

**March 2011 Guidelines**  
**Upper Midwest Region of Narcotics Anonymous**  
**Updated 3/22/2011**

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**Section I: Name and Boundaries**

- A. This body shall be known as the Upper Midwest Regional Service Committee, hereinafter referred to as the RSC.
- B. The RSC shall serve geographical areas including, but not limited to, Manitoba, western Minnesota, and North Dakota, as deemed appropriate.
- C. The RSC is part of the World Service Conference of Narcotics Anonymous, hereinafter referred to as the WSC, and participates as a member of the WSC.

**Section II: Purpose**

- A. The primary purpose of the RSC is to carry the message of recovery to the addict who still suffers, to serve the Groups, and to further the unity of the Fellowship within the Upper Midwest Region and the World by maintaining communication between the WSC and our member Areas and Groups that are not part of an active Area, hereinafter referred to as Groups, and among our member Areas/Groups in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, hereinafter referred to as NA.

**Section III: Functions**

- A. The RSC shall maintain a mailing address at P.O. Box 11376 , Fargo, N.D.58106-136,
- B. A bank account.
- C. The RSC Financial Policies include:
  - 1) Submission, by each subcommittee resource person, of a yearly budget by third quarter meeting,, for expenses other than a pre-approved \$300 travel expenses allotted for RSC members, with an itemized breakdown based upon past expenses and future goals as a Committee/Resource, showing both the previous year's goals in comparison to accomplishments and goals for the upcoming fiscal year (January 1 – December 31),
  - 2) Compilation, by the RSC treasurer of all budget information to be discussed and voted on in fourth quarter meeting.
  - 3) Dispersion of funds into the various Committee accounts in accordance with the RSC's approved annual budget. Budgets to start on January 1 and end December 31 to coincide with calendar year.
  - 4) Handling of all Committee funds through the RSC treasury; in accordance with the WSC's recommended guidelines for treasurer.
  - 5) Handling of all RSC funds through a consistent checking account. The signatories for the RSC checking account are the Executive Committee members (Chairperson, Co-chairperson, Treasurer, and Secretary.) Two of the signatories must sign any check written for an amount greater then \$100.00.
  - 6) Provided, by the RSC Treasurer, of a quarterly report, which accurately reflects Committee account balances.
  - 7) Receiving of prior RSC approval by Committees in the event of incurrence of expenses in excess of 110% of their annual budget.
  - 8) Creation of a prudent reserve (*An amount of money set aside to meet operating expenses in the event that contributions decrease. Total amount is not to exceed one year's operating budget plus outstanding liabilities*), by the RSC Treasurer, after compilation of past financial information, committee goals, WSC contribution requests and determined needs. This will be in effect for the current fiscal year. The prudent reserve will be approved by the RSC at its third quarter business meeting.
  - 9) Dispersion of funds, by the RSC Treasurer, to the Committee Chairpersons who will provide receipts accounting for all funds to be received prior to said dispersion. Unused funds will be returned to the Committee's budget.
  - 10) Prioritization of funds as follows in the event that there should ever be a lack of funds to sufficiently meet the budgeted expenses:
    - i ) Meeting room rent
    - ii) P0 BOX rental
    - iii) Secretary expenses
    - iv) Activities Committee expenses
    - v) All other accounts as proposed to the RSC for approval.

- 11) Debiting from the records of all checks returned for insufficient funds. The RSC Treasurer will make one effort in writing and a follow-up phone call to contact the check writer to make an attempt to counterbalance the returned check.
- 12) Voiding of all checks outstanding beyond sixty (60) days and appropriate crediting of accounts.
- 13) Cashing of all received checks within sixty (60) days, otherwise the RSC Treasurer will contact the check writer before depositing the check.
- 14) Crediting of all non-U.S. funds only after the necessary transfer by the bank is complete (normally 7 to 10 working days).
- 15) Guarding of a hard copy of all financial ledgers in the Secretary's Archives.

These financial guidelines are set forth for the sole purpose of having continuity in the areas of financial responsibility and accountability between the RSC, its Committees and Resource Persons, and the Fellowship as a whole. They may be amended in any way at anytime by following the established procedures of this body. These guidelines are incorporated in the RSC Guidelines.

