

# Upper Midwest Region of Narcotics Anonymous Guidelines

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*As a reminder, this document is to be used as a guide for the regional service body. Situations may require deviance from the advice in this document. These situations should be discussed for a group conscious of the trusted servants of this body.*

## Common Acronyms

Narcotics Anonymous - NA

Upper Midwest Regional Service Committee - UMRSC

World Service Conference - WSC

Regional Delegate - RD

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## Names and Boundaries

1. This body shall be known as the Upper Midwest Service Committee.
2. The RSC shall serve geographical areas including but not limited to, western Minnesota and North Dakota as deemed appropriate
3. The RSC is part of the World Service Conference of Narcotics Anonymous and participates as a member of the WSC.

## Purpose

The primary purpose of the UMRSC is to carry the message of recovery to the addict who still suffers. This will be accomplished by strong communication, fellowship unity and service development while interacting with the groups, areas, surrounding regions, zones and the WSC in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

## Financials

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

A. The UMRSC shall maintain a mailing address at

P.O. Box 7485

Fargo, ND 58106-136

A. Information can be sent to [umrscna@gmail.com](mailto:umrscna@gmail.com)

## Bank Accounts

A bank account will be created and maintained for both the UMRSC executive body and Activities subcommittee.

- A. Both the Executive and Activities subcommittee Accounts will be monitored by the UMRSC Treasurer.
  - a. The UMRSC Chair and Co-Chair will have access to the Executive account and the authority to sign checks on behalf of the account.
  - b. The Activities Subcommittee Chair and Treasurer will have access to the Activities Subcommittee account and authority to sign checks on behalf of the Activities account.

No other member will be listed on the accounts as a neither signer nor have the ability to change the signer names on the account unless the line of succession was placed into action.

## Budgets

Budgets are required by the Executive Committee, RD Team and all subcommittees—excluding activities.

- A. The budgets will be submitted yearly and are to include 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). Each submitted budget will include a line item of \$350.00 for pre-approved travel and lodging expenses for RSC members.
  - a. The UMRSC Treasurer will submit the budget for the executive committee.
    - i. The executive committee budget will include a Travel and Lodging line item for the Activities Subcommittee Chairperson.
  - b. The RD Team budget will be submitted by the Regional Delegate.
  - c. Subcommittee budgets will be submitted by the subcommittee chairperson.
- B. The UMRSC Treasurer will compile all budget information to be discussed and voted on in fourth quarter meeting.
- C. Funds between the Activities Subcommittee and Executive accounts will be dispersed within 30 days of the previous Regional Activities event.
  - a. The Activities account will be leveled to ~~\$3,000.00~~ \$6,000—the Activities subcommittee can choose to decrease the amount of available funds in the Activities account at any time.
- D. All Committee funds will be handled through the UMRSC treasury; in accordance with the WSC's recommended guidelines for treasurer.
- E. The UMRSC Treasurer will provide a quarterly report which accurately reflects Committee account balances.
- F. The UMRSC Treasurer will receive approval from the group conscious in the event of a committee—subcommittee or executive—expense exceeding 110% of any cumulative annual budget.
- G. A prudent reserve will be created as a specified amount of money set aside to meet operating expenses in the event that contributions decrease. The total amount of the prudent reserve is not to exceed one year's operating budget plus outstanding liabilities.
  - a. The prudent reserve is to be approved by the UMRSC at the Fourth Quarter meeting.
  - b. If the UMRSC account is at or below the prudent reserve, all expenses (approved or pending) are to be held for review. Any expense that would then lower the balance to 50% of the prudent reserve would not be acted on except in the following two instances.
    - i. Operating costs for the UMRSC Website will always be approved
    - ii. Costs that will knowingly reduce the budget to 50% of the prudent reserve can still be sent with a 75% majority vote.
- H. To be entitled for reimbursement, the committee member must have a receipt matching the requested disbursement. All receipts will be turned into the UMRSC Treasurer—with the exception of gas receipts detailed below.
  - a. For gas reimbursements for mileage between cities totaling 20 miles or more, the Regional Elected committee member is expected to fill his or her

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gas tank before leaving the origin city. Once the regional elected committee member arrives in the destination city, the gas tank must once again be filled. This receipt will then be turned in to the UMRSC Treasurer for a disbursement totaling double the receipt amount. This disbursement would account for the round-trip.

