THE UTAH REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

(Adopted 12/9/2006)

(Revised 12/9/2006)

(Revised 2/26/2008)

ARTICLE I

NAME

- Section 1. The name of this committee shall be the Utah Regional Service Committee of Narcotics Anonymous (URSC).

ARTICLE II

BOUNDARIES

- Section 1. The state of Utah, excluding areas participating in other regional service committees.
- Section 2. We shall include neighboring areas when requested, in the absence of other regional service committees covering said areas.

ARTICLE III

PURPOSES

- Section 1. To keep the communication link open between Narcotics Anonymous World Services (NAWS) and the URSC through participation in the World Service Conference (WSC) and NAWS-sponsored workshops.
- Section 2. To support the areas and help coordinate area activities.
- Section 3. To help promote unity throughout the areas by advising on the Traditions and policies used in other regions and the fellowship as a whole.
- Section 4. To participate in the Rocky Mountain Zonal Forum (RMZF).

ARTICLE IV

PARTICIPANTS

- Section 1. Participants of the URSC will consist of Regional Committee Members (RCMs) elected from each area within the region. All regional participants have a voice in the decision making process.
- Section 2. Any N.A. member may introduce motions (in writing) as well as participate in debate and discussion. However, a participant of the URSC must second all motions.
- Section 3. All decisions made at the URSC will be made by consensus-based process.

ARTICLE V

DUTIES OF MEMBERS

- Section 1. **Facilitator:** Sets the agenda, and facilitates the meetings. Is a signer on the URSC bank account. Suggested clean time is five (5) years. Term of service is one (1) year.
- Section 2. **Recording Secretary:** Takes minutes of all region meetings, providing them to the participants in a timely manner. The minutes shall include the following:

disbursements, action item list- reports from the facilitator, secretary, treasurer, RD, RDA, all area RCMs, webmaster, H&I, PR, URCNA, and URICNA as well as any action items dealt with at the meeting. Is also responsible for all regional correspondence, and for maintaining the regional archives. Also maintains contact information for all members of the URSC. Suggested clean time is three (3) years. Term of service is one (1) year.

- Section 3. **Treasurer:** Responsible for the URSC monies and is a signer on the URSC bank account. Provides a written financial report, to include copies of all bank activity with the aid of the Secretary at every URSC meeting. Will act as facilitator if facilitator is absent. Suggested clean time is five (5) years. Term of service is one (1) year.
- Section 4. **Regional Delegate (RD):** Attends the WSC and the RMZF where he/she acts as the voice of the region and votes the group conscience of the region. Whenever a voting matter occurs where the group conscience of the region has not been given, he/she should evaluate each vote, with the RDA, in terms of the members they serve. Serves as facilitator in the absence of the facilitator and the treasurer. Facilitates the Conference Agenda Report (CAR) workshop(s). Should have experience as an RDA. Suggested clean time is seven (7) years. Term of service is two (2) years. May serve for a maximum of two terms.
- Section 5. **Regional Delegate Alternate (~RDA):** Fills in for the RD in his/her absence. Is a signer on the URSC bank account. Attends the WSC and the RMZF. To be considered for election, submit a written resume of NA experience to URSC the meeting before the election in February. Suggested clean time is five (5) years. Term of service is two (2) years.
- Section 6. **Regional Delegate Alternate II (RDA II):** Fills in for the RDA in his/her absence. To be considered for election, submit a written resume of NA experience to the URSC the meeting before the election in February. Suggested clean time is three (3) years. Term of service is two (2) years.
- Section 7. **Utah Regional Convention of Narcotic Anonymous (URCNA) Chair.** Is elected at the URCNA election meeting. Reports to the URSC at every meeting. Clean time and duties are set by URCNA guidelines. Term of service is one (1) year.
- Section 8. **Utah Regional Indoor Convention of Narcotics Anonymous (URICNA) Chair.** Is elected at the URICNA election meeting. Reports to the URSC at every meeting. Clean time and duties are set by the URICNA guidelines. Term of service is one (1) year.
- Section 9. **Webmaster:** Responsible for maintaining and updating the URSC website (www.utahna.info). Notifies the URSC when the web site (domain name and hosting) needs to be renewed. Responsive to the requests from the areas and regional committees as to changes in website content. May also suggest improvements (chat lines, message boards, format changes. . .) for consideration by the region. Does not actively handle funds. Suggested clean time two (2) years, but experience with web management and willingness to fulfill duties are more important than clean time for this position. Term of service is two (2) years. May serve for more than one term. May also be appointed by the URSC if a vacancy