#### **Section IV: Seating Procedures**

- A. Requirements for Areas/Groups to be seated at the RSC:
  - 1) Registration with the World Service Office hereinafter referred to as the WSO.
  - 2) Agreement with the purpose and functions of the RSC.
  - 3) Representation by a Regional Committee Member (RCM)/Group Service Representative (GSR), or their recognized alternate, approved by the Area/Group.
- B. Procedure for Area/Group seating at the RSC:
  - 1) A Group or Area must be located within the geographical boundaries of the UMRNA
  - 2) A group may not be seated if it is a participating member group of a seated Area
  - 3) Introduction by a seated participant.
  - 4) Presentation of a brief Area/Group report stating its development and its commitment to the purpose and functions of the RSC.
  - 5) Submission of a motion to seat by a seated participant.
  - 6) The motion to seat will be considered before Area/Group reports are given

#### **Section V: Meetings**

- A. The RSC shall hold one regular business meeting quarterly. *First= (Jan, Feb, Mar), Second= (Apr, May, Jun), Third= (Jul, Aug, Sep) Fourth=(Oct, Nov, Dec)*. One of these meetings can be held electronically via email and/or telephone conversation. Special meetings may be called by the Chairperson or Co-chairperson on being advised of a matter of special urgency. Reasonable notice must be given to all RSC participants.
- B. All RSC business meetings shall be open to any members of NA as non-participant observers, but shall be closed to the general public unless specifically approved by the Chairperson. The only participants shall be those listed in Section VI unless the Chairperson requests special input or clarification.
- C. Roberts Rules of Order shall be used as procedure in all RSC business meetings.
- D. Quorum requirements for the RSC shall be defined as 50% of participating members, of which at least 50% of active Areas and Groups are represented.
  - 1) The Chairperson determines when a quorum is present.
  - 2) If a quorum is not present, the RSC business meeting may be opened and normal activities may proceed. No votes will be taken, however, an Area/Group ceases to be considered in the quorum if it is not represented by an RCM/GSR, or recognized alternate, for two (2) consecutive RSC business meetings.
  - 3) An RCM/GSR must have their alternate recognized as a voting participant when taking a leave of absence.
- E. An RCM/GSR, or recognized alternate, may call a four-minute time out to confer on any issue that has been called to a vote. Only one time out per issue will be allowed to the body as a whole.

#### **Section VI: Participants**

- A. All duly elected Officers.
- B. RCM's or their recognized alternate, who have been elected, or designated, by their Area's conscience.
- C. GSR's or their recognized alternate, who have been elected, or designated, by their Group's conscience.
- D. Committee Chairpersons/Resource Persons as elected by the RSC.
- E. Members must be clean to be participants of the RSC.

#### **Section VII: Officers' Duties**

Primary requirements of the Officers shall be found in the approved service manuals.

Each of the Officers serves for a period of one year, and shall not serve more than two (2) consecutive full Terms (with exception of RD and RDA).

Each of the offices is open to any member of the Fellowship who meets the requirements stated and is present at the time of nomination. Based on our experience, to ensure continuity, outgoing officers are encouraged to remain active within the Conference and help train newly elected Officers.

**A. Chairperson**

- 1) Sets the agenda and presides over business meetings.
- 2) Initiates any necessary correspondence
- 3) Maintains good working relationships with all other Officers of the RSC.
- 4) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**B. Co-chairperson**

- 1) Performs the Chairperson's duties in the Chairperson's absence.
- 2) Stays informed of all Committee activities, and is available for any Committee problems.
- 3) Maintains an index of motions made at RSC business meetings.
- 4) Presides over the Open Forum.
- 5) Updates Guidelines, maintaining all current changes readily available and distributing updated copies.
- 6) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**C. Secretary**

- 1) Records minutes of all RSC meetings.
- 2) Distributes minutes of RSC meetings prior to the next RSC meeting.
- 3) Keeps a current list of all RSC participants.
- 4) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**D. Treasurer**

- 1) Is custodian of the RSC bank account, maintaining required signatory updates.
- 2) Gives a financial report at each RSC business meeting.
- 3) Makes available for auditing, on an annual basis, all ledgers, journals, etc.
- 4) Prepares estimates and recommendations of prudent reserve requirements and reports these to the RSC on request.
- 5) Always operates within the RSC Financial Guidelines found in Section III: C
- 6) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**E. Regional Delegate (RD)**

