

CONNECTICUT REGIONAL SERVICE COMMITTEE POLICY



Sections I - V consist of CTRSC policy and cannot be added to, changed, deleted or waived (suspended) without the conscience of the Areas, as expressed through the votes of the RCMs.

Section VI consists of Subcommittees internal guidelines and can be added to, changed, deleted or waived (suspended) at the discretion of each subcommittee. The subcommittees remain responsible to the RSC, therefore any changes to subcommittee guidelines need to be reported to the RSC within 90 days of their adoption. The RSC has the authority to ask any subcommittee to revoke any changes.

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Note: Numbers in parentheses following a policy refer to the policy accepted by the CTRSC on April 23, 1988. Dates in parentheses following a policy refer to the date the policy was recorded in the minutes.

This body shall be known as the Connecticut Regional Service Committee of Narcotics Anonymous, hereinafter referred to as the CTRSC.

I. Purpose.

The Primary Purpose of the CTRSC is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the Fellowship within our Region and other Regions by maintaining communications between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts.

To ensure that our Primary Purpose is carried out, the CTRSC shall have Subcommittees directly responsible to those they serve.

II. Function.

- II.A. To create unity between the Areas we serve in our region.**
- II.B. To hold regularly scheduled CTRSC meetings.**
- II.C. To establish and maintain accountability throughout CTRSC, including general funds and all Subcommittees.**
- II.D. To maintain a prudent reserve, and to practice fund flow by forwarding all moneys, above prudent reserve, to the WSC each month.**
- II.E. To hold elections as needed for Executive Committee, Subcommittee Chairs and Resource Positions of the CTRSC.**
- II.F. To maintain a Post Office Box.**
- II.G. To maintain a non-interest bearing Regional checking account with two (2) signatures needed to validate checks.**
- II.H. To provide the funds necessary for our RD and AD to attend the World Service Conference of N.A.**
- II.I. To create ad hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the CTRSC level.**
- II.J. To sponsor two (2) service related learning days a year. One with the primary purpose of carrying awareness of service structure, and subcommittee functions. The second devoted to increasing awareness of the motions contained in the WSC Agenda Report.**
- II.K. To encourage support and coordinate all CTRSC Subcommittees.**
- II.L. To maintain communication between World Services and those we serve.**
- II.M. CTRSC will maintain liability insurance for all groups in the region. See addendum A for COI procedure.**

III. Rules of Order

III.A. General

- III.A.1. Adopt currently approved Working Guide for NA Service Structure. (1)
- III.A.2. Discussion at any RSC meeting is open to all members of NA. (3)
- III.A.3. If an Area is not represented two consecutive meetings, that Area will be contacted by a member of the CTRSC Executive Committee. (6)
- III.A.4. Body follows Robert's Rules of Order. (6/29/85)
- III.A.5. RCMs may record meetings. (4/24/93)

III.B. Format

- III.B.1. CTRSC will meet the last Saturday of every month. (6/29/85)
- III.B.2. RSC meetings are planned for 2 PM and will start at 2 PM unless an emergency exists. (4/26/86)
- III.B.3. Upon moving to a new location, the Area next in rotation will be asked to submit a bid at following RSC meeting. Any new Area joining Region will be inserted at the end of the current rotation. The order of rotation for RSC meeting place will be: (12/31/89)

- Greater Waterbury
- Greater New Haven
- Greater Hartford
- Greater Danbury
- Southern Fairfield County
- United Shoreline
- Mid-State Unity
- Central Connecticut
- Tunxis Valley

III.B.4. The secretary shall read only new business and old business during his/her reports.

III.B.5. Format for CTRSC Meetings

CALL TO ORDER

- Visitor Question and Answer Period
- Reading of the Serenity Prayer
- Reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- Roll Call
- Recognition of New Areas
- Approval of last month's minutes (additions and corrections are made)

REPORTS

- Executive Committee Reports
- Subcommittee Reports
- Ad Hoc committee Reports
- Area Reports

BREAK

SHARING SESSION

OLD BUSINESS

ELECTIONS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

III.B.6. All flyers at the regional table pertaining to NA display at least one (1) of the four (4) approved NA symbols and a date or revised date. (see Intellectual property bulletin #1 & #2 revised). Flyers to be reviewed by the CTRSC Vice-chair each month. (10/99, 8/04, 3/09). Flyers sent to the web site shall be approved for posting on the web site by the Web Servant or Alternate Web Servant. (11/07)

III.C. Motions

- III.C.1. RCMs are the only voting members, or their Alternate, or a temporary representative elected at the ASC, if the RCM is not present. (5)**
- III.C.2. The only people allowed to make or second a motion are the following: (7)**
- III.C.2.a. RCM, or RCM-Alt., in their absence.
 - III.C.2.b. RD, or AD., in their absence.
 - III.C.2.c. Subcommittee Chairs or Resource Position trusted servants can make motion pertaining only to their subcommittee.
- III.C.3. Unless otherwise specified in CTRSC policy, a motion requires a simple majority to carry. (6/24/89)**
- III.C.4. In order to set or change policy, voting is by a 2/3 majority; more than one-half of the member Areas must vote on the motion for it to carry and an abstention is not a vote. (6/24/89)**
- III.C.5. Motions concerning RSC meeting incidentals (e.g. temporary change of time, place, refreshments & atmosphere of the meeting) are not policy. All present may vote, but only if the privilege to vote is first approved by the RCMs. (12/31/88)**
- III.C.6. In matters not affecting policy, an abstention is not a vote - excessive abstention is more than half of the voting members in attendance - in the event of excessive abstention: (6/30/90)**
- III.C.6.a. On matters that have already obtained Area conscience, table the motion back to the Areas for thirty days.
 - III.C.6.b. Otherwise, the Chair will entertain a motion to table to Areas for sixty days.
 - III.C.6.c. Otherwise, a second discussion, two pros and two cons, will be held, then a second vote will be taken, which will stand.
- III.C.7. All main motions must be submitted in writing and accompanied by a written intent on adopted motion sheets. (1/28/95)**

III.D. Handling of Motions

- III.D.1. All motions must be seconded before any discussion, then the author of the motion should be given time on the floor to begin discussion and explain the intent of the motion. (8)**
- III.D.2. Anyone has the right to voice his or her opinion once on each motion.**
- III.D.3. Motion to Discuss needs to be seconded, no vote taken. (10)**
- III.D.4. Motion to postpone to allow area consideration. (Table to Areas) (1/28/95)**
- III.D.4.a. Must be made and seconded by RCMs, or in their absence Alt. RCMs, only.
 - III.D.4.b. The first time the motion is made and seconded it is considered approved and the postponement will be for two months.
 - III.D.4.c. If the motion is offered subsequently, it must state the length of the postponement and requires a simple majority to be approved.
 - III.D.4.d. After the motion to postpone is approved, the discussion and amendment process shall continue; only the vote on the passage of the main motion is postponed.
- III.D.5. In case of a tie, a second discussion, two pros and two cons, will be taken. If a tie ensues again, the Chair may then break the tie. (13)**
- III.D.6. If an issue falls under the responsibility of an existing subcommittee, the issue will be committed to that subcommittee. (14)**
- III.D.7. If motion intent is revised (changed) while being discussed, procedure shall stop until a new intent is clearly written by person or persons making revision. (1/28/89)**
- III.D.8. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three months, except by someone who voted with the prevailing side. (8/26/89)**
- III.D.9. Any motion having financial impact on the Fellowship shall include an itemized estimate of expenses. (2/27/93)**

III.E. Conference Agenda Report (12/31/89)

- III.E.1.** The RSC will purchase a copy of the WSC CAR for all trusted servants of the RSC, each RCM & RCM Alt. as soon as possible. This will be the responsibility of the RD and the RSC Treasurer.
- III.E.2.** The RSC will hold 3 Regional Assemblies for the CAR during the months of February and March, at which time the RSC subcommittees will be asked to bring recommendations on motion/issues pertaining to their committee. 100 copies of motions and discussions issues/questions for the conference will be made available. The three assemblies should be planned prior to the December RSC meeting.
(Amended 3/27/93, 11/27/93, 8/31/02 and 1/08)
- III.E.3. Voting on the WSC CAR shall take place two ways:**
- 1) At the Regional Assembly where amendments and substitute motions shall be in order. Voting will be 1 addict, 1 vote. Or
 - 2) At the group level where voting will be 1 addict, 1 vote. The areas shall then add up total addict votes, which will be added in with the vote taken at the Regional Assembly, This shall take place at the special RSC. (11/27/93)
- III.E.4.** It will be the responsibility of the RD to schedule a special RSC meeting, one (1) week prior to the WSC, for the purpose of collecting conscience on the CAR. This meeting will be announced at CAR learning day.
- III.E.5.** Areas may be represented by proxy and no quorum will be required at the special RSC session held for the purpose of collecting the conscience on the CAR.

IV. Trusted Servants

IV.A. General

IV.A.1. All RSC Trusted Servants are to be elected by the RCMs only, at the RSC meeting after the position has gone out to the Fellowship. (16)

IV.A.2. Nominations for elections of all RSC Trusted Servants must be seconded, and nominees must be present. Volunteers will then be taken. An explanation of office and its commitment will be read from the current Working Guide, in order to establish each commitment's responsibilities. (17)

IV.A.3. Resignation of RSC Trusted Servants may be as follows: (23)

IV.A.3.a. In writing prior to the next RSC meeting.

IV.A.3.b. Relapse during term of office.

IV.A.3.c. Failure to perform duties and responsibilities.

IV.A.3.d. Upon missing two or more consecutive meetings, RSC Trusted Servants may be asked to step down from their position at the next meeting. In the interim, someone on the Executive committee will be assigned to make contact. (8/26/89)

IV.A.4. All reports given by RSC Trusted Servants deal only in fact. (4/25/87)

IV.A.5. Any and all trusted servants of the CTRSC attending a function at the expense of the CTRSC must stay until the function has ended. If for any reason the trusted servant is unable to attend the entire function, he/she must inform CTRSC. Upon return from the function the trusted servant must give a report to the CTRSC. (5/26/90)

IV.A.6. Regional Trusted Servants (Executive committee, standing subcommittee chairs, resource positions and the Executive Director of the CRCC, Inc.) and RCMs shall hold only one such position at any give time. (6/24/95)

IV.B. Executive Committee

IV.B.1. General

IV.B.1.a. Qualifications for CTRSC Executive Committee Members

IV.B.1.a.i. Willingness and desire to serve.

IV.B.1.a.ii. Suggested active for at least one year on the CTRSC.

IV.B.1.a.iii. A good working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA.

IV.B.1.a.iv. Proven leadership abilities.

IV.B.1.a.v. Organizational skills.

IV.B.1.a.vi. Communication skills.

IV.B.1.a.vii. It is recommended that no officer serve more than two (2) consecutive terms.

IV.B.1.a.viii. The four (4) signers on the CTRSC checking account will be the CTRSC Chair, Vice-Chair, Treasurer and Alternate Treasurer.

IV.B.1.a.ix. Make and distribute monthly report pertaining to their commitment.

IV.B.1.a.x. All commitments are for one-year terms unless stated otherwise.

IV.B.1.a.xi. The Executive Committee members' terms of office shall begin on the day following the RSC meeting in October and end the day of the RSC meeting in October the following year. If an executive committee member resigns from office before the completed term, the position will be out to the fellowship for one month and an election will be held to fill the remainder of the term. This policy excludes the Regional Delegate and Regional Delegate Alternate because policy already exists that clarifies those terms of office. (8/28/2010)

IV.B.2. Chair

IV.B.2.a. Clean time requirement is five (5) years. (4/18/89)

IV.B.2.b. Ability to resolve differences among individual CTRSC members. (4/18/89)

IV.B.2.c. Willingness to facilitate the CTRSC without interjecting or being influenced by personal opinion. (4/18/98)

IV.B.2.d. Completion of one commitment at the CTRSC. (4/18/98)

IV.B.2.e. All Regional minutes should be sent to World. (9/28/85)

IV.B.3. Vice-Chair

- IV.B.3.a. Clean time requirement is four (4) years. (4/18/98)
- IV.B.3.b. Ability to resolve differences among individual CTRSC members. (4/18/89)
- IV.B.3.c. Willingness to facilitate the CTRSC without interjecting or being influenced by personal opinion. (4/18/98)
- IV.B.3.d. Completion of one commitment at the CTRSC. (4/18/98)
- IV.B.3.e. The RSC Vice-Chair will maintain and update a listing of all regional and area Committee (and Subcommittee) meetings, to be distributed to all members of the RSC as a part of a written report on Vice-Chair activities for the month. (4/29/89)
- IV.B.3.f. In the absence of the CTRSC Chair, CTRSC subcommittee chair or vice-chair, the CTRSC vice-chair will facilitate the CTRSC or applicable subcommittee meeting. (4/18/98)

IV.B.4. Secretary

- IV.B.4.a. Clean time requirement is three (3) years. (11/07)
- IV.B.4.b. Allow RSC Secretary to open a credit account at the printer to get copies (12/31/88)
- IV.B.4.c. Record accurate minutes of the monthly CTRSC meeting and distribute them in a timely manner. (4/18/98)
- IV.B.4.d. CTRSC minutes to be sent to regional policy secretary. (2/25/89)
- IV.B.4.e. A listing of planned NA events will be passed around the RSC during the meeting, displayed at break and included in the minutes. (4/29/89)
- IV.B.4.f. Maintain and distribute a current list of all CTRSC Executive committee members and subcommittee chairs telephone numbers. (10/31/98)

IV.B.5. Treasurer

- IV.B.5.a. Clean time requirement is five (5) years. (4/18/98)
- IV.B.5.b. Ability to keep accurate financial records. (4/18/98)
- IV.B.5.c. Completion of at least on NA treasurer commitment. (4/18/98)
- IV.B.5.d. Make monthly report using the CTRSC Treasurer's Report format. See Addendum A. (4/18/98)
- IV.B.5.e. The RSC Treasurer can make motions concerning budgets & Prudent Reserve. (9/24/88)
- IV.B.5.f. Set aside travel funds in January for WSC in April. (11/24/90)
- IV.B.5.g. See IV.E. Financial Policy and IV.F. Travel Policy. (4/18/98)

IV.B.6. Alternate Treasurer

- IV.B.6.a. Clean time requirement is four (4) years. (4/18/98)
- IV.B.6.b. The Alternate Treasurer shall meet the qualifications for Treasurer and in addition be available for the Treasurer position the following year. (8/28/93)
- IV.B.6.c. The Alternate Treasurer shall be a signer on the RSC checking account. (12/18/93)

IV.B.7. Regional Delegate

- IV.B.7.a. Clean time requirement is six (6) years. (4/18/98)
- IV.B.7.b. CTRSC send the Regional Delegate & Alternate Delegate to World Quarterly Workshops, provided funds are available. (6/28/87)
- IV.B.7.c. The Regional Delegate term ends six months after the World Service Conference (6/24/06)

IV.B.8. Alternate Delegate

- IV.B.8.a. Clean time requirement is five (5) years. (4/18/98)
- IV.B.8.b. If there is an Alternate Delegate at the time for election of the Regional Delegate: the Alternate Delegate will qualify and leave the room. Voting will then take place. If the Alternate receives simple majority, they will become Regional Delegate. If Alternate fails to receive simple majority, the CTRSC will consider Alternate's obligation fulfilled. Nominations will be opened and a regular election will take place.