- I. Unused funds from the UMRSC budget will not be cashed out. These funds would remain with the UMRSC to be reviewed for the next fiscal year's budget.
- J. Prioritization of funds as follows in the event that there should ever be a lack of funds to sufficiently meet the budgeted expenses:
  - a. Expenses to maintain Website
  - b. PO BOX rental
  - c. Meeting Room Rent
  - d. Activities Committee expenses
  - e. All other accounts as proposed to the UMRSC for approval
- K. If a check is returned for insufficient funds, the UMRSC 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 return check.
- L. The UMRSC treasurer will void all checks outstanding beyond sixty (60) days and credit the accounts appropriately.
- M. The UMRSC Treasurer will deposit all checks received within sixty (60) days. If the 60 days have passed, the treasurer will contact the check writer before depositing the check.
- N. The Treasurer must provide a written report including a ledger (either train treasurer, chair, and co-chair, on how to create an appropriate ledger, or switch from ledger to bank statements.) at each Regional Service Committee meeting.

## Seating at the Regional Level

### Requirements

The following criteria must be met for an Area/Group to be seated at the UMRSC.

- A. Registration with the World Service Office
- B. Agreement with the purpose and functions of the UMRSC
- C. Representation by a Regional Committee Member or Group Service Representative
  - a. If a RCM or GSR is not available, the elected alternate would still be recognized

### Seating Procedures

The Group or Area must:

- A. Be introduced by a seated participant of the Region
- B. Present a brief report stating it's development and commitment to the purpose of the UMRSC
- C. Not be seated if it is a participant of a seated member

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A motion to seat must be submitted by a seated participant and will be considered before Area/Group reports are given.

## Regional Meetings

### Meeting Schedule Requirements

- A. The UMRSC shall hold one regular business meeting quarterly. One of these meetings may be held electronically via email, web forum and/or telephone conversation.
  - a. First Quarter – January, February, March
  - b. Second Quarter – April, May, June
  - c. Third Quarter – July, August, September
  - d. Fourth Quarter – October, November, December
- B. 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 UMRSC participants.
- C. All UMRSC business meetings shall be open to any member of NA but closed to the general public—unless specifically approved by the Chairperson.
  - a. The voting participants are listed on page ~~xxx~~ 5&6 in the 'Participants' section.
- D. Robert's Rules of Order shall be used as procedure in all UMRSC business meetings.

### Quorum Requirements

- A. Quorum is defined as 50% of participating members, of which 50% of active Areas and Groups are represented.
- B. The Chairperson is required to determine when quorum is present.
  - a. If quorum is not present, the UMRSC business meeting may be opened and normal activities may proceed—however no votes can be taken, excluding a vote to close the business meeting.
- C. An elected member or seated participant ceases (see pg. 4 – Voting Requirements) to be considered in the quorum if it is not represented by an RCM/GSR or recognized alternate for two (2) consecutive business meetings.

### Voting Participants & Procedures

The following members of the UMRSC are allocated a vote:

- A. Each duly elected officer
- B. Each RCMs' and their recognized alternate, whom have been elected or designated by their Area conscience.
- C. A designated representative from a group seated at the region.
- D. A Committee Chairpersons/Resource Persons as elected by the UMRSC.

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Each duly elected UMRSC member is entitled to one vote. The chairperson shall only vote in the case of a tie.

- A. Those persons voting to abstain are voting to establish quorum and those votes are not counted ye or nay.
- B. All RCMs/GSRs, alternate RCMs/GSRs, Executive committee members and Committee Chairpersons are the only participants who may make and/or second a motion.
  - a. A RCM/GSR or Alternate RCM/GSR must be a maker or second of a motion.

## Officer's Duties

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." – 4<sup>th</sup> Concept, Twelve Concepts for NA Service.

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

Each of the officers serves for a period of one year—with the exception of RD and RDA (see pg. 9), and shall not serve more than two (2) consecutive full terms—excluding Web Resource Chairperson.

Each of the elected committee members and sub-committee members will rotate with the world service conference cycles. Which rotates in May 2026. Service members may not serve more than two consecutive terms.

Each office is open to any member of the Fellowship who meets the requirements stated, has attended two UMRSC Meetings within the last two rolling calendar years, and is present at the time of nomination and election.

- a. A service resume can be submitted and accepted by the region for the minutes before a nomination is made.

Based on our experience, to ensure continuity, outgoing officers are encouraged to remain active within the UMRSC and help train newly elected officers.