- 1) Works primarily for the good of NA, providing two-way communication between the Region and the WSC.
- 2) Maintains communications with, and is available for any problems within, the Region's, Areas and Groups.
- 3) Works closely with the Regional Officers, Committee Chairpersons, and Resource People and is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts.
- 4) Participates in the WSC as the voice of the RSC and receives a vote of confidence from the RSC to vote on items not on the agenda, or where a specific discussion has not been obtained, evaluates each item with the needs of the Fellowship in mind
- 5) Solicits submissions to the Conference Agenda Report (CAR) two business meetings prior to the WSC deadline for inclusion in the CAR.
- 6) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**F. Regional Delegate Alternate (RDA)**

- 1) Performs the RD's duties in the RD's absence.
- 2) Sets up the GSR Assembly.
- 3) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**G. Web Resource**

- 1) (Guidelines -Appendix B)
- 2) Report be typed and sent to Regional mailing List 10 days prior to next RSC meeting.

**Section VIII: Voting Procedures**

**A. Voting Participants**

- 1) Each duly elected RCM/GSR is entitled to one vote.
- 2) Officers (excluding the Chairperson) and Committee Chairpersons.
- 3) The Chairperson shall vote in the case of a tie.

**B.** Those persons voting present (to abstain) are voting to establish quorum and those votes are not counted as yea or nay.

**C.** All RCM'S/GSR's, Conference Officers, and Committee Chairpersons are the only participants who may make and/or second a motion.

**Section IX: Elections**

- A. Election of Officers is made by written ballot of voting participants.
- B. Nominations and elections for all Officers and Participants listed in Sections VII and XI will be held as follows.  
The following positions will become open at first quarter meeting:

- Treasurer
- Web Resource

The following positions will become open at third quarter meeting:

- Regional Chairperson
- Regional Co-chairperson
- Secretary
- Regional Activities Sub-committee Chairperson
- Fellowship Development Sub-committee Chairperson

The following positions will become available at fourth quarter meeting.

They are two-year terms with a one-term limit:

- Regional Delegate (RD)
- Regional Delegate Alternate (RDA)

- C. All nominees must be present at the time of their nomination in order to be elected to a position on the RSC.
- D. All nominees and potential nominees shall be required to provide a written Service Resume (Appendix d) and answer pertinent questions from the RSC committee.
- E. Committee Chairpersons shall not hold office as an RCM/GSR. If at the time of election, the newly-elected Chairperson is an RCM/GSR. That person shall resign as RCM/GSR.
- F. In the event of a vacated office, temporary assignments may be made by election until the next regularly scheduled election.
- G. Newly elected Officers assume their new positions at the end of the current RSC business meeting.
- H. Co-chairperson, RDA, and any other alternate-type participants do not automatically assume the next position. They must be given a vote of approval by the RSC.

**Section X: Removal of Officers**

- A. The RSC may declare vacant the office of any elected Officer who has been:
  - 1) Absent from two consecutive RSC business meetings.
  - 2) Found unfit as determined by the body as a whole.
- B. No Officer shall be removed without cause
- C. A 2/3 majority of all voting participants present (assuming quorum) shall be required in the removal of any Officer.

### **Section XI: Resource Assignments**

- A. Some duties of the RSC are fulfilled by Resource Assignment as described in A Guide to Local Services in Narcotics Anonymous.
- B. The Resource Person:
  - 1) Is elected by voting participants of the RSC.
  - 2) Keeps informed through manuals, newsletters, or other available information on the resource subject.
  - 3) Takes time to keep in regular contact with the Chairpersons of corresponding Area Committees and provides support when appropriate.
  - 4) Conducts sharing sessions and workshops around the Region.
  - 5) Is directly responsible to the RSC.

### **Section XII: Committees and other Resources**

- A. To ensure that our primary purpose is carried out, the RSC shall have Committees and Resource People directly responsible to those they serve. Committees are directly responsible to the RSC. Newly proposed Committees shall act as Ad-hoc Committees until they are established with guidelines.
- B. The RSC shall be responsible for the approval and implementation of guidelines for each Committee it creates. Said guidelines are to be drafted by the Committee and presented for approval at a regular RSC business meeting. The Committee guidelines, approved by the RSC, will automatically become an addendum to these Guidelines.
- C. Guidelines for an RSC Committee ought to include, but are not limited to:
  - 1) Name
  - 2) Purpose
  - 3) Functions
    - a) Committee procedures
    - b) Committee members
    - c) Committee
  - 4) Voting procedures
- D. Every Committee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of NA.
- E. Standing Committees
  - 1) Regional Activities
  - 2) Fellowship development
    - a) Carries out all Hospitals and Institutions, Public Information, and outreach efforts at a regional level.
    - b) To supply starter kits consisting of: 1 Basic text, 1 It Works How and Why, 1 Just for Today, 35 information pamphlets, 1 Twelve concepts, 1 set of group reading cards, 15 Welcome key tags, 1 WSO literature order form and 1 NAWS Group Registration form.