IV.C. Subcommittee Chairs

IV.C.1. General

- IV.C.1.a. Qualifications for Subcommittee Chairs
- IV.C.1.a.i. see currently approved Subcommittee Policy - OR: (18)
 - IV.C.1.a.ii. Willingness and desire to serve.
 - IV.C.1.a.iii. Service experience.
 - IV.C.1.a.iv. Active for at least one year in the NA service structure.
 - IV.C.1.a.v. Strongly suggested two years abstinence from all drugs.
 - IV.C.1.a.vi. A good working knowledge of the 12 Steps and 12 Traditions of NA.
 - IV.C.1.a.vii. Leadership ability.
 - IV.C.1.a.viii. Ability to organize.
 - IV.C.1.a.ix. Ability to communicate.
 - IV.C.1.a.x. Active on that RSC Subcommittee for 6 months.
 - IV.C.1.a.xi. It is recommended that no officer serve more than two years.
- IV.C.1.b. Responsibilities of Subcommittee Chairs: (19)
- IV.C.1.b.i. Attends all RSC meetings.
 - IV.C.1.b.ii. Holds regularly scheduled subcommittee meetings.
 - IV.C.1.b.iii. Makes and brings written reports to the RSC meeting for the Secretary, the Vice-Chair, and the Regional Committee Members.
 - IV.C.1.b.iv. The Vice-Chair of a Subcommittee acts for the Chair in the absence or vacancy of the Chair.

IV.D. Resource Positions

IV.D.1. Web Servant (amended 2/11)

- IV.D.1.a. Should have a basic knowledge of computer file types and how to e-mail these files in their proper format to the web page maintenance provider..
- IV.D.1.b. Suggested 2 years clean time, and 6 months prior involvement in the RSC.
- IV.D.1.c. Have a working knowledge of the 12 steps and 12 traditions.
- IV.D.1.d. Will attend a PI/PL orientation.
- IV.D.1.e. Make and distribute monthly report pertaining to the commitment.
- IV.D.1.f. Recommended that the Web Servant not serve more than 2 consecutive terms.
- IV.D.1.g. Will send updated information to web page maintenance provider on a regular (preferably weekly) basis.
- IV.D.1.h. Follow the practices of the NAWS website and published guidelines.
- IV.D.1.i. The Web Servant shall be appointed as the NAWS Web Contact. (11/08)

IV.D.2. Alternate Web Servant (1/2007)

- IV.D.2.a. Should have a basic knowledge of computer file types and how to e-mail these files in their proper format to the web page maintenance provider. (2/11)
- IV.D.2.b. Suggested 2 years clean time, and 6 months prior involvement in the RSC.
- IV.D.2.c. Have a working knowledge of the 12 steps and 12 traditions.
- IV.D.2.d. Will attend a PI/PL orientation.
- IV.D.2.e. Make and distribute monthly report pertaining to the commitment.
- IV.D.2.f. Recommended that the Web Servant not serve more than 2 consecutive terms.
- IV.D.2.g. Will send updated information to web page maintenance provider on a regular (preferably weekly) basis.
- IV.D.2.h. Follow the practices of the NAWS website and published guidelines.
- IV.D.2.i. In the absence of a Web Servant, the Alternate Web Servant shall be appointed as the NAWS Web Contact. (11/08)

IV.E. WSC Nominees

- IV.E.1.a. The RSC requests that all people nominated by the CTRSC to serve on WSC committees are present at the time of their nomination. (3/31/90)
- IV.E.1.b. Members of WSC committees who have been nominated by CTRSC are requested to remain involved on the corresponding regional subcommittee. (6/30/90)
- IV.E.1.c. Any motion nominating an addict to serve as a world level trusted servant must be accompanied by a completed nomination form, if applicable.

V. Functional Policy

V.A. Subcommittees

V.A.1. General

- V.A.1.a. Suggested that each Subcommittee submit in writing any plans of their activities, for approval of the RSC. Subcommittees will also submit policies or changes in policy within 90 days of implementation. (20)
- V.A.1.b. Suggested that all Subcommittees hold workshops to promote awareness of how they function and serve within the Fellowship and participate in RSC Workshops and Learning Days. (21)
- V.A.1.c. No written or oral report will be accepted by anyone other than the Chair or Vice-Chair of a Subcommittee or the CTRSC Vice-Chair, upon request of the subcommittee. (22, amended 12/29/01).
- V.A.1.d. All subcommittees within Regional Service Committee shall submit itemized receipts to the treasurer for reimbursement. (9/28/85)
- V.A.1.e. Subcommittee minutes to be sent to Vice-chair of Region, RD and AD. (10/26/85)
- V.A.1.f. The Regional subcommittees communicate, cooperate, and coordinate only the initialization and finalization of any projects, to be addressed first at regularly scheduled RSC meetings. (11/30/85) A project is any planned activity that expends time and resources. (9/30/89)
- V.A.1.g. Send regional subcommittee chairs with corresponding WSC committee to closest quarterly to Connecticut. (4/29/89 & 4/27/91)
- V.A.1.h. It is suggested that regularly scheduled subcommittee meetings be held in public places. (1/26/91)
- V.A.1.i. That all regional subcommittee members be NA members who regularly attend NA meetings. (11/24/01)
- V.A.1.j. That only NA groups, Areas, Regions, Zonal Forums or the World Service Conference be allowed to sell merchandise at any event sponsored by the CT Regional Service Committee or it's Subcommittees. (3/30/02). Tapers shall be excluded from this policy. (5/25/02)

V.A.2. Board of Directors of the Convention Corporation

- V.A.2.a. To create a Board of Directors (BOD) comprised of Convention Committee Executive Committee plus a nominee from each of the Areas of the CT. Region to be elected at the CTRSC. The Executive Committee to serve for one year terms. The nominees from Areas to serve for three year terms. Accepting a nomination to the Board of Directors for the Connecticut Regional Convention Committee, Incorporated involves a willingness to fulfill all or part of a three year commitment. Three years continuous abstinence from all drugs is required for each BOD seat. The BOD is responsible for overseeing the financial and legal responsibilities of both the convention and the corporation. No convention experience is required, however, experience in service to a large event and an understanding of budgets and contracts will benefit the BOD. If after six months, an Area fails to submit a nominee, the RSC will have open nominations on the floor of the RSC. (1/27/90, 2/24/90, 8/25/90, 3/39/96)
- Area terms expire in March of the following years:
 CCA, SFCA and TVA -- 2006, 2009, 2012, 2015, 2018.
 GDA, GNHA and MSUA -- 2007, 2010, 2013, 2016, 2019.
 GHA, GWA and USA -- 2005, 2008, 2011, 2014, 2017, 2020.
- V.A.2.b. Approve liability insurance for the convention committee. (11/28/87)

V.A.3. Convention Committee

- V.A.3.a. Have standing [Convention] Subcommittee of the Region, open to all areas. (1/25/86), (3/27/99)
- V.A.3.b. Convention Chair of the standing Convention Subcommittee may not serve two (2) consecutive years in the same capacity. (6/28/87)
- V.A.3.c. Convention Committee seed money is \$5,000. (?/93)
- V.A.3.d. All meetings and dances at all CT Regional Conventions of N.A. shall be non-smoking. Smoking will be permitted only in designated smoking rooms. (6/26/93)
- V.A.3.e. All funds left over from the CT. convention shall be considered RSC funds by the March RSC meeting. (11/26/94)
- V.A.3.f. The Convention subcommittee shall have its own subcommittees. The Convention committee shall be responsible for the oversight of these subcommittees. (4/27/96)

V.A.4. Hospitals & Institutions

- V.A.4.a. H&I shall not sell merchandise without the approval of the RSC.

V.A.5. Literature

- V.A.5.a. General
- V.A.5.b. Send RLC minutes to other Regions. (11/25/89)
- V.A.5.c. Only Areas can submit a new meeting to the Schedule Chair through their RCM. (9/30/89)
- V.A.5.d. Selling price of schedules to outside institutions to be determined by CTRNA Schedule Subcommittee. Cost of living increases to be approved by CTRSC. (9/08).
- V.A.5.e. To merge the Schedule Committee with the Literature Committee. (1/10)

V.A.6. Phonline - Public Information.

- V.A.6.a. To have all bills generated by the PI & PL Committee be confirmed by the PI/PL Chair or Vice Chair before payment except when to do so would cause late payments. (4/09)

V.A.7. Writing Steps for Recovery

- No external guidelines

V.B. Financial Policy**V.B.1. Fiscal Year and Month.**

V.B.1.a. The CTRSC shall keep its accounts on the basis of a fiscal year beginning on the day of the RSC meeting in April and ending on the day prior to the RSC meeting in April the following year. Similarly, each fiscal month shall begin on the day the RSC meets and end on the day prior to the day the RSC meets the following month. (4/27/91)

V.B.2. Budgets.

V.B.2.a. Each Regional standing subcommittee and each Regional trusted servant shall prepare an annual budget stating in detail all proposed income and expenditures arising from or related to the function of the committee or trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by RSC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous year's approved budget amounts. Budgets shall also include a listing of the previous year's actual expenditures for comparison. In addition, the budgets are to include a line item for schedules. These budgets should be submitted to the RSC at the January meeting. (5/25/91) (amended 2/22/97)

V.B.2.b. If a Regional trusted servant is budgeted to attend an event and that event should be canceled, the funds allocated for attendance of this servant shall be eliminated from this budget and prudent reserve adjusted accordingly.

V.B.3. Prudent Reserve.

V.B.3.a. The Treasurer shall calculate the prudent reserve as one-sixth (1/6) of the total amount of all annual budgeted expenditures exclusive of the Convention Corporation and the Convention Committee. (In other words, the prudent reserve is two month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the treasurer, in calculating the prudent reserve shall use either the proposed budget amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the RSC, the Treasurer shall adjust the prudent reserve. (4/27/91, amended 6/20/09)

V.B.4. Special Reserves.

V.B.4.a. Special reserves may be established only by the RSC. (4/27/91)

V.B.5. Disbursements.

V.B.5.a. The Treasurer shall make disbursements for specific line items of approved budgets as the need arises, but no moneys will be disbursed without a written receipt or signed advance except in payment of verified invoices, account statements and the like. The Treasurer shall also make disbursements at the specific direction of the RSC. (4/27/91)

V.B.6. Financial Emergencies.

V.B.6.a. If a requested payment would reduce the balance of regional funds below 40% of the prudent reserve, the Treasurer shall inform all regional subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of regional funds reported at an RSC meeting rises to 60% of the prudent reserve. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditure of funds without the specific approval of the RSC. (8/30/91)

V.B.7. Financial Statements.

V.B.7.a. The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date. The statement shall break out expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amounts should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated. Any moneys held by the Convention Corporation for expenditure at the direction of the RSC shall be included. (4/27/91)

V.B.8. Fund Flow.

V.B.8.a. Prior to the close of each fiscal month, the Treasurer shall determine fund flow. The following are the calculations that will determine fund flow:

- Add income to the current months opening balance.
- Subtract any expenditure made during the month.
- If the result of these calculations exceeds the prudent reserve figure, the excess will be donated to the WSCNA. (3/26/94)

V.B.9. Subcommittee Funding.

V.B.9.a. All funds generated by regional subcommittees excluding the Convention Committee shall be turned over to the Regional Treasurer within forty-eight hours of the conclusion of the event. (5/29/93)

V.B.10. Funds Held by the Convention Corporation.