- occurs between elections.
- Section 10. **Utah Regional Public Relations Coordinator:** To maintain at minimum, quarterly contact with each area's PI/PR subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues. May also coordinate inter area service. To facilitate annual roundtable discussion workgroups. These workgroups shall consist of at least one representative from each of the areas subcommittees. Reports on progress at every regional meeting. Suggested clean time is 5 years. Prior PI/PR experience is a must. Term of service is 2 years.
- Section 11. **Utah Regional Hospital and Institution Coordinator:** To maintain at minimum, quarterly contact with each area's H&I subcommittees. The purpose of this contact is to help facilitate discussion between the areas pertaining to problem/solution issues. May also coordinate inter area service. To facilitate annual roundtable discussion workgroups. These workgroups shall consist of at least one representative from each of the areas subcommittees. Reports on progress at every regional meeting. Suggested clean time is 5 years. Prior H&I experience is a must. Term of service is 2 years.
- Section 12. **Additional Members and ad-hoc committees:** As appointed by the RCMs per the Guide to Local Service. Ad-hoc committees usually last just long enough to fulfill their appointed duties. Reports to the URSC regularly on project progress.

ARTICLE VI MEETINGS

- Section 1. URSC Meetings: Meetings will be held the second Saturday at a place and time to be determined by the facilitator. Meetings will be held every other month, beginning in February. This means February, April, June, August, October and December.

ARTICLE VII PROJECTS

- Section 1. Priorities: The committee shall implement a list of priorities for funds. These priorities will be reviewed at least once every two years.
- a) Priorities as of 2006 are:
 1. Donate 20% of all donations directly to NAWS.
 2. To assist in support of the RMZF, the Utah region will host the RMZF meeting on a rotational basis, and on that year, will cover meeting and other expenses. The region will also help support the RMZF website.
 3. Bills (rent for regional meeting, P.O. box, website, storage shed)
 4. RD and RDA travel expenses.
- Section 2. To pay for and maintain a storage unit for URSC, URCNA, and URICNA. The keys to this storage unit will be held by the chairperson for URCNA, URICNA, and the facilitator for the URSC.

- Section 3. To maintain a regional website which shall include a regularly undated regional meeting list and other relevant NA announcements.
- Section 4. To maintain a regional post office box:
 URNA
 P.O. box 1409,
 Salt Lake City, UT 84110.
 Keys will be held by the RD and the RCM in Salt Lake. Bring the contents of that P.O. Box to every URSC meeting to be examined. Section 5. To host two annual regional conventions (URCNA and URICNA)

Article VIII

SUBCOMMITTEES

- Section 1. The region will maintain two standing subcommittees: Utah Regional Campvention of Narcotics Anonymous (URCNA) and the Utah Regional Indoor Convention of Narcotics Anonymous (URICNA). The duties of these subcommittees will be to each host an annual convention, one outdoor and one indoor respectively.
- Section 2. Other subcommittees may be formed for a specific purpose by the URSC.
- Section 3. A representative from each subcommittee must attend each URSC meeting to give a report and be available for any questions. This is to provide for accountability.

Article IX

AUDITS

- Section 1. An annual financial audit shall be performed on the URSC and its subcommittees. This audit should include an examination of receipts, bank statements, and bank balances. Committees can decide whether to have an internal or external audit performed, but the critical factor is that the audit be performed. If an internal audit is performed, the treasurer of the committee being audited must be present along with at least two of the following positions: facilitator, RD, RDA, and secretary.

ARTICLE X

DECISION MAKING

- Section 1. Decisions will be made by a consensus-based process, with the facilitator conducting the discussions until a consensus is reached. All decisions should be consistent with the 12 Traditions, these guidelines, and any special rules the Committee may adopt.
- Section 2. Basic outline for consensus decision making
- a) Proposal / Topic is introduced.
 - b) The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
 - c) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion
 - d) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.