- A. The duties/requirements of the Chairperson are as follows:
  - a. Sets the agenda and presides over business meetings
  - b. Initiates any necessary correspondence
  - c. Maintains good working relationships with all officers of the UMRSC
  - d. A typed Order of the Day sent to the Regional mailing list and a Chair's report sent to the Regional secretary ten (10) days prior to the next UMRSC meeting.
  - e. Assist committees as needed

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- f. Holds a key for the UMRSC PO Box and access to the UMRSC online banking and RSC email account.
    - g. A suggestion of two (2) years clean
  - B. The duties/requirements of the Co-Chairperson are as follows:
    - a. Performs the Chairperson's duties in the Chairperson absence.
    - b. Stays informed of all Committee activities and is available for any Committee problems.
    - c. Maintains an index of motions made at UMRSC business meetings
    - d. Presides over Open Forum
    - e. Updates Guidelines, maintaining all current changes readily available and distributing updating copies
    - f. A Co-Chair's report sent to the Regional secretary ten (10) days prior to the next UMRSC meeting
    - g. Access to the UMRSC online banking
    - h. Complete annual audit of the Activities committee as well as any other monetary audit deemed necessary by the UMRSC
    - i. A suggestion of two (2) years clean
  - C. The duties/requirements of the Secretary are as follows:
    - a. All officer reports sent to Regional mailing list five (5) days prior to UMRSC meeting
    - b. Record minutes of all UMRSC meetings
      - i. Minutes to include a section detailing positions open for and about to open for nomination.
    - c. Distributes minutes of UMRSC meetings to all UMRSC participants twenty-one (21) days after the quarterly UMRSC meeting
    - d. Keeps a current list of all UMRSC participants
    - e. Assists in creating Executive budget
    - f. Holds a key for the UMRSC PO Box Has access to the RSC Email Account.
    - g. Complete annual audit of the Activities committee as well as any other monetary audit deemed necessary by the UMRSC
    - h. A suggestion of one (1) year clean
  - D. The duties/requirements of the Treasurer are as follows:
    - a. Assists in creating Executive budget and updating all other yearly budgets
    - b. Maintains UMRSC bank account and implementing all signatory updates within thirty (30) days
    - c. Provides a financial report at each UMRSC business meeting
    - d. Makes available for auditing, on an annual basis, all ledgers, journals, etc.
    - e. Prepares estimates and recommendations of prudent reserve requirements and reports these to the UMRSC on request
    - f. Always operates within the UMRSC Financial Guidelines

- g. A Treasurer's report sent to the Regional secretary ten (10) days prior to the next UMRSC meeting
  - h. Pays annually for the UMRSC PO Box
  - i. Will become the default Treasurer of the UMRAC if this sub-committee does not have an elected treasurer of its own
  - j. A suggestion of two (2) years clean
- E. The duties/requirements of the Regional Delegate (RD) are as follows:
- a. Works primarily for the good of NA, providing two-way communication between the Region and the WSC
    - i. Facilitates the GSR Assembly for each area – one before the WSC to gather Group Conscious; the second to disseminate information from the WSC to the Groups
  - b. Maintains communications with, and is available for any problems within, the Region's, Zonal Forum, Areas and Groups.
  - c. Works closely with the Regional officers, Committee Chairpersons, and Resource People and is a source of information and guidance in matters concerning the Service structure/system, Twelve Traditions and Twelve Concepts.
  - d. Participates in the WSC and Zonal Forum as the voice of the UMRSC to vote on previously discussed items
  - e. Receives a vote of confidence from the UMRSC to vote on items not on the WSC/ Zonal Forum agenda or track, or where a specific discussion has not been obtained, evaluates each item with the needs of the Fellowship in mind
  - f. Solicits submissions to the Conference Agenda Report (CAR) two business meetings prior to the WSC deadline for inclusion in the CAR.
  - g. Mentors the RDA in all duties
  - h. A Regional Delegate's report sent to the Regional secretary ten (10) days prior to the next UMRSC meeting
  - i. A suggestion of six (6) years clean
- F. The duties/requirements of the Regional Delegate Alternate (RDA) are as follows:
- a. Aid to RD in all job functions
  - b. Performs the RD's duties in the absence of the RD
  - c. Sets up the GSR Assembly and assists in facilitating with each area
  - d. A Regional Delegate Alternate's report sent to the Regional secretary ten (10) days prior to the next UMRSC meeting
  - e. A suggestion of four (4) years clean
- G. The duties/requirements of the Fellowship Development Chair (FDC) are as follows:
- a. Maintains and distributes Starter Kits for new meetings
  - b. Creates a yearly budget, with assistance from UMRSC Treasurer
  - c. Meets all requirements in Fellowship Development Guidelines in Appendix A
  - d. Has one (1) years prior experience in FDC, H&I and/or PI/PR committees
  - e. A suggestion of three (3) years clean