V.B.10.a. As suggested by Convention policy and guidelines, certain funds are held by the Convention Corporation for expenditure at the direction of the region. In every respect, these funds are to be handled and accounted for in the same manner as other regional funds. In effect, the Convention Corporation Treasurer acts as a banker to the Regional Treasurer with regards to this money. The Regional Treasurer instructs, in writing, the Convention Corporation Treasurer to make payments for expenditures authorized under regional policy. The Convention Corporation Treasurer provides the Regional Treasurer with a monthly statement of payments and balances. In some places, regional policy explicitly states that these funds should be treated in the same manner as other regional funds. This principle should be applied in all cases, even when it has not been explicitly stated. For example, in the policy on fund flow, "amounts paid out during the RSC meeting" includes any amounts the Regional Treasurer has determined will be paid by the Convention Corporation. (5/25/91)

V.B.11. Schedule Funds.

V.B.11.a. All funds collected from the sale of schedules will be set aside in the Regional Treasury. These funds will be used only for the purchases and the payment of mailing costs for schedules. (8/29/92)

V.B.11.b. Appropriate moneys shall be transferred from the Regional Treasury to the Schedule Reserve when schedules are given to Subcommittees by the Schedule Subcommittee. (10/23/93)

V.B.12. All transactions of the RSC shall be in the form of check or money order. (8/28/93)**V.B.13. The Treasurer shall order checks that have two (2) spaces for signatures and the statement that the check is not valid without both signatures. (4/30/94)**

V.C. Travel Policy (4/27/91)

V.C.1. Trusted Servants who travel at the direction of the RSC shall have all necessary and reasonable expenses paid. These may include:

V.C.1.a. Transportation.

V.C.1.a.i. Economy air, train or bus fare.

V.C.1.a.ii. Sub-compact rental car.

V.C.1.a.iii. Parking.

V.C.1.a.iv. Compensation for use of a personal vehicle at a rate of no more than \$.37 per mile. (01/29/2005)

V.C.1.a.v. Tolls.

V.C.1.b. Lodging.

V.C.1.c. Meals.

V.C.2. An estimated advance of funds shall be made upon request.

V.C.3. Each trusted servant shall submit a detailed expense report, along with a refund of any unused moneys advanced, upon return.

V.C.4. It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds. This may be done by:

V.C.4.a. Seeking discount fares available well in advance of anticipated travel.

V.C.4.b. Sharing resources (i.e. hotel rooms, rental cars, personal vehicles, etc.) with others.

V.C.4.c. Asking fellow addicts for help. (i.e. getting a ride to the airport instead of paying for airport parking, staying in addicts' homes, getting rides to meetings instead of renting cars, etc.)

V.D. Communications (2/24/96)

V.D.1. All elements of the Regional Service Structure should communicate freely and openly.

V.D.2. Each communication, regardless of its means (for example, letters, phone calls, electronic media), must contain a clear statement of its source.

V.D.3. If a communication is from a board or committee, it must reflect the clear conscience of the board or committee. For this purpose a "clear conscience" is defined as approval of at least a majority of the voting members present at a regular meeting.

V.D.4. The Fellowship, through the RSC, should be kept fully informed.

VI. Subcommittees

VI.A. Convention Subcommittee.

VI.A.1. General

- VI.A.1.a. Name. The name of subcommittee is Connecticut Regional Convention Committee of Narcotics Anonymous ("Convention Committee).
- VI.A.1.b. General Statement. The Convention Committee is a subcommittee of the Connecticut Regional Service Committee of Narcotics Anonymous ("RSC"). The nine areas ("Area") that are serviced by the RSC are as follows:
- VI.A.1.b.i. Central Connecticut Area (CCA)
 - VI.A.1.b.ii. Greater Danbury Area (GDA)
 - VI.A.1.b.iii. Greater Hartford Area (GHA)
 - VI.A.1.b.iv. Greater New Haven Area (GNHA)
 - VI.A.1.b.v. Greater Waterbury Area (GWA)
 - VI.A.1.b.vi. Mid-State Unity Area (MSUA)
 - VI.A.1.b.vii. Southern Fairfield County Area (SFCA)
 - VI.A.1.b.viii. Tunxis Valley Area (TVA)
 - VI.A.1.b.ix. United Shoreline Area (USA)
- Together, these Areas all make up the fellowship of Narcotics Anonymous within the State of Connecticut ("Connecticut Region").
- VI.A.1.c. Purpose. The Convention Committee shall function exclusively to handle the actual planning of an annual Convention ("Convention") through its various subcommittees (Arts & Graphics, Convention Information, Entertainment, Hotels & Hospitality, Merchandise, Programming, and Registration) ("Subcommittees"). The Convention will be held within the State of Connecticut as a celebration of recovery for the benefit of any addict seeking recovery, as well as those who live within the Connecticut Region that are serviced by the RSC.
- VI.A.1.d. Accountability. The Convention Committee will work directly with the Connecticut Regional Convention Committee, Inc. ("CRCC, Inc."). CRCC, Inc. is a not-for-profit, Section 501(c)(3) of the Internal Revenue Code corporation, organized by the RSC to manage the financial and legal affairs of the Convention. While the Convention Committee will work directly with CRCC, Inc., it maintains a strict accountability to the RSC. In addition, while CRCC, Inc. is a legally independent entity, the sole purpose for its organization is to service the financial and legal accountability of the Convention and to collaborate with the RSC to advance the primary purpose of Narcotics Anonymous.

VI.A.2. Convention Committee Meeting

- VI.A.2.a. Date and Time. The Convention Committee shall meet from February to January on the 3rd Sunday of every month at 1:00 p.m. The first meeting ("Kick-Off Meeting") shall be held in February. During the month of November, the Convention Committee will meet on the first and third Sunday and then beginning in December, will meet every Sunday, if necessary, until the Convention. The duration of each meeting will not exceed two and one-half (2 1/2) hours.

- VI.A.2.b. Location. The location of the Kick-Off Meeting shall rotate on a yearly basis and follow the RSC's rotation schedule:
 - VI.A.2.b.i. Greater Waterbury Area
 - VI.A.2.b.ii. Greater New Haven Area
 - VI.A.2.b.iii. Greater Hartford Area
 - VI.A.2.b.iv. Greater Danbury Area
 - VI.A.2.b.v. Southern Fairfield County Area
 - VI.A.2.b.vi. United Shoreline Area
 - VI.A.2.b.vii. Mid-State Unity Area
 - VI.A.2.b.viii. Central Connecticut Area
 - VI.A.2.b.ix. Tunxis Valley Area

The Kick-Off Meeting site shall be secured for a minimum of 3 months (February, March and April). During the April meeting, the voting members of the Convention Committee will vote to decide to either keep the meeting in the current location, or move it to another location.
- VI.A.2.c. Format - Kick-Off Meeting. The following outlines the exact format for the Kick-Off Meeting.
 - VI.A.2.c.i. Convention Chairperson Opens Meeting:
 - VI.A.2.c.ii. Serenity Prayer
 - VI.A.2.c.iii. Reading of the 12 Traditions and/or 12 Concepts
 - VI.A.2.c.iv. Pass Attendance Sheet
 - VI.A.2.c.v. Request that cross-talk be taken outside
 - VI.A.2.c.vi. Open Forum
 - VI.A.2.c.vii. Importance of Commitment - Request that a couple of Convention Committee members from the prior year share for a minute or two about their experience serving and the importance of being committed to serve. Also, read the following statement:
 - VI.A.2.c.vii.(a) In accepting a nomination, please consider that these commitments require an enormous investment of time. The Convention Committee will meet once a month until October, twice in November and after that, every week until the Convention. Along with this, Subcommittees may be meeting more than once a month. You may also need to spend large amounts of time on the phone and be required to travel anywhere in the State.
 - VI.A.2.c.viii. Voting - Everyone who attends the Kick-Off Meeting has the privilege to vote. (See Article V, Section 1 below).
 - VI.A.2.c.ix. Election of Trusted Servants. The majority vote will be the deciding factor in all voting. For the purpose of electing Trusted Servants, a majority vote is defined as being the majority of the total number of voting members present. (e. g., if there are 10 voting members, a nominee or volunteer must receive 6 or more votes). If there are three or more nominees and/or volunteers, the one receiving the least amount of votes is removed from the ballot and the vote is taken again. (See Article V, Section 2 - below).
 - VI.A.2.c.x. All Other Business. Again, the majority vote will be the deciding factor in all voting. For the purpose of all other business, a majority vote is defined as being one (1) more vote than half the voting members in attendance. Whenever less than sixty (60%) percent of the voting members present vote yes or no on a motion, there will be second discussion and a second vote which will be final. (See Article V, Section 1 below).

- VI.A.2.c.xi. Election of Trusted Servants - Give an explanation of the qualifications and responsibilities of each Trusted Servant position. (See Article III, Section 3 and Article IV Section 2 below).
 - VI.A.2.c.xi.(a) Vice Chairperson
 - VI.A.2.c.xi.(b) Treasurer
 - VI.A.2.c.xi.(c) Alternate Treasurer
 - VI.A.2.c.xi.(d) Secretary
 - VI.A.2.c.xi.(e) Subcommittee Chairpersons
 - (i) Arts & Graphics
 - (ii) Convention Information
 - (iii) Entertainment
 - (iv) Hotels & Hospitality
 - (v) Merchandise
 - (vi) Programming
 - (vii) Registration
 - VI.A.2.c.xii. Old Business
 - VI.A.2.c.xiii. New Business
 - VI.A.2.c.xiv. Goals for March
 - VI.A.2.c.xiv.(a) All Subcommittee Chairpersons are to secure meeting locations, establish dates and times for their meetings, and provide this information to the Convention Committee Secretary ASAP.
- VI.A.2.d. Format - Convention Committee Meeting. The following outlines the exact format for the Convention Committee Meeting.
 - VI.A.2.d.i. Call to Order
 - VI.A.2.d.ii. Open with the Serenity Prayer
 - VI.A.2.d.iii. Reading of the 12 Traditions and/or 12 Concepts for NA Service.
 - VI.A.2.d.iv. Roll Call.
 - VI.A.2.d.v. Open Forum (this is a section for everyone to bring-up any questions or concerns. If discussion on any one topic seems to be getting too lengthy, we shall place that item on the list for discussion during the agenda/sharing session).
 - VI.A.2.d.vi. Executive Committee Reports
 - VI.A.2.d.vi.(a) Minutes read from the last meeting. (A motion to accept the minutes needs to be made and seconded and then discussion is held, if necessary, to make any corrections to the minutes. This is not the time or place to rehash any old discussions that are present in the minutes. This discussion is just to make corrections. A vote is needed to approve the minutes - as presented or corrected - as the official record of what happened at the last meeting.)
 - VI.A.2.d.vi.(b) Chairperson's Report (discussion after report)
 - VI.A.2.d.vi.(c) Vice Chairperson's Report (discussion after report)
 - VI.A.2.d.vi.(d) Treasurer's Report (A motion is made and seconded to approve the official financial statement followed by discussion to make any corrections. Questions and/or specific discussion regarding the treasurer's report would be prudent at this time. If a topic needs more than just a simple explanation, etc., then it should be placed on the list for discussion during the agenda / share session. Finally, a vote is needed to approve the financial statement - as presented or corrected - as the official record for the Convention Committee.).
 - VI.A.2.d.vi.(e) Alternate Treasurer's Report (discussion after report).

- VI.A.2.d.vii. Subcommittee Reports - Discussion should be held after each report. If discussion on any one topic seems to be getting too lengthy, we shall place that item on the list for discussion during the agenda / sharing session.
 - VI.A.2.d.vii.(a) Arts & Graphics Subcommittee
 - VI.A.2.d.vii.(b) Convention Information Subcommittee
 - VI.A.2.d.vii.(c) Entertainment Subcommittee
 - VI.A.2.d.vii.(d) Hotels & Hospitality Subcommittee
 - VI.A.2.d.vii.(e) Merchandise Subcommittee
 - VI.A.2.d.vii.(f) Programming Subcommittee
 - VI.A.2.d.vii.(g) Registration Subcommittee
 - VI.A.2.d.vii.(h) Ad Hoc Committees Reports (if there are any)
- VI.A.2.d.viii. Break
- VI.A.2.d.ix. Agenda/Sharing Session - This is brought-up before new business because some times discussions of items in this section will lead to new motions, which need to be introduced during new business.
- VI.A.2.d.x. Old Business - This is for motions that were not disposed of at the last meeting. Any other items of old discussion should be placed on the list of items to be discussed during the agenda/sharing session.
- VI.A.2.d.xi. Elections
- VI.A.2.d.xii. New Business - This is for any motions that have not been previously introduced.
- VI.A.2.d.xiii. Discussion of Next Month's Goals
- VI.A.2.d.xiv. Adjournment

VI.A.3. Trusted Servants

- VI.A.3.a. Composition. The Trusted Servants of the Convention Committee are the Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer, and Secretary. In addition to their roles as Trusted Servants on the Convention Committee, these individuals also serve as members on the CRCC, Inc. Board of Directors ("Committee Directors").
- VI.A.3.b. Purpose and Function. The Trusted Servants carry out the conscience of the overall Convention Committee. They function as the administrative committee of the Convention to ensure that the various Subcommittees work together and to assist the Subcommittees which may need extra help.
- VI.A.3.c. Qualifications and Responsibilities. The following are the qualifications and responsibilities of the Trusted Servants:
 - VI.A.3.c.i. Chairperson
 - VI.A.3.c.i.(a) Be an active member on Convention Committee with voting privileges. In the event no active member desires to serve as Chairperson, than any addict with the remaining qualifications that lives within the Connecticut Region may volunteer or be nominated and elected.
 - VI.A.3.c.i.(b) Have five (5) years clean time.
 - VI.A.3.c.i.(c) Live within the State of Connecticut.
 - VI.A.3.c.i.(d) Demonstrate stability in local community and have administrative abilities.
 - VI.A.3.c.i.(e) Have some experience in service to large events.
 - VI.A.3.c.i.(f) Have some understanding of budgets and contracts.
 - VI.A.3.c.i.(g) Organizes Subcommittees, delegates major tasks to specific Subcommittees, stays informed on the activities of each Subcommittee, and provides help when needed.
 - VI.A.3.c.i.(h) Helps resolve personality conflicts.
 - VI.A.3.c.i.(i) Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Convention.
 - VI.A.3.c.i.(j) Monitors the fund flow and overall Convention costs, helps organize the Subcommittee budgets, and prepares budget for the Convention Committee's functions.