- e) Facilitator asks for Consensus
- Section 3. There are four (4) positions an RCM may take on a proposal / topic:
- a) ASSENT: agree with proposal / topic.
 - b) ASSENT with RESERVATION: although there are reservations or concerns, the individual will trust and go along with the body's decision.
 - c) STAND ASIDE (ABSTENSION): based in strong personal reservations that prevents support for the proposal / topic.
 - d) BLOCK: (NO) based on spiritual principles expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

Article XI **ELECTIONS**

- Section 1. Elections will be held annually in February. With the elections of the RD, RDA, RDAII, and webmaster occurring in odd numbered years.
- Section 2. Positions up for elections will include facilitator, secretary, treasurer, webmaster, H&I, PR, RD, RDA, and RDII. The facilitator, secretary, and treasurer will be elected from among the area elected RCMs. The webmaster, H&I, and PR positions do not have to be an RCM.
- Section 3. URCNA chair and URICNA chair must be affirmed at the URSC meeting following their election.
- Section 4. To avoid a conflict of interest pertaining to money matters the following positions may not hold an RCM position during their term of service: RD, RDA, RDA II, URCNA chair, and URICNA chair.
- Section 5. A vote will be taken of all regional participants not to include those being voted on. The winner of the election will be determined by the person with the most votes. The vote may be taken in two ways a show of hands or a written vote if anonymity is requested.

ARTICLE XII **AMENDMENT OF GUIDELINES**

- Section 1. Any member of the fellowship may propose amendments and additions to the URSC Guidelines. The proposals must be submitted in writing (exact wording) to the URSC facilitator at the regular URSC meeting.
- Section 2. The amendment shall go into effect immediately upon its adoption, unless otherwise specified in the amendment.
- Section 3. Suspending the rules requires a consensus of the body. The rules include:
- a) These Guidelines.

ARTICLE XIII **FINANCIAL MANAGEMENT**

- Section 1. It may be that some dealings with money will be more easily facilitated with Robert's Rules of Order, majority votes being required to pass motions dealing

- with money. There may be monetary decisions on which a consensus cannot be reached.
- Section 2. All moneys accumulated from area contributions and other NA sources shall be maintained in a bank account general fund with separate bookkeeping of individual committee funds, subject to disbursement by the regional treasurer for paying obligations.
- Section 3. All expenditures made by the committee shall be paid by check.
- Section 4. All checks shall be required to have two (2) signatures: that of the treasurer and one of the following: facilitator, RDA.
- Section 5. In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check, but another authorized signature is required.
- Section 6. No regular expenditure shall be made from the treasury without receipt or itemized listing of accountability.
- Section 7. An annual financial audit shall be performed on the URSC and its subcommittees. This audit should include an examination of receipts, bank statements, and bank balances. Committees can decide whether to have an internal or external audit performed, but the critical factor is that the audit be performed. If an internal audit is performed, the treasurer of the committee being audited must be present along with at least two of the following positions: facilitator, RD, RDA, and secretary.
- Section 8. URSC prudent reserve will be \$200.00.
- Section 9. Donations to NAWS as outlined in Project Priority List. (ARTICLE VII, Section 1 (a)1).
- Section 10. The beginning of the fiscal year shall begin on January 1.

Article XIV

GENERAL NA MONEY MANAGEMENT POLICIES

“NA funds are to be used to further our primary purpose, and must be managed responsibly.” The Treasurer’s Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. Common sense guidelines should include:

Monthly reporting of funds

This is critical, whether the public servant represents a region, area, committee or group. Written records should be available for review by other members, showing dates of money received, expenses paid (with attached receipts), and current balances.

Even if checking accounts are not used, written records are a must. The simplest method to do this is with a receipt book and a ledger of some kind, with dated entries.

Two-signature checking accounts

Where checking accounts are used, two signatures should be required. This provides a clear paper record of accountability for all funds disbursed. This also will protect previous trusted servants from liability.

Monthly bank reconciliations

Where checking accounts are used, bank statements should be reconciled monthly,

statements and cancelled checks should be kept, and records should be available for inspection for fellowship members upon request.

Having two people count receipts and two people make the bank deposit

When receiving funds, the simplest method is the “envelope method”. Funds are put in an envelope. At the end of the day, two people remove the funds from the envelope; both count the funds, write down the date, amount in the envelope, their signatures, and seal the envelope. Then the sealed envelope should be given to the treasurer.

The treasurer and another member should re-count all funds prior to deposit in a bank vault for the day, again, adding their signatures to a note. This procedure leaves a clear paper trail, and accountability, at all points of the money trail. Any discrepancies can be more clearly identified when this system is used.