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- H. The duties/requirements of the Web Resource Chairperson (WRC) are as follows:
  - a. Has access to internet and prior experience maintaining a website
  - b. Creates a yearly budget, with assistance from UMRSC Treasurer
  - c. Meets all requirements in Web Resource Guidelines in Appendix B
  - d. A suggestion of one (1) year clean
- I. The duties/requirements of the Regional Activities Subcommittee are as follows:
  - a. Submits a quarterly report to the UMRSC of all scheduled events, tentative events and financial updates
  - b. Creates a yearly budget, with assistance from UMRSC Treasurer
  - c. Meets all requirements in Regional Activities Guidelines in Appendix C
  - d. One (1) years' experience on an Activities Committee
  - e. A suggestion of two (2) years clean

## Elections

Nominations and elections for all officers and Participants will be held as follows:

- A. Election of officers is made by written ballot of voting participants.
- B. Election schedule: For committee member will coincide with the WSC cycle.
  - a. The following positions will become open at first quarter meeting:
    - i. Treasurer
    - ii. Web Resource
  - b. The following positions will become open at third quarter meeting:
    - i. Regional Chairperson
    - ii. Regional Co-Chairperson
    - iii. Secretary
    - iv. Fellowship Development Subcommittee Chairperson
  - c. The following position will be open at fourth quarter meeting
    - i. Regional Delegate (RD)
      - 1. Two year term, elected on even years. Two term limit.
    - ii. Regional Delegate (RDA)
      - 1. Two year term, elected on even years. Two term limit.
    - iii. Regional Activities Sub-Committee Chairperson
- C. All nominees must be present at the time of their nominations and election in order to be elected to a position on the UMRSC.
  - a. Nominations can be accepted one meeting before the positions opens.
- D. All nominees are required to provide a written Service Resume (Appendix D) and answer all pertinent questions from the UMRSC committee.
- E. Committee Chairpersons shall not hold office as an RCM/GSR of this body.
  - a. If at the time of election, if the newly-elected Chairperson is an RCM/GSR of this body. That person shall resign as RCM/GSR of this body.

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- F. In the event of a vacated office, temporary appointments by the UMRSC Chairperson may be made by election until the next regularly scheduled election.
  - a. The UMRSC body would appoint if the Chairperson position is vacant
- G. Newly elected officers assume their new positions at the end of the current UMRSC 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 UMRSC.

## Removal of Officers

The UMRSC may declare vacant the office of any elected officer who has been:

- A. Absent from two consecutive UMRSC business meetings with no report sent.
- B. Found unfit as determined by the body as a whole.

However, no officer shall be removed without cause and a 2/3 majority of all voting participants present (assuming quorum) shall be required in the removal of any officer.

## Committees and other Resources

To ensure that our primary purpose is carried out, the UMRSC shall have Committees and Resource People directly responsible to those they serve. Committees are directly responsible to the UMRSC.

- A. Newly proposed Committees shall act as Ad-hoc Committees until they are established with guidelines.
- B. The UMRSC shall be responsible for the approval and implementation of guidelines for each Committee it creates.
  - a. Said guidelines are to be drafted by the Committee and presented for approval at a regular UMRSC business meeting.
  - b. The Committee guidelines, approved by the UMRSC, will automatically become an addendum to these Guidelines.
- C. Guidelines for an UMRSC Committee ought to include, but are not limited to:
  - i. Name
  - ii. Purpose
  - iii. Functions
    - 1. Committee procedures
    - 2. Committee members
    - 3. Committee
  - iv. Voting procedures
    - 1. Every Committee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of NA.
- a. Standing Committees

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- i. Regional Activities
- ii. Fellowship development
  - 1. Carries out all Hospitals and Institutions, Public Information and Relations, and outreach efforts at a regional level.
  - 2. To supply starter kits consisting of: 1 Basic Text, 1 It Works, How and Why, 1 Just for Today, 1 Twelve Concepts, 1 set of group reading cards, welcome key tags, Informational Pamphlets (IP), WSO literature order form and NAWS Group Registration form.

### **Guidelines Changes**

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).