- VI.A.3.c.i.(k) Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee, prior to action.
- VI.A.3.c.i.(l) Allows the Subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- VI.A.3.c.i.(m) Prepares the agenda for the Convention Committee meetings.
- VI.A.3.c.i.(n) Votes only to break a tie.
- VI.A.3.c.i.(o) Makes a report to RSC on the progress of the planning of the Convention.
- VI.A.3.c.i.(p) Chairperson for the Convention Committee meeting.
- VI.A.3.c.i.(q) Chairperson for the Saturday night Main Meeting at the Convention.
- VI.A.3.c.ii. Vice Chairperson.
 - VI.A.3.c.ii.(a) Have five (5) years clean time.
 - VI.A.3.c.ii.(b) One year prior service on the Convention Committee and/or the Subcommittees.
 - VI.A.3.c.ii.(c) Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees and the RSC.
 - VI.A.3.c.ii.(d) Acts as chairperson if the chairperson is unavailable.
 - VI.A.3.c.ii.(e) Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
 - VI.A.3.c.ii.(f) Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
 - VI.A.3.c.ii.(g) Chairperson for the Friday night Opening Meeting at the Convention.
- VI.A.3.c.iii. Secretary.
 - VI.A.3.c.iii.(a) Have three (3) years clean time.
 - VI.A.3.c.iii.(b) One year prior service on the Convention Committee and/or the Subcommittees.
 - VI.A.3.c.iii.(c) Service experience and good typing skills to ensure that accurate minutes are distributed to the Convention Committee members.
 - VI.A.3.c.iii.(d) Maintains a three ring binder of all documents relating to the Convention Committee meeting including minutes, treasurer reports and subcommittee reports.
 - VI.A.3.c.iii.(e) Creates and maintains a “group” electronic (email) distribution list of all executive committee and subcommittee chairperson and a separate “group” electronic (email) distribution list of all Convention Committee members for use throughout the term.
 - VI.A.3.c.iii.(f) Obtains information and creates flyer listing the locations, dates, times and chairperson’s contact information of all the Subcommittee meetings before the 3rd Sunday in March. The flyer should be forwarded to current Regional Webmaster to be posted on the CTRCNA website and the Arts & Graphic Chairperson who will produce at least 300 copies and give them to the Convention Chairperson by the 3rd Sunday in March.
 - VI.A.3.c.iii.(g) Emails minutes to executive committee, subcommittee chairpersons, and all members of the Convention Committee within 5 days after the Convention Committee meeting.
 - VI.A.3.c.iii.(h) Be available to email transmit any issues to be called to a vote, tally the votes and forward responses / final vote counts to executive committee members
 - VI.A.3.c.iii.(i) Maintains a list of names, addresses, and phone numbers of the Convention Committee members for committee use.
 - VI.A.3.c.iii.(j) Keeps extra sets of minutes, updated after each Convention Committee meeting, for members who request a complete set.
 - VI.A.3.c.iii.(k) Assists all committees in mailing and correspondence.

- VI.A.3.c.iv. Treasurer.
 - VI.A.3.c.iv.(a) Five (5) years clean time.
 - VI.A.3.c.iv.(b) One year prior service on the Convention Committee and/or the Subcommittees.
 - VI.A.3.c.iv.(c) Demonstrated stability in the local community, accounting skills, service experience with conventions or other large scale Fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.
 - VI.A.3.c.iv.(d) Maintains currently existing bank account of CRCC, Inc. (See Article VII, Section 1below).
 - VI.A.3.c.iv.(e) Works with the Chairperson and Vice-Chairperson to prepare a budget for the Convention that is based on the Subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the Convention draws near.
 - VI.A.3.c.iv.(f) Writes all checks and is responsible for collecting receipts from Subcommittees for money paid out.
 - VI.A.3.c.iv.(g) Responsible for all monies, including revenues from registration and banquet tickets; pays all bills; and advises the Chairperson on cash supply, income flow and rate of expenditures.
 - VI.A.3.c.iv.(h) Reviews Subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
 - VI.A.3.c.iv.(i) Each check should require two signatures. Additionally, a complete treasurer's report within three months of the Convention should be submitted to the RSC along with fund distribution.
 - VI.A.3.c.iv.(j) A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.
- VI.A.3.c.v. Alternate Treasurer.
 - VI.A.3.c.v.(a) Five (5) years clean time.
 - VI.A.3.c.v.(b) Assists Treasurer in all duties and fills when Treasurer is absent.
- VI.A.3.d. Election.
 - VI.A.3.d.i. Chairperson - During the wrap-up meeting of the Convention Committee (3rd Sunday in January), a Chairperson is nominated and/or volunteers for the position. The Convention Committee votes and then makes its recommendation for Chairperson to the RSC. The Chairperson is then elected at the RSC meeting (the last Saturday January).
 - VI.A.3.d.ii. Remaining Trusted Servants - All other Trusted Servants are nominated/volunteer and elected at the Kick-Off Meeting.
- VI.A.3.e. Term. All Trusted Servants shall serve for a one-year term (February to January), or the balance, during the Convention year of their election.
- VI.A.3.f. Compensation. No Trusted Servant shall receive compensation of any kind for serving. Trusted Servants who incur reasonable and documented out-of-pocket expenses, in the course of authorized Convention Committee business, may be reimbursed for such expenses.

VI.A.4. Subcommittee Chairpersons.

- VI.A.4.a. General. Nominated and elected from Convention Committee members, the Subcommittee Chairpersons should have at least the general qualifications listed in Section 2 below. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the Subcommittees have specific service responsibilities to perform. (See Article VIII and Article IX, Section 2 below)
- Subcommittees are vital to the Convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Each Subcommittee has only one chairperson who then recruits committee members from the fellowship at large.
- VI.A.4.b. Qualifications. All Subcommittee Chairperson Candidates must:
- VI.A.4.b.i. Have 4 years clean time.
 - VI.A.4.b.ii. One year prior service on the Convention Committee and/or the Subcommittees.
 - VI.A.4.b.iii. Be at least 18 years of age;
 - VI.A.4.b.iv. Live within the State of Connecticut.
- VI.A.4.c. Election. All Subcommittee Chairperson are nominated/volunteer and elected by a majority vote in attendance, at the Kick-Off Meeting.
- VI.A.4.d. Term. Each Subcommittee Chairperson shall serve for a one-year term (February to January), or the balance, during the Convention year of their election.
- VI.A.4.e. Compensation. The Subcommittee Chairpersons shall serve without compensation. Subcommittee Chairpersons who incur reasonable and documented out-of-pocket expenses, in the course of authorized CRCC, Inc. business, may be reimbursed for such expenses.

VI.A.5. Voting Procedures:

- VI.A.5.a. General. Everyone who attends the Kick-Off Meeting has the privilege to vote. After the Kick-off Meeting, anyone who misses two consecutive meetings loses their voting privileges. The privilege to vote is regained at the second consecutive meeting attended. A Subcommittee Chairperson, or an authorized representative of the Subcommittee, may vote on questions and matters concerning the specific Subcommittee regardless of previous attendance.
- VI.A.5.a.i. The majority will be the deciding factor in all voting. For the purpose of all business (except elections), a majority vote is defined as being one (1) more vote than half of the voting members in attendance. Whenever less than sixty (60%) of the voting members present vote yes or no on a motion, there will be a second discussion and a second vote which will be final.
- VI.A.5.b. Election of Trusted Servants. The majority vote will be the deciding factor in all voting. For the purpose of electing Trusted Servants, a majority vote is defined as being the majority of the total number of voting members present. (e.g., if there are 10 voting members, a nominee or volunteer must receive 6 or more votes). If there are three or more nominees and/or volunteers, the one receiving the least amount of votes is removed from the ballot and the vote is taken again.
- VI.A.5.c. To Adopt, Amend, or Rescind Policy. The general voting procedure outlined in Section 1 above applies, with the exception that a two-thirds majority vote is needed to adopt, amend or rescind policy.

VI.A.6. Motion Procedures

- VI.A.6.a. Making. Anyone attending the Convention Committee meeting shall be allowed to make a motion, except when that motion will make, amend or rescind Convention Committee policy. A motion that pertains to policy must be made by a voting member of the Convention Committee.
- VI.A.6.b. Discussion. Discussion concerning a motion on the floor is open to all members of Narcotics Anonymous in attendance, not just the voting members. Everyone has the right to voice their feelings and/or their opinion once.
- VI.A.6.c. Defeated Motions. A motion that was defeated during a current Convention Committee year can only be brought back to the floor again by someone who originally voted against the motion.

VI.A.7. Financials

- VI.A.7.a. Accounts. The financial accounts for the Convention shall be held in the name of CRCC, Inc. All such accounts shall require two (2) signatures to transact any business. The Treasurer shall order checks that provide for two (2) spaces for signatures and the statement that the check is not valid without two signatures. The authorized signers on all such accounts shall be the Chairperson, Vice Chairperson, Treasurer and Alternate Treasurer. (See Article II, Section 5 - CRCC, Inc. Bylaws).
- VI.A.7.b. Subcommittee Budgets. Budgets will be submitted by each Subcommittee Chairperson or an alternate at the Convention Committee and CRCC, Inc. Board of Directors meetings held in May. (See Budget form attached as Attachment ____). The Convention Committee and the CRCC, Inc. Board of Directors will recommend approval, with or without modifications or rejection on the day of submission. The Convention Committee may approve transfers from line items in an approved Subcommittee budget; however, any change that increases the total expenditure amount for a Subcommittee must be brought to the CRCC, Inc. Board of Directors by the Subcommittee Chairperson for its approval. Budgetary decreases are to be made at the discretion of the Treasurer with the understanding of the corresponding Subcommittee Chairperson.
- VI.A.7.c. Operating Statement. The CRCC, Inc. Board of Directors will prepare a pro forma operating statement, taking into account all Subcommittee budgets, cash requirements, projections or income as well as hotel meal and coffee costs. Once this pro forma statement is finalized, the CRCC, Inc. Board would be responsible for recommending, to the full Convention Committee, prices for complete packages, walk-in registrations, etc. This recommendation should be made at the June meeting.
- VI.A.7.d. Handling of Money. Anyone handling money should have a minimum of three (3) year clean time.
- VI.A.7.e. Decisions Concerning Money. All decisions concerning money must be brought before the Convention Committee for discussion, voted on by the entire Convention Committee, and thereafter brought before the CRCC, Inc. Board of Directors for approval.
- VI.A.7.f. Acceptance of Personal Checks. There will be no check cut-off date. With the exception of starter checks, checks will be accepted at all times. All checks must have the name, address and phone number (written if necessary) on them.

- VI.A.7.g. Procedure for Bounced Checks. The following outlines the procedure for handling checks that bounce for the purchase of registrations and/or merchandise:
- VI.A.7.g.i. No one should ever be turned away from the Convention.
 - VI.A.7.g.ii. If an attendee whose check has bounced does not redeem the check at the time they pick-up their registration packages at the Convention, the attendee will only be entitled to a walk-in registration. If the check clears after the Convention, any funds collected above the cost of a walk-in registration will be returned.
 - VI.A.7.g.iii. The Convention Committee will no longer accept checks from any attendee whose check bounces.
 - VI.A.7.g.iv. If sufficient time permits prior to the Convention, the Treasurer will contact the Registration Subcommittee and then the attendee to request an alternate form of payment.
 - VI.A.7.g.v. If an alternate payment is received after the cut-off date for early registration discounts, any such discount for early registration will not apply.
 - VI.A.7.g.vi. The person owning the checking account will be responsible for all service charges related to the bounced check and all fees incurred to collect.
- VI.A.7.h. Misappropriation of Funds. The following outlines the procedure for handling the misappropriation of funds by Trusted Servants:
- VI.A.7.h.i. While the debt is outstanding, the Trusted Servant will not be allowed to serve on the Convention Committee and/or CRCC, Inc.'s Board of Directors.
 - VI.A.7.h.ii. The RSC will be notified of the matter (including the Trusted Servant's name) by the Convention Chairperson or the Executive Director of CRCC, Inc.'s Board of Directors.
 - VI.A.7.h.iii. The Trusted Servant shall be responsible for all fees incurred in collection of the misappropriated funds.
 - VI.A.7.h.iv. A registered letter, return receipt requested, will be sent to the Trusted Servant by the CRCC, Inc. Board of Directors explaining the collection process.
 - VI.A.7.h.v. Ninety (90) days will be given from receipt of the letter to either make full restitution or to make acceptable arrangements of restitution. All restitution arrangements will be in writing and become valid once the first payment is received.
 - VI.A.7.h.vi. The CRCC, Inc. Board of Directors will monitor all ongoing restitution agreements.
 - VI.A.7.h.vii. If after ninety (90) days the Trusted Servant has not responded, or ninety (90) days have passed since receipt of the last payment on an unfulfilled arrangement, the CRCC, Inc. Board of Directors may elect to use all legal remedies available.
- VI.A.7.i. Distribution of Funds Above Prudent Reserve. It is important to understand that Conventions are not the funding source of Narcotics Anonymous and are not established to support special projects or the specific interests of the Convention Committee. In that regard, the Convention Committee and the RSC have adopted the NAWS Fund Distribution Policy (See NAWS Convention Guidelines, Page 33 – Fund Distribution) with respect to distribution of all funds above the Convention prudent reserve (\$7,500). In summary, at the end of the Convention, all funds above the amount necessary for the prudent reserve shall be distributed to the RSC in accordance with CRCC, Inc.'s Bylaws.