### **Section XIII: Guidelines Changes**

- A. Any portion of these Guidelines may be waived or amended at any time by a 2/3 majority of all voting participants present (assuming quorum).

## Appendix A

### Fellowship Development Committee Guidelines 2006 Upper Midwest Region of Narcotics Anonymous

#### **Section I: Name**

This committee is known as the fellowship Development Committee or also referred to as the FDC.

#### **Section II: Format for FDC Meetings**

A format will be developed and used for each meeting of the FDC. Along with the format we will also follow the Guide to Local Service and the Outreach Handbook, and other NA approved literature.

#### **Section III: Purposes**

- A. Help overcome the isolation that hinders the growth and survival of groups in the region. This we can all work on together by supporting groups or meetings that are known of having problems with attendance of no new people going to that meeting.
- B. Provide communication, support, and limited services to meeting, groups, and/or areas. By this we will keep in contact with meetings that need our support or just have questions.
- C. Provide workshops and learning days when appropriate. This is one way that any meeting or group and area may use our support and limited services. Workshops and learning day topics are chosen by whoever requests them.
- D. Provide services so that all parts of our fellowship can be connected for our mutual benefit in recovery and carrying the message to the addict who still suffers. We do so through working closely with each Area's Hospitals and Institutions and Public Information Subcommittees.

#### **Section IV: Boundaries**

FDC will offer services to geographical areas including, but not limited to, Manitoba, western Minnesota, and North Dakota, as deemed appropriate.

#### **Section V: FDC Composition**

The FDC will be made up of any N.A. member that wants to be a part of the FDC. There will be elected positions. They are as follows: Chair (voted in by RSC), Vice Chair, Treasurer, Secretary, Coordinator, Scribe, and Phone Person. These positions will be voted on by any N.A. member who attends a FDC meeting.

#### **Section VI: Voting Members**

Any N.A. member except the Chair may make and/or vote on a motion.

#### **Section VII: Financial**

FDC shall present a budget to the RSC in October for the following year. The approved budget shall be supplemented by Seventh Tradition Donations.

#### **Section VIII: Special Meetings**

The Chair or Vice Chair may call a special business meeting by phone, e-mail, and/or traditional mail. Every member must receive the notice one week before the meeting is scheduled.

#### **Section IX: FDC Business Meeting Location**

The FDC will meet at a designated location.

#### **Section X: Terms of Office**

Each elected trusted servant would serve a one-year term. The Chairperson term will start in July. In the absence of a Chairperson the Vice Chairperson will assume the position of chair until chairperson is elected by the RSC. In the absence of a Vice Chairperson, FDC business meetings will be presided over by the FDC Treasurer, Coordinator, Secretary, and Phone Person, in the order listed. Each elected servant will serve a one-year term and have a working knowledge of the Outreach Handbook, a Guide to Local Services, Public Relations Handbook and other N.A. approved literature.

**A. Chairperson**

The Chairperson has these responsibilities:

- 1) Follow the business meeting format.
- 2) Preside over business meetings.
- 3) Be a resource and assist all other members in carrying out their responsibilities to the region.
- 4) Maintain a positive working relationship with all committee participants.
- 5) If the Chairperson has an opinion on any subject under discussion, he/she must get their name on the list and only speak on the topic when it is their turn.

**B. Vice Chairperson**

The Vice Chairperson has these responsibilities:

- 1) Assist the chairperson as requested.
- 2) Perform Chairperson's duties in absence of the Chair.
- 3) Maintain a positive working relationship with all committee participants.
- 4) Be willing to become Chairperson when chairpersons term is up.

**C. Secretary**

The Secretary has these responsibilities:

- 1) Keep a record of business occurring at each FDC meeting.
- 2) At each new FDC business meeting, read the previous business meeting minutes.
- 3) Maintain a positive working relationship with all committee participants.