Annual audits

An annual financial audit shall be performed on the URSC and its subcommittees. This audit should include an examination of receipts, bank statements, and bank balances.

Committees can decide whether to have an internal or external audit performed, but the critical factor is that the audit be performed. If an internal audit is performed, the treasurer of the committee being audited must be present along with at least two of the following positions: facilitator, RD, RDA, and secretary.

Availability

Financial records should be readily available to other trusted servants and fellowship members, upon request. It is important to note that assets other than money, such as convention merchandise and literature should be treated as carefully as money.

Article XV **THEFT POLICY**

Most of NA’s money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. All of these things happen because NA communities and members utilize responsible accounting practices, and carefully selected trusted servants who believe in honesty, and have experience in handling money.

Theft: Safeguarding funds

Theft can be most easily be avoided by consistently and diligently following responsible financial principles and practices. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but are not used. The very best safeguard against theft is to remove the opportunity to steal.

Selecting trusted servants

Our Fourth Concept tells us “Leadership qualities should be carefully considered when selecting trusted servants.” These qualities include honesty, integrity, maturity, and stability, both in recovery and in personal finances.

Substantial clean time and financial stability should be required for positions where

money is handled. Clean time requirements should not be waived for these positions, and questions regarding financial stability should be asked when candidates are nominated.

When safeguards fail

If we develop and follow sensible financial procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

When theft does occur, regardless of procedures and policies, our initial reactions may range from denial to anger or outrage. However, we don't want our initial emotional reaction to dictate the outcome of the situation.

- Step 1: Thoroughly review all books and financial records, to make sure the funds were actually misappropriated. Can it be definitely determined how much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- Step 2: Once you have verified that funds were indeed misused, and have uncovered the person(s) responsible, go to them and ask for their side of the situation. The Region chairperson will appoint an ad-hoc committee to investigate, within one week of the loss being reported. Contact the individual, and ask them to meet with the committee. It may be that the individual's actions that resulted in the loss of funds are the result of misunderstanding, accident or ignorance, rather than from an actual intent to steal.
- Step 3: After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide on the best course of action.
- Step 4: Courteously encourage the member to make amends, which can then provide healing for all involved. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid.
 - a) Depending on the amount of money involved, a legally binding document, (utilizing legal advice if necessary), may be drafted, suitable for signing and witnessing. It should also include remedies if the payments are defaulted on.
- Step 5: The status of the collection, or actions taken by the committee and the individual will be reported by the ad hoc chair to the Region Executive Committee only.

Step 6: Again, balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

Options: If the individual is unwilling to meet with the committee, use registered mail and send a letter explaining that an audit of financial records has been performed; facts show the individual is responsible for the missing money; repayment is expected, a repayment schedule is suggested, and consequences are stated if the individual does not respond to the letter. A copy of this letter should be kept for future legal action, if necessary.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take further legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead.

Bad checks:

In order to collect on bad checks, you must first notify people of a bad check policy. For conventions and other NA activities where money is taken in, a simple sign near merchandise and registration stations must state: "\$10.00 fee on all returned checks", or some similar statement.

Usually bad checks are not large amounts by themselves, but collectively, they can cause serious financial problems to any committee or convention. Fairly simple procedures are recommended for collecting on bad checks:

Note about phone calls: If you decide to contact the individual by phone, remember to be courteous and non-threatening. Most bad checks are simply mistakes or oversights, and most individuals are very embarrassed when discovering that a check has bounced.

- Step 1: Notify the individual, by phone or mail of the bad check, including bank charges, if applicable. Ask for the amount of the check, the return check fee, plus any bank fees you have been charged as a result of the default. If you send a letter, letter wording should be polite and non-judgmental.
- Step 2: If there is no response within one week, a follow up letter or phone call should be made. Letter wording could be slightly stronger than in the first letter.
- Step 3: Within another week, a third phone call or letter should be sent. Letter wording should be polite but forceful, requesting compliance, or spelling out the specific legal consequences of failure to comply.

If the matter has not been resolved from these efforts, options include:

1. Writing off the check as uncollectable.
2. Further legal action, such as filing a small claims suit.

Afterwards; resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved in theft issues. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery.

As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. At the same time, in the future, positions should not be offered to individuals who have not made appropriate amends.

END OF GUIDELINES