VI.A.8. Subcommittee Guidelines (Function and Purpose).

- VI.A.8.a. General Guidelines. Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each Subcommittee Chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.
- The Subcommittees of the Convention Committee work together. At the onset, each Subcommittee should decide whether or not it will use the services of another Subcommittee, or address that particular area of business itself. Although either way is effective, remember that cooperation and consideration are the keys that will make it work.
- In addition to the specifics guidelines and responsibilities outlined in Sections 2 through 8 below, the following are general guidelines for all Subcommittees:
- VI.A.8.a.i. Secure meeting facility for subcommittee by 3rd Sunday in March and set date and time for first meeting. (It is suggested that the Subcommittee meeting take place before or after a regularly scheduled meeting to attract service to the Subcommittee).
- VI.A.8.a.ii. Provide all information about subcommittee meeting location, date and time of meeting to Convention Committee Secretary by the 3rd Sunday of March.
- VI.A.8.a.iii. 30 days after information for subcommittee meeting location, date and time has been delivered to Region, elect Vice-Chair and Secretary for subcommittee.
- VI.A.8.a.iv. Reviews all Convention Guidelines, monthly goals and all RSC Policy pertaining to the Convention with Subcommittee. (Deadline for completion - April).
- VI.A.8.a.v. Maintain accurate records of the activities of the Subcommittee and provide copies at each Convention Committee meeting along with a copy for the Secretary for archives. (This includes final reports in detail from each Subcommittee Chairperson by the January wrap-up meeting).
- VI.A.8.a.vi. Develop Subcommittee budgets. (See Article VII, Section 2) (Deadline for completion - May).
- VI.A.8.a.vii. Supplies reports using standardized forms, where applicable, including financial needs, expenditures and receipts at each Convention Committee meeting.
- VI.A.8.a.viii. Coordinates and works together with all other Subcommittees.
- VI.A.8.a.ix. Each Subcommittee is responsible to remove what was brought to the Convention site.
- VI.A.8.a.x. Prepare final archive package. (See Article __, Section __ - RSC Policy) (Deadline for completion - January).
- VI.A.8.b. Arts & Graphics. The Arts & Graphics Subcommittee is made up of people who are artistic and industrious. Before the Convention, this Subcommittee is responsible for the creation and design of all Convention artwork and logos. The Arts & Graphic Subcommittee can solicit ideas and artwork from and work with the Registration, Merchandising and Programming Subcommittees. Arts & Graphics will also be responsible for the continuity of the artwork.
- VI.A.8.b.i. Provide a minimum of 300 pre-Convention flyers announcing the dates, times and locations of all Subcommittee meetings to be delivered to Region by Convention Chair. (Deadline for completion – 3rd Sunday in April).
- VI.A.8.b.ii. Review and follow all Narcotics Anonymous World Service (“NAWS”) Trademark and Copyright regulations. (See Fellowship Intellectual Property Trust, Bulletin #1). (A copy can be reviewed at: <http://www.na.org/ipbul1rv.htm>).
- VI.A.8.b.iii. Select and present 3 recommendations of possible themes and logos to the Convention Committee. (Deadline for completion – 3rd Sunday in May).
- VI.A.8.b.iv. Obtain release of copyright from artist(s) releasing ownership of all logos and artwork to CRCC, Inc. (See Release attached as Attachment __)
- VI.A.8.b.v. Obtain 3 bids from vendors for the printing of the Registration forms (use the prior year's registration form as a sample to obtain bids). (Deadline for completion – prior to the 3rd Sunday in June)

- VI.A.8.b.vi. Present a rough draft of the Registration form to the Convention Committee. (Deadline for completion – 3rd Sunday in June).
- VI.A.8.b.vii. Obtain a “final draft” proof from the printer of the Registration form and present it to the Convention Committee. (Deadline for completion – 3rd Sunday in July).
- VI.A.8.b.viii. Registration forms are printed, received and delivered to the Convention Chair. (Deadline for completion – 3rd Sunday in August).
- VI.A.8.b.ix. Works with Programming Subcommittee to prepare a rough draft of the Program to be reviewed by the Convention Committee. (Deadline for completion - September).
- VI.A.8.b.x. Presents a final draft of the Program to the Convention Committee. (Deadline for completion - October).
- VI.A.8.b.xi. Obtains a proof from the printer of the Program and presents it to the Convention Committee. (Deadline for completion - November).
- VI.A.8.b.xii. Programs are printed and delivered directly to the Registration Subcommittee at a location determined by the Registration Subcommittee. (Deadline for completion - first week in December).
- VI.A.8.b.xiii. All necessary tickets, convention attendee badges, and other items to be included in the Registration packet are printed and delivered to the Registration Committee. (Deadline for completion - first week in December).
- VI.A.8.b.xiv. Printing of all necessary Trusted Servant, Subcommittee and special worker badges. (Deadline for completion - mid-December).
- VI.A.8.b.xv. Printing of any necessary signs and directional posters. (Deadline for completion - mid-December).
- VI.A.8.b.xvi. Printing of banner. (Deadline for completion - mid-December)
- VI.A.8.c. Convention Information. The Convention Information Subcommittee provides information about the Convention both within the fellowship and outside the fellowship (i.e., past registrants, regions, neighboring regions, halfway houses, treatment centers).
 - VI.A.8.c.i. Acts as a liaison between the Convention Committee and the fellowship (e.g., directs all fellowship inquiries to the appropriate subcommittee).
 - VI.A.8.c.ii. Distributes pre-convention flyers to the RSC. (Deadline for completion - April).
 - VI.A.8.c.iii. Distributes Registration forms to the RSC. (Deadline for completion - August).
 - VI.A.8.c.iv. Distributes Registration forms to previous registrants, NAWS, and neighboring regions. (Deadline for completion - September).
 - VI.A.8.c.v. Mails a Registration form along with an information letter to institutions outside the fellowship (i.e., hospitals, treatment centers and similar agencies which provide direct service to addicts). (Deadline for completion - September).
 - VI.A.8.c.vi. Prepares a press packet in case a reporter shows up at the Convention (it is strongly recommended that Convention Information not initiate contact with the press). (Deadline for completion - October).
 - VI.A.8.c.vii. Answers questions on-site in coordination with the Registration area.
 - VI.A.8.c.viii. Supervise display cases containing NA memorabilia during the weekend of the Convention.

- VI.A.8.d. Entertainment. The Entertainment Subcommittee provides entertainment and other activities during the Convention.
- VI.A.8.d.i. Decides what kind of entertainment and activities to have during the Convention and contact companies to solicit contracts for said entertainment (Use Request for Proposal attached as Attachment ____). (See Article IX, Section 5 below). (Deadline for completion – 3rd Sunday in August).
 - VI.A.8.d.ii. Presents contracts for the Subcommittee’s selection of vendors to provide entertainment to the Convention Committee and CRCC. Inc.’s Board of Directors for approval. (Deadline for completion – 3rd Sunday in September).
 - VI.A.8.d.iii. Coordinate with the Programming and Hotel & Hospitality Subcommittees to secure adequate space for the entertainment. (Deadline for completion - September).
 - VI.A.8.d.iv. Coordinate with the Programming Subcommittee regarding dates, times, and locations of entertainment for the purpose of including the information in the Program. (Deadline for completion - September).
 - VI.A.8.d.v. Coordinate with the Hotel & Hospitality Subcommittee for assistance with working the doors of the events at the Convention. (Deadline for completion - January).
- VI.A.8.e. Hotels & Hospitality. The Hotel & Hospitality Subcommittee’s purpose is to act as the liaison between the Convention hotel and the Convention Committee and to coordinate with all other subcommittees concerning location of meetings and other activities within the Convention hotel. This Subcommittee is also responsible for providing a warm welcome to all, while promoting a spirit of unity and celebration of recovery for the fellowship. This includes providing adequate meeting space to carry our message of recovery.
- VI.A.8.e.i. Coordinate with the Site Selection Director at the Convention Kick-off meeting in February to obtain a binder containing a copy of the signed Contract and all other pertinent information regarding the Hotel including, but not limited to, a site floor plan, business cards of all key hotel personnel, etc.
 - VI.A.8.e.ii. Chairperson to attend a “meet and greet” with the Site Selection Director and the contact personnel at the selected Hotel before the 3rd Sunday in March. The purpose for this meeting is to introduce the H&H Chair as the person the key hotel personnel will do business with going forward.
 - VI.A.8.e.iii. Coordinate and meet with the Programming Chair by the 3rd Sunday in April to conduct an informal walk-thru of the Convention hotel for the purpose of mapping out a floor plan for meeting locations.
 - VI.A.8.e.iv. Works with all Subcommittees to provide space for their specific needs. (Deadline for completion - August).
 - VI.A.8.e.v. Responsible for arranging for and maintain hospitality areas.
 - VI.A.8.e.vi. Coordinate with Programming Subcommittee regarding information needed to complete Program. (Deadline for completion - September).
 - VI.A.8.e.vii. Makes arrangements for fruit and snacks for hospitality areas. (Deadline for completion - November).
 - VI.A.8.e.viii. Securing door greeters, serenity keepers, etc. to provide hospitality during the Convention. (Deadline for completion - December).
 - VI.A.8.e.ix. Coordinates with the Entertainment Subcommittee to assist with working the doors for entertainment during the Convention. (Deadline for completion - January).
 - VI.A.8.e.x. Continually works to ensure that all Convention needs are provided for by the host facility.

- VI.A.8.f. Merchandise. The Merchandise Subcommittee's purpose is to provide for and sell merchandise at the Convention.
 - VI.A.8.f.i. Decides what type of merchandise will be sold during the Convention. (Deadline for completion – 3rd Sunday in July).
 - VI.A.8.f.ii. Coordinate with the Registration and Programming Subcommittees for the purchase of merchandise for registration and programming gifts, and literature. (Deadline for completion - July).
 - VI.A.8.f.iii. Obtain copy of final theme and logo from the Arts & Graphic Subcommittee to present to vendors.
 - VI.A.8.f.iv. Secure three bids from vendors to produce merchandise and present bids to Convention Committee and Board of Directors for approval. (Deadline for completion – 3rd Sunday in October). (See example of form to document bids)
 - VI.A.8.f.v. Coordinate with the Hotel and Hospital Chair to arrange for delivery of merchandise directly to the hotel. (Deadline for completion – 3rd Sunday in November).
 - VI.A.8.f.vi. Coordinate any on-site fellowship merchandise sales. (Deadline for completion - January).
- VI.A.8.g. Programming. The Programming Subcommittee's purpose is to plan all workshops and meetings. They must keep in mind the need for a balance of workshops for newcomers; service minded persons and spiritual discussions. Workshops are held to satisfy the needs of our membership.
 - VI.A.8.g.i. Rent a post office box by the 3rd Sunday of March for 6 months from April to September 30th.
 - VI.A.8.g.ii. In addition to including a request on the Registration form for Convention attendees to chair and share, formulate and implement other means to solicit speakers and chairpersons for the Convention meetings.
 - VI.A.8.g.iii. Meet with Convention Chair by 3rd Sunday in June concerning what Regional subcommittees will conduct workshops at the Convention.
 - VI.A.8.g.iv. Solicit contract with interpreters for the hearing impaired and present 3 bids with 1 recommendation to the Convention Chair by the 3rd Sunday in September.
 - VI.A.8.g.v. Solicit contract with taping company and present 3 bids with 1 recommendation to the Convention Chair by the 3rd Sunday in September. (Use Request for Proposal form attached as Attachment ____). (See Article IX, Section 4 below).
 - VI.A.8.g.vi. Develop topics for Convention meetings by the 3rd Sunday in August.
 - VI.A.8.g.vii. Conduct walk-thru with the Entertainment Subcommittee by 3rd Sunday in August to determine dates, times, and locations of entertainment for the purpose of including the information in the program.
 - VI.A.8.g.viii. Develop meeting formats by the 3rd Sunday in August (i.e., 11th Tradition Statement, taping statement, special formats as required for main meeting – clean time countdown, state recognition, etc.).
 - VI.A.8.g.ix. Coordinate with the Arts & Graphics Subcommittee by 3rd Sunday in August to provide them with all information needed to complete the Program.
 - VI.A.8.g.x. Coordinate with the Technical Director to secure lap top cashier terminals. (Deadline for completion - October).
 - VI.A.8.g.xi. Select speakers, chairpersons and others as needed for meetings by mid-November.
- VI.A.8.h. Registration. The Registration Subcommittee's purpose is to register people for the Convention.
 - VI.A.8.h.i. Secure post office box for attendees to mail in their completed pre-Registrations. (Deadline for completion – third Sunday in June).
 - VI.A.8.h.ii. Decide what gifts will be included in the registration packets and work with Merchandise Subcommittee to include gift choices in merchandise order. (Deadline for completion - August).
 - VI.A.8.h.iii. Keep accurate records of all registration information at all times to be submitted to the Convention Committee with the Registration Subcommittee's minutes as registrations are received.