**D. Treasurer**

The Treasurer has these responsibilities:

- 1) Act as the custodian of FDC funds.
- 2) Keep a written report of FDC funds that can be seen upon request.
- 3) Keep track of receipts that need to be brought to region for FDC reimbursements as well as 7<sup>th</sup> tradition used to pay expenses and where committee is at within the FDC budget.
- 4) Maintain a positive working relationship with all committee participants.

**E. Phone Person**

The Phone Person has these responsibilities:

- 1) Keep in phone contact with different meetings around the region.
- 2) Make contacts with every Area in the Region to see if there are any groups that need FDC services.
- 3) Call ahead to location before FDC visits and make a follow up call.
- 4) Maintain a positive working relationship with all committee participants.

**F. Coordinator**

The Coordinator has these responsibilities:

- 1) Keep record of FDC visits.
- 2) Keep visitation forms filled out for each group visited.
- 3) Plan group visits according to dates picked by the committee.
- 4) Make it possible for any person who wants to go with on a group visit to sign up on a volunteer list.
- 5) Keep record of contacts made around the region.
- 6) Maintain a positive working relationship with all committee participants.

**G. Scribe**

The Scribe has these responsibilities:

- 1) A duty of the Scribe, at each meeting, is to put the name of each person who raises their hand on a list. The Chairperson must call on the names as they appear on the list.
- 2) Maintain a positive working relationship with all committee participants.

**Section XI: Scheduling**

All group visits will be planned at least three months in advance with the exception of newly formed meetings. Newly formed meetings will need one week advance notice before the FDC will visit. This enables every person who would like to be part of a visit has time to plan for going.

**Section XII: Group Visits**

The places the FDC visits must be make aware that the FDC is coming a week in advance. The FDC will leave for group visits early enough to arrive no more than 45 minutes before the meeting time. All road laws will be followed by FDC members on group visits.

**Section XIII: Cancellation of FDC Business Meeting and/or Group Visits**

Cancellation of either of these events must be made at least one week in advance. At least two members need to be present for the FDC to visit a group.

**Section XIV: Starter Kits**

The following are the materials that will be included with the starter kits the FDC delivers to newly formed meetings:

- A. Regional Starter Kit
- B. Financial Workbook
- C. Literature/ group supplies order forms
- D. Two copies of the Guide to Local Service
- E. Copies of Area and Regional minutes
- F. Copies of meeting directories from the newly formed group's specific Area.



## Appendix B

### Website Guidelines

*Upper Midwest Region*

*of*

*Narcotics Anonymous®*

**RSC Approved July 16, 2006**

#### **Purpose**

The Upper Midwest of Narcotics Anonymous Service Committee (UMRSC) maintains a presence on the World Wide Web to fulfill Concept 8:

*“Our service structure depends on the integrity and effectiveness of our communications” - Twelve Concepts for NA Service*

This presence is known as the Website. The Website is used to communicate what the Regional Service Committee is doing. It also provides member Area Service Committees a place to communicate what they are doing.

#### **Responsibility**

The responsibilities for the Website are carried out by a Resource Person as defined by the UMR Guidelines<sup>i</sup> in Section XI (B). This Resource Person is called the Web RP here.

#### **Web RP's References**

The Web RP will know and follow these, in order:

1. The Twelve Traditions of Narcotics Anonymous
2. The Twelve Concepts<sup>ii</sup>
3. The UMR Guidelines
4. A Guide to Local Services in Narcotics Anonymous<sup>iii</sup>
5. Public Information Resource Paper on PI and the World Wide Web<sup>iv</sup>

#### **Accountability**

##### **Reporting**

Prepare a written report prior to each Regional Service Conference (RSC). Take the report to the RSC and be prepared to present it orally and leave a copy with the RSC Secretary or Scribe. If unable to attend in person, mail it to the Secretary or Chairperson in sufficient time so they can present it at the RSC. Email can be used if you know they have it. Along with the mailing include the reason you cannot attend the RSC.

##### **Record Keeping**

Concise records are required. Remember to keep these up-to-date and on file with the RSC. If something happens to the Web RP it is important that someone can pick up maintenance of the Website with no further contact with the Web RP. This also makes it easier to take extended vacations and know that updates to the Website are occurring on a regular basis.

See the *Web Resource Person (RP) Handbook*<sup>v</sup> for the records being kept.