- VI.A.8.h.iv. Check Post Office Box on a weekly basis and deliver checks and money orders to treasurer on regular basis.
- VI.A.8.h.v. Coordinate with the Tech Director concerning all on-line registrations.
- VI.A.8.h.vi. Mail confirmation cards to pre-registrants as completed Registration forms are received.
- VI.A.8.h.vii. Coordinate with the Hotels & Hospitality Subcommittee to secure location for Registration at the Convention. (Deadline for completion – 3rd Sunday in August).
- VI.A.8.h.viii. Set Registration operating hours to benefit the fellowship on-site and provide information to the Programming Subcommittee for inclusion in the Program. (Deadline for completion – 3rd Sunday in August).
- VI.A.8.h.ix. Formulate list of Subcommittee members that will operate Registration on-site. (Deadline for completion – October).
- VI.A.8.h.x. Prepare Registration packages. (Deadline for completion - December).
- VI.A.8.h.xi. Coordinate with the Technical Director to secure lap top cashier terminals. (Deadline for completion - October).
- VI.A.8.h.xii. Work with Board of Directors to formulate procedure for giving away free packages at the Convention. (See Article __, Section __ below) (Deadline for completion - January).

VI.A.9. General Operational Procedures

- VI.A.9.a. Kick-Off Meeting Flyer. The Kick-Off Meeting flyer shall include a statement that reads: “Anyone interested in taking part in any subcommittees please attend the kick-off meeting.”
- VI.A.9.b. Removal of Trusted Servants. A Trusted Servant who misses two consecutive Convention Committee meetings or any three such meetings, even though they sent a representative, should be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.
- VI.A.9.c. Taping Contracts. The copyright to the tapes are to be held by CRCC, Inc. If taping, care should be taken to inform the speakers and/or workshop participants that they are being taped. The taping company shall be allowed to sell speaker tapes from the Convention at other Narcotics Anonymous events.
- VI.A.9.d. Contracts (All Others). At least three (3) bids must be obtained for all contracts over \$500. The bids with any proposed contract language or terms and conditions will be submitted to the CRCC, Inc.’s Board of Directors by the Subcommittee Chair with the Subcommittee’s recommendation. The Board of Directors will either recommend approval, as is, approval with modifications or rejection to the Convention Committee.
- VI.A.9.e. Number of Terms. The Convention Chairperson may not serve two (2) consecutive years in the same capacity.
- VI.A.9.f. Smoking. All Conventions are completely non-smoking events. Smoking will be permitted only in designated smoking areas outside the Convention facility.
- VI.A.9.g. Subcommittee Oversight. The Convention Committee shall be responsible for the oversight of the Subcommittees.
- VI.A.9.h. Absences. Any Trusted Servant who misses two (2) consecutive Convention Committee meetings or any three (3) in the same year, even though they sent a representative, should be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.
- VI.A.9.i. No Affiliation. The Convention should not be planned in conjunction with, or affiliate itself with, other recovery oriented fellowships or institutions at the same site.
- VI.A.9.j. Convention Access (Indigent). Members who do not have funds may attend the Convention. A procedure for applying this policy on an individual basis at the Convention site will be established by the Convention Committee in consultation with the Registration Subcommittee Chairperson each year.

VI.B. Hospitals & Institutions Subcommittee. (9/24/88)**VI.B.1. Rules of Order.**

- VI.B.1.a. Suspend Robert's Rules of Order and go by the presently approved H&I Handbook written by Narcotics Anonymous World Service from this day forward. Only Area Hospitals & Institutions Subcommittee Chairpersons may make motions and vote.

VI.B.2. Basic Purpose.

- VI.B.2.a. Primary purpose of this Subcommittee is to uphold the fifth tradition: "Each group has but one primary purpose, to carry the message to the addict who still suffers."

VI.B.3. Functions of the Subcommittee.

- VI.B.3.a. A resource for the members, Groups and Areas in their efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- VI.B.3.b. Provide a forum or pooling place for Area subcommittees to share their experience, strength and hope.
- VI.B.3.c. Maintain an updated listing of all appropriate facilities within the region and record which ones are serviced by which Area and type of service that is performed as well as which facilities are not being serviced at all.
- VI.B.3.d. Conduct and/or coordinate any meetings that carry the message into facilities that cannot be serviced by an Area.
- VI.B.3.e. Conduct workshops to address and/or work on problems the Areas are experiencing or to discuss new methods of Hospitals & Institutions work.
- VI.B.3.f. Maintain communication with the World Service Conference Hospitals & Institutions Committee so that the Areas may be informed of its activities. Communication flows both ways between Area and World levels through this committee.
- VI.B.3.g. Lend support to any activities that benefit Hospitals & Institutions efforts within the Connecticut Region.

VI.B.4. Subcommittee Members.

- VI.B.4.a. Members of this subcommittee shall be: Chairperson, Vice-chairperson, Secretary, Volunteer Liaison, Volunteer Liaison Assistant, Corresponding Secretary, Chairpersons of any Area Hospitals & Institutions Subcommittees and WSC H&I members (if applicable) Panel Chairperson as well as any member of our fellowship who wishes to better carry the message of recovery to hospitals and institutions.

VI.B.5. Format for the Connecticut Regional Subcommittee Meeting:

- VI.B.5.a. Moment of Silence.
- VI.B.5.b. Unity Version of Serenity Prayer.
- VI.B.5.c. Reading of the Traditions.
- VI.B.5.d. Attendance & Agenda circulated.
- VI.B.5.e. Election of Officers, if applicable.
- VI.B.5.f. Read and approve the minutes of the previous meeting.
- VI.B.5.g. Report from RSC given by Chair or Vice-chair.
- VI.B.5.h. Area Representatives' reports.
- VI.B.5.i. Volunteer Liaison's report or Volunteer Liaison Assistant's report.
- VI.B.5.j. WSC H&I Member's report (if applicable).
- VI.B.5.k. Ad Hoc Chair report.
- VI.B.5.l. Panel Chairperson report
- VI.B.5.m. Old Business.
- VI.B.5.n. New Business.
- VI.B.5.o. Schedule next committee meeting.
- VI.B.5.p. Hand out meeting schedules (if applicable).
- VI.B.5.q. Close meeting with unity version or Serenity Prayer.

VI.B.6. Responsibilities of the Committee Officers:

- VI.B.6.a. Chairperson.
 - VI.B.6.a.i. Clean time requirement is three years with two years Hospitals & Institutions work.
 - VI.B.6.a.ii. Keeps order in the meeting.
 - VI.B.6.a.iii. Keeps discussion on the topic and brief.
 - VI.B.6.a.iv. Brings a prepared agenda to each committee meeting.
 - VI.B.6.a.v. Ensures that the Traditions are upheld.
 - VI.B.6.a.vi. Maintains a link of communication between the Hospitals & Institutions Committee and the Regional Service Committee, including giving a monthly report to the Regional Service Committee.
- VI.B.6.b. Vice-chairperson.
 - VI.B.6.b.i. Clean time requirement is two years with one year of Hospitals & Institutions work.
 - VI.B.6.b.ii. Helps Chairperson keep proceedings orderly.
 - VI.B.6.b.iii. Acts as Chairperson in case of Chairperson's absence.
- VI.B.6.c. Secretary.
 - VI.B.6.c.i. Clean time requirement is one year and willingness to serve.
 - VI.B.6.c.ii. Takes accurate minutes at each monthly meeting and distributes them to the committee members.
 - VI.B.6.c.iii. Maintains an ongoing file of all correspondence and minutes.
- VI.B.6.d. Corresponding Secretary.
 - VI.B.6.d.i. Clean time requirement is one year.
 - VI.B.6.d.ii. Handle any and all correspondence.
 - VI.B.6.d.iii. Maintain records of all moneys spent and submit receipt for reimbursement.
- VI.B.6.e. Panel Chairperson.
 - VI.B.6.e.i. Clean time requirement is two years.
 - VI.B.6.e.ii. Primary contact between the institution(s) being serviced and the Regional H&I Subcommittee.
 - VI.B.6.e.iii. Primary contact between the institution and the area in which the institution and the geographic area in which the institution is located.
- VI.B.6.f. DOC Volunteer Services Liaison.
 - VI.B.6.f.i. Clean time requirement is three years. Also needed is one year involvement in Regional H&I and one year involvement in Area H&I for a total of two years involvement in H&I service work.
 - VI.B.6.f.ii. May not hold two positions at Regional H&I.
 - VI.B.6.f.iii. Primary contact between State of Connecticut Volunteers Services and Regional H&I.
 - VI.B.6.f.iv. Keeps an updated record of all clearance activity between State of Connecticut Volunteer Services and all Areas.
- VI.B.6.g. DOC Volunteer Services Liaison Assistant.
 - VI.B.6.g.i. Clean time requirement is two years.
 - VI.B.6.g.ii. One year H&I experience.
 - VI.B.6.g.iii. One-year commitment.
 - VI.B.6.g.iv. May not hold two positions at Regional H&I.

VI.B.7. Meeting Location.

- VI.B.7.a. Regional H&I will meet permanently in New Britain at the First Church of Christ, 830 Corbin Avenue, New Britain.

VI.B.8. Attendance policy for all Elected Trusted Servants of Regional H&I

- VI.B.8.a. Regular attendance is necessary for the proper functioning of this subcommittee. Failure to attend two consecutive subcommittee meetings will be considered a voluntary resignation. A written or oral report in lieu of attendance at the discretion of the subcommittee. A vote will be taken and a simple majority will carry the motion. (4/19/97)

VI.C. Literature Subcommittee.

This committee is a standing subcommittee of the CT Regional Service Committee.

VI.C.1. Purpose.

- VI.C.1.a. The purpose of the CT Regional Literature Committee (RLC) is to carry the message in written form to the addict who still suffers.

VI.C.2. Functions - This aim is to be fulfilled by the following (9) functions.

- VI.C.2.a. Supporting the Area literature committees in their primary purpose, helping them deal with their basic situations and needs.
- VI.C.2.b. To produce and distribute periodic meeting schedules for the CT. Region.
- VI.C.2.c. To obtain new meeting and changes from Regional Committee Members (RCMs) on the appropriate CT. Region registration forms.
- VI.C.2.d. To contract for the printing of schedules.
- VI.C.2.e. Make schedules available at cost to Areas through RCMs and to subcommittees through chairperson at RSC. (9/08)
- VI.C.2.f. Have schedules available for purchase by outside organizations.
- VI.C.2.g. Serving as a communications link between the NAWS and the Connecticut Region about matters concerning N.A. literature.
- VI.C.2.h. Evaluating and commenting on literature prior to its approval (reviewing).
- VI.C.2.i. Encouraging the growth and unity of the Fellowship.

VI.C.3. Officers.

- VI.C.3.a. General membership in the RLC shall be open to all who share the purpose of the committee. The Trusted servants of the committee shall be a Chairperson, a Vice-chairperson and a Secretary. These officers shall perform the duties prescribed by these guidelines, the Temporary Working Guide to the Service Structure, the current Literature Handbook and the parliamentary authority adopted by the committee.
- VI.C.3.b. Chairperson.
- VI.C.3.b.i. As out of the handbook for N.A. Literature Committees.
- VI.C.3.b.ii. Plan meeting agenda and mail to members ten (10) days prior to bi-monthly RLC meetings.
- VI.C.3.b.iii. Be in attendance at RLC meetings.
- VI.C.3.b.iv. Be in attendance at RSC meetings
- VI.C.3.c. Vice-chairperson.
- VI.C.3.c.i. As out of the handbook for N.A. Literature Committees.
- VI.C.3.c.ii. Communicate quarterly with Area literature chairpersons and submit quarterly written reports to the RLC Chairperson.
- VI.C.3.c.iii. Assume the duties and responsibilities of the RSC Chair in his/her absence.
- VI.C.3.d. Secretary.
- VI.C.3.d.i. As out of the handbook for N.A. Literature Committees.
- VI.C.3.d.ii. Record and mail the minutes of the monthly RLC meeting.

VI.C.4. Meeting Schedule.

- VI.C.4.a. The committee shall meet bi-monthly, the third (3rd) Wednesday of every month. Any revision of the meeting schedule must be approved by the full RLC. Administrative committee meetings may be called by the Chair. (amended 8/04)

VI.C.5. Meeting Format.

- VI.C.5.a. Trusted servants from at least two (2) Areas must be present for the Chairperson to convene a meeting of the CT RLC.
- VI.C.5.b. A minimum of nine (9) months clean time is strongly suggested for any member of the CT RLC.
- VI.C.5.c. A quorum, for the purpose of conducting the business of the CT RLC, consists of trusted servants from at least two (2) different Areas and the Chairperson of the CT RLC.

VI.C.6. Voting.

- VI.C.6.a. Voting members of the regular RLC shall consist of:
 - VI.C.6.a.i. RLC administrative committee members (Vice-chair and Secretary).
 - VI.C.6.a.ii. Area literature committee representatives.
 - VI.C.6.a.iii. Any N.A. member who has expressed an interest in the RLC by attendance at the previous two (2) RLC meetings.
- VI.C.6.b. Voting privileges may be retained in the event of absence by notifying a member of the administrative committee.
- VI.C.6.c. The Chair shall vote only to break a tie.
- VI.C.6.d. Any member of the RLC may make a motion or participate in discussion. Seconds must be made by a voting member.
- VI.C.6.e. Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
- VI.C.6.f. A 2/3 majority is required to pass all matters and 3/4 majority is required to change guidelines.

VI.C.7. Elections.