#### **Authority Delegated**

The UMRSC delegates these authorities in order to maintain the Website:

1. Entering into contracts up to one year in length with Internet Service Providers (ISPs) to secure bandwidth, domain names, web space, and email accounts providing the commitment will not exceed the yearly budget for the Website. Exceptions must be brought, by motion, to the Regional Service Conference for approval.
2. Ownership of the domain name **umrna.com** for the duration of their term's position. The trusted servant must follow up after their term ends to ensure the ownership of the domain name can be transferred to the new trusted servant.
3. The duties of the Web RP Position are of such a nature that they require latitude in the day-to-day operation of the website. This autonomy includes adding new information, removing information, and other tasks related to the general maintenance of the website. However, any actions other than those aforementioned, which affect the website and the UMRSC in a substantial way should be discussed and acted upon by a collective UMRSC conscience.

#### **Website Services**

A minimum set of services are required by the Region:

1. http:// access to at least 100 MB of web page space.
2. FTP access to the web space to allow updates by the RP.
3. One email account for [info@umrna.com](mailto:info@umrna.com)
4. A Domain Name Registrar to maintain the registration for the **umrna.com** Domain.
5. Mailing list services for communications among current and interested previous voting members of the UMRSC. Membership may also be approved for UMRSC Subcommittee communications (through a single point of contact) and interested members.
6. Forum service for communications among current Members of the UMRSC. Membership may also be approved for UMRSC Subcommittee communications through a single point of contact. Also, the forum will be publicly available for viewing only.

#### **Web RP Requirements**

The Web RP position has requirements:

1. Incumbent must have Internet access.
2. Incumbent must have, and now how to use, an FTP client to update the web pages.
3. Incumbent must have ability to create CD-ROM archives.
4. Incumbent must be able to handle incoming documents in Microsoft® Word format and convert them to Adobe® Portable Document Format (PDF).
5. Knowledge of HTML 4.01 and the ability to edit it without using an HTML editor, just a text editor.
6. Knowledge of [robots.txt](#) and how to use it to control what search engines index about the Website.
7. Prior experience maintaining a website.

### **Web RP Recommended Capabilities**

These items are recommended but not required. They make the service easier to maintain:

1. Image editing, conversion, and scaling, software.
2. Access to a test website where changes can be tried before putting them on the Website.

### **Web RP Responsibilities**

The Web RP is responsible for these duties:

1. Update the web pages on the Website.
2. Remove and archive of old files from the web space.
3. Maintain administrative, technical and billing contact with a Domain Registrar for the Domain Name. If the Registrar requires a credit card or debit card for payment, the Web RP must put his/her personal card on the billing and the Region will reimburse this billing. Domain Name registrars require a real person for an administrative contact and a technical contact, using the name of the Region and a P.O. Box won't work. Ideally, a Registrar that accepts payment by check from the Region is best but they are difficult to find.
4. Back up the web space quarterly. Do not rely on the host to do backups. Only the last backups are kept. Prior backups are be destroyed or re-used. This prevents piling up and becoming a burden.
5. When the RP's term is up, follow up with the new RP to transfer the Domain Name Registration. This is critical. We could lose the Domain Name. That Domain Name is on meeting lists and search engines all over.
6. Maintain the Web Resource Person Handbook. Keep the information about the web space host and passwords up-to-date.
7. Keep email addresses for members of the Region service body confidential. Do not expose them except to other Region servants except as required by the Chair or by motion from the RSC. Respect everyone's anonymity and maintain confidentiality.
8. All HTML editing must be done as text, by hand. Do not use special editors that will leave the Region stranded when those editors are no longer available.
9. Code pure HTML 4.01 or lower. No proprietary Microsoft, Netscape, or other vendor extension that require server-side services. Keep the pages pure so they can be served up by any web server like Apache, Microsoft IIS, etc.

10. Keep bandwidth to a minimum for two reasons: it keeps costs down and not everyone in remote areas has broadband Internet available.
11. Any flyer posted to the Regional Website must adhere to the following guidelines:
- A) All flyers must be submitted to the Web Resource Person in one of the following formats: .rtf, .doc, .pdf, .xls. Flyers will be posted on the website in .pdf format to allow for universal viewing.
  - B) To be consistent with the principles of our First Step and Sixth Tradition, flyers must only use recovery language consistent with Narcotics Anonymous, namely: addict, clean, recovery, and clean time.
  - C) A service body accountable for a flyer need understand that all information on a flyer posted on the web is public domain. If the service body hosting the event is not comfortable with displaying personal information such as phone numbers, email addresses, and mailing addresses, such information should be edited out of a flyer. This editing task is the responsibility of the service body hosting the event.
  - D) 1) With respect to our Second, Fifth, and Seventh Concepts, flyers are to convey information for events sanctioned by an accountable service body within the Upper Midwest Region of Narcotics Anonymous. This may be a group, an area, or the Upper Midwest Region, including any recognized and established subcommittees or service bodies which are accountable to a group, an area, or the Upper Midwest Region.  
2) On all flyers, the service body responsible for hosting the event should be stated.
  - E) The role of the UMR Website in regard to event flyer posting is solely to display such flyers; it is never the duty of the Web Resource Person to function as a bridge between inquiring parties and the service body responsible for the specific event (e.g. answering emails concerning specific information about an event which is not available or unclear on a flyer).

#### Revisions

- September 26, 2007 – Added RSC approval date to cover. Removed “draft” from heading on each page.
- January 31, 2010 - #3 (Authority Delegated), #5 and #6 (Website Services), #11 (Website RP Responsibilities)

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- i November 2004 Guidelines Upper Midwest Region of Narcotics Anonymous
  - ii *Twelve Concepts for NA Service*
  - iii 2002 Version
  - iv <http://www.na.org/pi/webpage.htm>
  - v Web Resource Person Handbook for Upper Midwest Region of Narcotics Anonymous

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**Appendix C**

# UPPER MIDWEST REGIONAL ACTIVITIES

## Sub-Committee Guidelines

*RSC November 2010*

### 1. PURPOSE:

- 1.1. To support the Areas within the Upper Midwest Region of Narcotics Anonymous (UMRNA) in carrying the message of NA, by promoting unity through activities, communication, funds and sharing experience, strength and hope.
- 1.2. To provide donations to the Upper Midwest Regional Service Committee (UMRSC) of all funds generated from sponsored Regional Activities, less approved "Convention Reserve" for subsequent events, in an effort to help support the operations of the Upper Midwest Region.
- 1.3. To host the annual Upper Midwest Regional "Spiritual Refreshment" retreat each Memorial Day Weekend, at Fair Hills Resort near Detroit Lakes, MN.
- 1.4. To aid in the facilitation of the annual Upper Midwest Regional Convention of Narcotics Anonymous (UMRCNA), to be held at various locations throughout the Upper Midwest Region, via a prescribed "UMRCNA Bid Process."

### 2. MEMBERSHIP AND OPERATIONS:

- 2.1. *The Upper Midwest Regional Activities Committee (UMRAC) shall be comprised of, and open to, all interested members and trusted servants in the NA fellowship. Membership in the UMRAC shall be limited to members of NA.*
- 2.2. *A committee member shall become a voting member of the UMRAC after making a verbal commitment to service before the Committee.*
  - 2.2.1. *Commitment to service shall entail regular attendance at the UMRAC and responsibility for accepted tasks. See section 5.0.1.*
  - 2.2.2. *All voting members of the UMRAC shall maintain complete abstinence from all drugs.*
  - 2.2.3. *Each voting member, except the chair, shall have one vote. The chair shall vote only in case of a tie.*
- 2.3. *The UMRAC shall hold regular meetings as required to plan and prepare for the various scheduled Regional Activities. Special meetings may be called by a simple majority vote or at the request of the chair, with a one (1) week notice.*
- 2.4. *The UMRAC shall retain a Convention Reserve, following the completion of each annual Regional Activity, consisting of \$2,500.00, to be kept in the UMRAC checking account.*
- 2.5. *The UMRAC may host fund raising activities, as needed, to maintain its working capital.*
- 2.6. *Each check written in excess of one hundred dollars (\$100.00) shall require the signature of two members of the UMRCA. Signers may consist any of the following, pending approval of the Committee and completion of Bank requirements:*
  - 2.6.1. UMRAC Chairperson
  - 2.6.2. UMRAC Vice-Chairperson
  - 2.6.3. UMRAC Secretary
  - 2.6.4. UMRAC Treasurer
  - 2.6.5. UMRSC Treasurer

### 3. DISBURSEMENT OF FUNDS:

- 3.1. Following each annual Regional Activity, all monies above the Convention Reserve shall be promptly donated to the UMRSC.
- 3.2. A final "close-out" report of each annual Regional Activity shall be submitted to the UMRSC, at the Regional Service Committee (RSC) meeting held immediately following each event.