- VI.C.7.a. To be eligible for election to the position of Chair or Vice-chair, prior experience at the Area and Regional Literature Committee level is necessary.
- VI.C.7.b. To be eligible for election to the position of secretary, prior experience (at any level of service) is suggested.
- VI.C.7.c. Suggested clean time requirements for the trusted servants are:
 - VI.C.7.c.i. Chairperson -- Three (3) years.
 - VI.C.7.c.ii. Vice-chairperson -- Two (2) years.
 - VI.C.7.c.iii. Secretary -- One (1) year.

VI.C.8. Responsibilities & Accountability.

- VI.C.8.a. Any member of the committee may nominate a qualified individual for an RLC position.
- VI.C.8.b. A simple majority is required to elect these trusted servants.
- VI.C.8.c. A trusted servant may be removed from their position for non-compliance. A two-thirds (2/3) majority of voting members present is required for removal. Non-compliance includes but is not limited to:
 - VI.C.8.c.i. Loss of clean time relapse (automatic resignation).
 - VI.C.8.c.ii. Non-fulfillment of the regional duties.
 - VI.C.8.c.iii. Non-attendance at regular RLC meetings without prior notification to the RLC administrative committee.
 - VI.C.8.c.iv. Non-attendance at regular RLC meetings for three (3) consecutive meetings (automatic resignation).
- VI.C.8.d. A six month interim for a trusted servant who resigns or is removed from their position of service to the RLC. This may be waived by a two-thirds majority of the voting members present.
- VI.C.8.e. Trusted servants shall be elected to serve a one-year term or until their successors are elected and their term of service shall begin at the close of the RLC meeting in which they are elected.
- VI.C.8.f. No member shall hold more than one RLC position at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same trusted servant position.
- VI.C.8.g. RLC trusted servant positions shall be elected yearly by the committee except for the Chairperson. The RLC Chairperson shall be elected by the RSC.
- VI.C.8.h. In the event of mid-year removal or resignation, an interim shall be appointed by the chair at the time of removal or resignation, with elections to fill the interim position at the following RLC meeting.

VI.C.9. Subcommittees.

- VI.C.9.a. The RLC may establish subcommittees from time to time to carry on the work of the RLC. These subcommittees shall follow RLC guidelines.
- VI.C.9.b. These special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.

VI.C.10. Spiritual Guidance.

- VI.C.10.a. The committee shall not make any motion nor take any action that conflicts with the spiritual principals of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

VI.C.11. Funds.

- VI.C.11.a. A quarterly budget shall be submitted by the RLC for review and revision. Revision of the yearly RLC budget, submitted to and approved by the Regional Service Committee, shall be done by voting RLC members. If a revision is voted, the RLC Chairperson will present the revised budget to the RSC for approval.
- VI.C.11.b. All motions requiring new monetary expenditures require a two-thirds (2/3) majority vote of the members present.

VI.C.12. Amendments to Guidelines.

- VI.C.12.a. Any voting member may propose an amendment to these guidelines at a regular meeting of the RLC. The proposal must be seconded and submitted in writing at such regular RLC meeting then referred to the Area literature committees for approval. A two-thirds majority of the voting members present is necessary to amend.
- VI.C.12.b. The amendment shall go into effect upon its approval by the CT Regional Service Committee unless the motion to adopt specifies a time.

VI.D. Phonline / Public Information Committee**VI.D.1. Purpose.**

- VI.D.1.a. Public Information is informing the public about recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- VI.D.1.b. The purpose of the Connecticut Regional Public Information and Phonline Committee is to inform the public in the CT. Region that N.A. exists and offer recovery from the disease of addiction.

VI.D.2. Functions.

- VI.D.2.a. To facilitate Areas in carrying the message of Narcotics Anonymous to the general public.
- VI.D.2.b. To provide a forum for the exchange of experience, strength and hope and to prevent duplication of effort.
- VI.D.2.c. In keeping with our Fourth Traditions, the CT. Regional Public Information / Phonline Committee should be responsible for fulfilling public information spots which effect the Region as a whole.
- VI.D.2.d. To cooperate with the Regional Hospitals & Institutions Committee on presentations to institutions.
- VI.D.2.e. To maintain lines of communication with WSC Public Information and Phonline committees.
- VI.D.2.f. To submit written input on WSC Public Information and Phonline matters via the CT. Regional Service Committee, in order to maintain accountability.
- VI.D.2.g. To communicate and cooperate with other Regional Public Information committees on overlapping public service announcements.
- VI.D.2.h. To participate in Regional Learning Days.
- VI.D.2.i. To propose and create yearly budget
- VI.D.2.j. To form ad-hoc committees to perform specific tasks

VI.D.3. Trusted Servants & Responsibilities.

- VI.D.3.a. Chairperson.
 - VI.D.3.a.i. Attends all RSC meetings.
 - VI.D.3.a.ii. Chairs monthly Regional Public Information meeting and maintains order.
 - VI.D.3.a.iii. Makes and brings written reports to the RSC meeting for the Secretary, the Vice-chair, and the Area Service Representatives.
 - VI.D.3.a.iv. Willingness and desire to serve, service experience, active for at least one year in the NA service structure.
 - VI.D.3.a.v. Two years continuous clean time and six months involvement with Public Information and/or Phonline.
 - VI.D.3.a.vi. A good working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.a.vii. Leadership ability, ability to organize, and ability to communicate.
 - VI.D.3.a.viii. Active on PI/PL Committee for 6 months.
 - VI.D.3.a.ix. It is recommended that the Chairperson serve no more than two years.
 - VI.D.3.a.x. Maintain lines of communications with WSC Public Information.
 - VI.D.3.a.xi. Channel written input to WSC PI through the CTRSC.
 - VI.D.3.a.xii. Appoint ad-hoc committees to specific tasks.
 - VI.D.3.a.xiii. The Chair only votes in case of a tie.
 - VI.D.3.a.xiv. The Chair will step down after missing two consecutive RSC / Regional PI meetings.

- VI.D.3.b. Vice-Chair.
 - VI.D.3.b.i. The Vice-Chair of a Subcommittee acts for the Chair in the absence or vacancy of the Chair
 - VI.D.3.b.ii. Chair ad-hoc committees.
 - VI.D.3.b.iii. Act as chair in the absence of the Chair-person.
 - VI.D.3.b.iv. Assist the Chair, when requested.
 - VI.D.3.b.v. Two years continuous clean time and six months involvement with Public Information and/or Phonenumber.
 - VI.D.3.b.vi. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 - VI.D.3.b.vii. Willingness and desire to serve, service experience, active for at least one year in the NA service structure.
 - VI.D.3.b.viii. Time and resources to fulfill the commitment.
 - VI.D.3.b.ix. Leadership ability, ability to organize and ability to communicate.
 - VI.D.3.b.x. May be asked to step down after missing two consecutive meetings.
- VI.D.3.c. Secretary.
 - VI.D.3.c.i. Records and types Minutes form the monthly Public Information and Phonenumber Committee.
 - VI.D.3.c.ii. Provides the Chairperson with a copy of the minutes before the Regional Service Committee.
 - VI.D.3.c.iii. Brings copies of the minutes to the PI/PL meeting.
 - VI.D.3.c.iv. Suggested six months clean time.
 - VI.D.3.c.v. Time & resources, except budgetary expenses, to fulfill the commitment.
 - VI.D.3.c.vi. Ability to take accurate minutes.
 - VI.D.3.c.vii. Ability to communicate effectively.
 - VI.D.3.c.viii. Willingness and desire to serve.
 - VI.D.3.c.ix. May be asked to step down after missing two consecutive meetings.
- VI.D.3.d. Phone Line Coordinator
 - VI.D.3.d.i. Coordinates and assists in Phone Line operation.
 - VI.D.3.d.ii. Communicates with Regional Phone Line answering service and telephone company.
 - VI.D.3.d.iii. Coordinates and assists Areas with Phone Line.
 - VI.D.3.d.iv. One year continuous clean time and six months involvement with Public Information and/or Phone Line.
 - VI.D.3.d.v. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.d.vi. Time and resources to fulfill the commitment.
 - VI.D.3.d.vii. Willingness and desire to serve.
 - VI.D.3.d.viii. May be asked to step down after missing two consecutive meetings.
 - VI.D.3.d.ix. Ability to communicate effectively.
- VI.D.3.e. Spanish Phone Line Coordinator
 - VI.D.3.e.i. Coordinates Spanish Phone Line.
 - VI.D.3.e.ii. One year commitment, recommended serving no more than two years.
 - VI.D.3.e.iii. One year continuous clean time and six months involvement with Public Information and/or Phone Line.
 - VI.D.3.e.iv. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.e.v. Willingness and desire to serve.
 - VI.D.3.e.vi. Attend Regional PI/PL and submit report.
 - VI.D.3.e.vii. May be asked to step down after missing two consecutive meetings.
 - VI.D.3.e.viii. Ability to communicate in Spanish effectively.
 - VI.D.3.e.ix. Will attend PI/PL Phone Line Orientation.

VI.D.4. Members and Voting.

- VI.D.4.a. Any recovering addict with a desire to serve may attend and debate issues.
- VI.D.4.b. Area Chair-persons, or their substitute, have a vote.
- VI.D.4.c. On issues sent back to Area committees, each Area shall have one vote.
- VI.D.4.d. The Chair-person, or their substitute, votes only in case of a tie.

VI.D.5. Format.

- VI.D.5.a. The committee meets on the second Wednesday of the month, at a location determined by bid. In the case of no bids, the meeting place is the basement of Trinity Lutheran Church, Orange and Wall, New Haven, CT.
- VI.D.5.b. Robert's Rules of Order are used only to the extent needed to maintain order, in particular:
 - VI.D.5.b.i. A motion must be made and seconded in order to be discussed.
- VI.D.5.c. The format of the meeting includes:
 - VI.D.5.c.i. Opening by the Chair.
 - VI.D.5.c.ii. Reading of the Twelve Traditions.
 - VI.D.5.c.iii. Reading of the previous minutes, by the Secretary.
 - VI.D.5.c.iv. Reading of Area Reports, by the Area Chairs.
 - VI.D.5.c.v. Old Business.
 - VI.D.5.c.vi. New Business.
 - VI.D.5.c.vii. Closing.
- VI.D.5.d. The Chair prepares an agenda, which is passed around and supplemented by the members.

VI.D.6. Past Policy.

- VI.D.6.a. No interview be granted without prior written consent to proofread before publication. (4/8/87)
- VI.D.6.b. PSA policy: No Area is to do a PSA until brought to Regional PI/Phoneline. (4/8/87)
- VI.D.6.c. Moves to suggest to RSC that Regional PI & Phoneline stand as one committee with one chair and one set of officers. (8/12/87)
- VI.D.6.d. Moved that presentations arising from an Area, which may have Regional impact, should be handled by the Regional Public Information Committee. (8/12/87)
- VI.D.6.e. Moved that if Regional PI is contacted for a PI presentation without time for Regional PI to meet, that the respective Area Chairs be contacted. (10/14/87)
- VI.D.6.f. Moved that the SNETCO bill be put in care of the Regional Treasurer. (10/14/87)
- VI.D.6.g. Moved to accept WSC PI and Phoneline Guides as policy, with an exception of CT having one committee and include present regional PI policy. (12/9/87)
- VI.D.6.h. Regional PI/PL quorum will be set at 50% of the three previous meetings. (04/26/03)
- VI.D.6.i. Moved that 75% quorum be present to change policy, and a 2/3 majority vote carries. (12/9/87)
- VI.D.6.j. If an Area PI or Phoneline Chair takes a position on the Regional PI/PL Executive Committee, they will give up their Area Chair.

VI.E. Writing Steps for Recovery

VI.E.1. Dedication and purpose:

- VI.E.1.a. The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.

VI.E.2. Guidelines for functions

- VI.E.2.a. All letters would be sent via the NA WSR PO box with no personal last names, addresses, or phone numbers of step guides, committee members, or any one else given to step writers. Step guides will use pen names. Correspondence Only agreements with these signatures will be filed with the WSR committee, the CT DOC volunteer office, and the inmate step writer's facility.
- VI.E.2.b. Step guides from the WSR committee will have an individual addict assigned in the order that the step guides have qualified and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their "turn" comes up. The step guides agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict.
- VI.E.2.c. After the initial letter is read (anonymously) to the committee, all correspondence between step guide and step writer is confidential.
- VI.E.2.d. All incoming and outgoing letters are logged by date with name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the step guide by the coordinating secretary.
- VI.E.2.e. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting family members or friends will be made between the step guide and step writer. The step writer may request The Introductory Guide to Narcotics Anonymous and upon notification of the request this guide will be sent by the Corresponding Secretary.
- VI.E.2.f. The 12 Traditions of NA will be strictly upheld.
- VI.E.2.g. All rules and regulations of the institution will be strictly upheld.
- VI.E.2.h. Only women will write to women, and only men will write to men.
- VI.E.2.i. At H&I commitments, the availability of WSR can be announced, including information that the committee meets monthly, and that informational cards will be available upon request of the addicts behind the walls.
- VI.E.2.j. Informational cards will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- VI.E.2.k. Any addict behind the walls or anyone who thinks they may have a problem may write to the WSR committee as a whole with any questions or concerns at any time.
- VI.E.2.l. Presentations to the fellowship and to facilities will include the WSR statement of dedication and purpose, as well as the above 12 guidelines for function. WSR will be offered to addicts at institutions only after the institution has received a presentation and has confirmed this in writing.

VI.E.3. Voting Procedure

- VI.E.3.a. NA members present at WSR committee meetings have a vote.

VI.E.4. How to Become a WSR Step Guide

- VI.E.4.a. Addicts will qualify and become an oriented CT DOC volunteer at the committee. They will discuss and be able to answer affirmatively all of the following questions. Step guides will be assigned an inmate step writer in the order that they have qualified, and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their "turn" comes up.
1. Is your recovery based in Narcotics Anonymous?
 2. Have you done a 4th and 5th step?
 3. Do you work the steps in writing with an NA sponsor?
 4. Do you have at least 3 years clean?
 5. Do you attend NA step meetings regularly?
 6. Do you have a working knowledge of the 12 Steps and 12 Traditions of NA?
 7. Do you have experience as an NA sponsor?
 8. Do you have the means to provide stationery and stamps for regular correspondence?
 9. Do you have the willingness and availability to reply to any letter you receive within 2 weeks, and to notify the coordinating secretary each time?
 10. Are you able to attend at least two WSR meetings yearly?
 11. Are you willing to sign and follow the NA WSR Correspondence Only agreement?

VI.E.5. Clean time Guidelines

- VI.E.5.a. WSR step guide -- 2 years.
 VI.E.5.b. Chair -- 2 years.
 VI.E.5.c. Vice Chair -- 2 years.
 VI.E.5.d. Coordinating Secretary -- 2 year.
 VI.E.5.e. Assistant Coordinating Secretary -- 18 years.
 VI.E.5.f. Postal Facilitator -- 2 years.
 VI.E.5.g. Committee member -- one day

VI.E.6. Responsibilities of Trusted Servants

- VI.E.6.a. Chair.
- VI.E.6.a.i. Minimum clean time requirement is 2 years.
 - VI.E.6.a.ii. Keeps order in the meeting.
 - VI.E.6.a.iii. Keeps discussion on the topic.
 - VI.E.6.a.iv. Prepares an agenda for each meeting.
 - VI.E.6.a.v. Ensures that the Traditions are upheld in all matters.
 - VI.E.6.a.vi. Maintains a link of communication between the WSR and CT Regional NA Service Committee, including giving a monthly report at that meeting.
 - VI.E.6.a.vii. Attends each meeting of CT Regional Service Committee.
 - VI.E.6.a.viii. Keeps accurate records of funds received and spent.
 - VI.E.6.a.ix. Obtains check from CTRSC in March for PO BOX 1541 (yearly payment due on April 1)
 - VI.E.6.a.x. Makes sure committee has a monthly meeting place.
- VI.E.6.b. Vice Chair.
- VI.E.6.b.i. Minimum clean time requirement is 2 years.
 - VI.E.6.b.ii. Helps chairperson keep proceedings orderly.
 - VI.E.6.b.iii. Acts as chairperson in the case of chairperson's absence. Fills in for any other trusted servant position as necessary.
 - VI.E.6.b.iv. If the office of chairperson becomes vacant, serves as chair until confirmed by CT. Regional Service Committee or until a new chair is elected.
 - VI.E.6.b.v. Attends all WSR and CT Regional Service Committee meetings.
 - VI.E.6.b.vi. May have other responsibilities depending on the needs of WSR.

- VI.E.6.c. Coordinating Secretary.
 - VI.E.6.c.i. Minimum clean time is 2 years.
 - VI.E.6.c.ii. Attends monthly WSR meeting.
 - VI.E.6.c.iii. In the absence of an Assistant Coordinating Secretary takes an accurate set of minutes at each meeting and distributes them to subcommittee members prior to next meeting.
 - VI.E.6.c.iv. Maintains an ongoing file of all WSR minutes.
 - VI.E.6.c.v. Is responsible for the extra Post Office Box Key.
 - VI.E.6.c.vi. To assure accountability, keeps a complete log of all WSR step guides/step writer communications (as described in Guidelines for Function #4)
 - VI.E.6.c.vii. Mails Correspondences Only agreements to DOC Volunteer Office and to inmate's facility each time the step guide is assigned a new inmate step writer.
 - VI.E.6.c.viii. May have other responsibilities depending on the needs of WSR.
- VI.E.6.d. Assistant Coordinating Secretary
 - VI.E.6.d.i. Minimum clean time is 18 months.
 - VI.E.6.d.ii. Attends monthly WSR meeting.
 - VI.E.6.d.iii. Goal of the position is to assist the coordinating secretary and to learn the duties of the coordinating secretary so that the assistant can function in the absence of the coordinating secretary.
 - VI.E.6.d.iv. Takes an accurate set of minutes at each meeting and distributes them to subcommittee members prior to next meeting.
 - VI.E.6.d.v. May have other responsibilities depending on the needs of WSR
- VI.E.6.e. Postal Facilitator
 - VI.E.6.e.i. Minimum clean time is 2 years.
 - VI.E.6.e.ii. Attends monthly WSR meetings.
 - VI.E.6.e.iii. Is responsible for one of the Post Office Box keys.
 - VI.E.6.e.iv. Picks up WSR mail on a weekly basis and within 48 hours forwards all mail to the corresponding secretary.
 - VI.E.6.e.v. Notifies/Reminds WSR Chair upon receipt of Post Office Box renewal to assure that Post Office Box 1541 is renewed on or before every April 1.
 - VI.E.6.e.vi. May have other responsibilities depending on the needs of WSR.

VI.E.7. Terms of Commitment

All trusted servant positions are for 1 year, with a 2 year limit on consecutive terms in the same position.

VII. Motion Descriptions from WSC Rules of Order (4/27/91)

VII.A.1. Description of Motions.

The following descriptions are adapted directly from the 1989 WSC Rules of Order and may assist in conducting business on the RSC floor.

VII.A.2. Adjourn

Means to close the session immediately.

VII.A.3. Amend (a pending motion):

Means to modify the wording of a pending motion and is considered a primary amendment - that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in the amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendment and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion to substitute, a form of the motion Amend, proposes that a substitute shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by secondary amendment, but any amendments to the originally pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote.

VII.A.4. Amend Something Previously Adopted:

Means to change a part of a motion already adopted. This motion can be moved by any member regardless of how they voted on the original question. There is no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to **Amend Something Previously Adopted**, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is no time limit on when this motion can be made.

Amend the Bylaws (for WSC, Amend the TWGSS, etc.) is a form of the motion **Amend Something Previously Adopted**. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the **Amend the Bylaws** is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to **Amend the Bylaws** to give the membership adequate time to review.

VII.A.5. Appeal the Chair:

Means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have not right to criticize a ruling of the Chair unless they appeal the decision.

VII.A.6. Commit or Refer to Committee:

Means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

VII.A.7. Discharge a Committee:

Means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

VII.A.8. Division of the Question:

Means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

VII.A.9. Lay on the Table:

Means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying the matter aside until an emergency situation is taken care of, then the proper motions/actions are: **Postpone Definitely; Postpone Indefinitely; Objection to Consideration**; or vote against the motion. The motion **Lay on the Table** should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or substitute, the tabled motion would first need to be taken from the table and disposed of.

VII.A.10. Limit or Extend Debate:

Means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the time each member has to debate, or the number of members who can speak on a pending motion or series of motions. This motion cannot impose an immediate closing of debate, the appropriate motion then would be **Previous Question**.

VII.A.11. Main Motion:

The introduction of new business, or in some cases the reconsideration or amendment of previously adopted business.

VII.A.12. Objection to Consideration of the Question:

Means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same motion can be introduced at any succeeding session.

VII.A.13. Order of the Day, to Call for:

Means any member can require the assembly to conform to its own agenda, unless the assembly then **Suspends the Rules** or **Changes the Order of the Day**.

VII.A.14. Parliamentary Inquiry:

Is a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

The Chair's reply is not subject to **Appeal**, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to **Appeal** such a ruling.

VII.A.15. Point of Information:

Is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A **Point of Information** is not properly used to create a discussion between two members.

If the **Point of Information** is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a **Point of Information**; the member has the right not to yield, since the time consumed for the **Point of Information** will be taken out of the speaker's allowed time. If the member does not yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

VII.A.16. Point of Order:

Means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A **Point of Order** is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a **Parliamentary Inquiry**. Also, it is undesirable to raise **Points of Order** on minor irregularities, if it is clear that no one's rights are being infringed on.

VII.A.17. Postpone to a Definite Time (Definitely):

Means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

VII.A.18. Postpone Indefinitely:

Means the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.

VII.A.19. Previous Question:

Means to immediately close debate and the making of any subsidiary motions, except **Lay on the Table**, of a pending motion. If **Previous Question** is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

VII.A.20. Question (Point) of Privilege, to Raise:

Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The Chair rules (subject to **Appeal**) only on whether this matter should interrupt pending business. If the Chair rules yes, then the Question is handled depending on its original form. If originally phrased like a request, it is handled as such; if phrased like a main motion, the Question then requires a second, is debatable, amendable, etc., and is handled by the Assembly.

If there is not urgency, a **Question of Privilege** can be brought to the assembly as a regular motion and handled in the normal course of business.

VII.A.21. Recess:

Means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can **Call for the Order of the Day**. If the assembly wishes to postpone a pre-scheduled recess, it can move to **Suspend the Rules**.

VII.A.22.Reconsider:

Enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the **Reconsider** is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the **Reconsider** is debatable, a member has the right to debate the **Reconsider** motion regardless whether his rights to debate were exhausted on the original motion. If the **Reconsider** is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if **Reconsider** is adopted the next day, a member's rights to debate the original motion begin over again.

VII.A.23.Suspend the Rules:

Enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To **Change the Order of the Day** is an application of **Suspend the Rules**, and means to take a question out of its proper order or to consider one before the time to which it was postponed.

VII.A.24.Take from the Table:

Enables the assembly to make pending again a motion that had previously been **Laid on the Table**. If a matter is not **Taken from the Table** within the same session as the motion to **Lay on the Table**, the matter dies; although the matter can be reintroduced later as a new question.

If the motion to **Take from the Table** is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is **Taken from the Table** on another day, debate rights start over again.

VII.A.25.Voting, motions about:

Enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

VII.A.26.Withdraw/Modify a Motion, To Grant the Maker Permission:

Means the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the question is stated by the Chair, the motion becomes a pending motion and the property of the assembly which has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before a question is stated by the Chair, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggestion has in effect seconded the modified motion, so no other second is necessary.

VII.B. Table of Formal Motions.

The following chart contains thirty of the more relevant formal motions contained in Robert's Rules of Order, Newly Revised, 1990 edition. While the RSC does not require this level of formality, each of these forms is proper and could be used when in order. The column labeled "Type" refers to the general class of motion: M = Main Motion; S = Subsidiary Motion; P = Privileged Motion; I = Incidental Motion; B = Motions that bring a question again before the assembly.

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Adjourn	P	No	Yes	No	No	Majority	No
Amend a pending motion	S	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes (vote is on amendment only)
Amend something previously Adopted (includes Rescind)	B	No	Yes	Yes	Yes	2/3	Negative vote only
Appeal the Chair (must be made immediately following decision)	I	Yes, at time of appealed ruling	Yes	1 Pro/1 Con; Con is always the Chair.	No	Majority in negative to reverse the Chair	Yes
Commit or Refer to Committee							
Of a pending question	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
A matter not pending	M	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work.
Discharge a Committee	B	No	Yes	Yes and can go into question in hands of committee	Yes	2/3	Negative vote only
Division of Question	I	No	Yes	No	Yes	Majority	No
Lay on the Table (applies to entire motion pending)	S	No	Yes	No	No	2/3	No
Limit or Extend Debate							
On pending question	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecuted part of order
For duration of meeting	M	No	Yes	Yes	No	Majority	Yes
Main Motion	M	No	Yes	Yes	Yes	Majority	Yes
Objection to Consideration of the Question (must be made prior to consideration)	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) only
Order of the Day, to Call for	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on -- Chair responds	N/A
Point of Information	I	Yes	No	No	No	Is not voted on	No
Point of Order	I	Yes	No	No (unless Chair submits question to the assembly, then Yes)	No	Chair Rules (unless submitted to assembly, then majority)	No
Postpone to Definite Time (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Yes

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Postpone Indefinitely	S	No	Yes	Yes, debate can go into main question	No	Majority	Affirmative vote only.
Previous Question	S	No	Yes	No	No	2/3	Yes, but if vote was yes, only before vote has been taken under it.
Question of Privilege (when Main Motion is not in order)	P	Yes, but should not interrupt a person speaking unless unavoidable	No	No	No	Chair only rules on whether Question should interrupt (subject to Appeal)	No
Question of Privilege (when Main Motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess							
If moved while question is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak.	Yes	If motion to be reconsidered is debatable	No	2/3	No
Suspend the Rules	I	No	Yes	No	No	2/3	No
Take from the Table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close polls	To close polls no; to reopen polls negative vote only; all others yes
If moved while not question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/modify motion, to grant maker permission to, after stated by Chair	I	Yes, if requires immediate attention	Yes, if made by maker; no if made by another	No	No	Majority	As to withdrawal, negative vote only; as to modification, Yes

VIII. ADDENDUM A

Certificate of Insurance (COI) Procedures

Group contact:

The groups will make requests to the RCM of their area.

CTRSC Point of contact:

CTRSC CHAIR RCM will contact CTRSC Chair. CTRSC Chair will contact the insurance carrier.

COI Request Information:

Name of **Group**

Name, Address (including zip code) of **Facility** where group meets.

Contact Person for **Facility** where group meets.

- Two copies of the COI will be mailed out by the insurance company. One to CTRSC, and one to the meeting Facility.

Accountability:

CTRSC Chair will keep log and make summary report at regional meeting of all requests.

Special Events COI:

Contact RCM of Area **90 days in advance in writing**. RCM and CTRSC Chair will exchange information to obtain COI.