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#### 4. DISBURSEMENT OF DONATED MERCHANDISE:

- 4.1. *All merchandise (sale, auction, raffle, etc.) donated to the UMRAC for distribution at a Regional Activity may be held by any one of the officers of the UMRAC.*
  - 4.2. *Requests from groups or committees, within or without the Upper Midwest Region, for the donation of two (2) or fewer Regional Activity items (sale, auction, raffle, etc.) for distribution at another Activity may be disbursed following the approval of any two UMRAC members.*
  - 4.3. *Requests from groups or committees, within or without the Upper Midwest Region, for the donation of more than two (2) items (sale, auction, raffle, etc.) for distribution at another Activity must be made in-person, at a scheduled UMRAC meeting.*
5. OFFICERS DUTIES (All officers of the Upper Midwest Regional Activities Committee shall serve one-year terms.):

5.0.1 Officers have to attend every activities meeting. If an officer misses two meetings, the body has the right to vote the officer out. If present, the officer will have an opportunity to give a reason for their absences.

##### 5.1. CHAIRPERSON

- 5.1.1. Must have a minimum of two years continuous clean time upon election, and must maintain abstinence during tenure.
- 5.1.2. Understands the Rules of Order as adopted by the UMRSC.
- 5.1.3. May be one of the signers on the UMRAC checking account.
- 5.1.4. Shall preside over the UMRAC meetings, keeping focus of meeting on agenda.
- 5.1.5. Is responsible for submitting Quarterly reports of all UMRAC activities to the UMRSC. Information shall include dates of scheduled events, a financial update of the UMRAC checking account and all other activities that the UMRAC is undertaking.

##### VICE-CHAIRPERSON

- 5.1.6. Must have a minimum of one year continuous clean time upon election, and must maintain abstinence during tenure.
- 5.1.7. Understands the Rules of Order as adopted by the Upper Midwest RSC.
- 5.1.8. May be one of the signers on the UMRAC checking account.
- 5.1.9. Shall assist Chairperson in their performance of duties.
- 5.1.10. Shall fill in, in the absence of any officer, at a meeting of the UMRAC.

##### 5.2. SECRETARY

- 5.2.1. Must have a minimum of six months continuous clean time upon election, and must maintain abstinence during tenure.
- 5.2.2. May be one of the signers on the UMRAC checking account.
- 5.2.3. Shall record each UMRAC meeting's discussion, motions, etc. and distributes these minutes within five (5) days of the Committee meeting.
- 5.2.4. Must have computer and internet access.

##### 5.3. TREASURER

- 5.3.1. Must have a minimum of two years continuous clean time upon election, and must maintain abstinence during tenure.
- 5.3.2. Shall be one of the signers on the UMRAC checking account.
- 5.3.3. Shall report all contributions and expenditures at every UMRAC meeting.
- 5.3.4. Is responsible to continuously maintain and balance the UMRAC checking account, retaining all receipts for expenditures and deposits.
- 5.3.5. Is responsible for submitting a final financial "close-out" report of each annual Regional Activity, for inclusion in the UMRAC Chairperson's Report to be submitted at the next meeting of the UMRSC.

#### 6. NOMINATIONS AND ELECTIONS:

- 6.1. *The Chairperson of the UMRAC shall be chosen by the UMRSC during the July RSC, for a one-year term.*
  - 6.1.1. A Chairperson-nominee shall be selected for the position by vote the UMRAC and nominated at the RSC by the outgoing UMRAC Chairperson.
  - 6.1.2. *It is suggested that the nominated Chairperson shall have served as the UMRAC Vice-Chairperson for the year immediately preceding their nomination as Chairperson.*

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6.1.3. No UMRAC Chairperson shall serve more than two (2) consecutive terms as Chairperson.

6.2. *Election of all other UMRAC officers shall take place at the first UMRAC meeting immediately following the July UMRSC.*

***It is suggested that, to be elected to each respective office, the Vice-Chairperson, Treasurer and Secretary shall have attended at least four (4) consecutive UMRAC meetings prior to their nomination.***

Appendix D

**NA Service Resume**  
**Upper Midwest Region of Narcotics Anonymous**  
RSC Approved 05/09/2009

Name: \_\_\_\_\_ Clean Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the past five years and approximate dates of service for each position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have not completed a term or have been removed from a service position in the last five years, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What resources do you believe you can bring to the position to which you were nominated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What life experiences (i.e. school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you are nominated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



