

Central California Narcotics Anonymous Regional Service Committee Guidelines



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Definition of Terms

ASCs: Area Service Committees

CAR: Conference Agenda Report

CBDM: Consensus Based Decision Making

CCC&E, Inc: Central California Convention and Events, Inc

CCRNA: Central California Region of Narcotics Anonymous

DMP: Decision-Making Participant

GSR: Group Service Representative

NAWS: Narcotics Anonymous World Services

PR: Public Relations

RCM: Regional Committee Member

RD: Regional Delegate

RD-Alt or RDA: Alternate Regional Delegate

RSC or 'the committee': Central California Regional Service Committee

RSC Administrators: Officers of the RSC

WSC: World Service Conference

WSZF: Western States Zonal Forum

The Twelve Traditions of NA

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

ARTICLE I: Name

The name of this committee shall be Central California Regional Service Committee, hereafter referred to as RSC.

ARTICLE II: Service Area

The service area shall include the geographical areas as defined by the following Area Service Committee Guidelines: Central Coast Area, County Line Area, Gold Coast Area, Kern County Area, and Santa Barbara Area.

ARTICLE III: Purpose

The primary purpose of this committee shall be to unify the Area Service Committees (ASCs) within the Region, and to contribute to the growth of the NA fellowship. This committee shall administer and coordinate services common to the welfare of Narcotics Anonymous within the Service Area of the Region. This committee shall also serve as a link between the ASCs within the Region, Zonal Forum, and Narcotics Anonymous World Services (NAWS).

ARTICLE IV: Function

1. Provide guidance and oversight to all Regional Service Boards and Committees.
2. Conduct regularly scheduled RSC business meetings, and convene special meetings as needed.
3. Record and distribute RSC meeting minutes to all RSC members (or any interested NA members, upon request).
4. Establish and maintain, as prescribed by these guidelines, a digital archive of RSC records and resources.
5. Establish and maintain a list of email addresses and phone numbers used for regional correspondence.
6. Establish and maintain a general checking account, which shall include a prudent reserve in accordance with Article XVII.
7. Provide funding for the Administrative Committee members to perform their individual and combined duties as specified in these Guidelines.
8. Provide funding for the RD and RDA to attend the World Service Conference (WSC), WSC meetings, Western States Zonal Forum (WSZF), RSC Administrative Committee meetings and any Intra-Regional or Inter-Regional service events, as determined by the RSC.
9. Establish and support a Public Relations (PR) Subcommittee, which is directly accountable to the RSC. Their purpose is to provide information to the public about NA and its efforts.
10. Maintain and support a Convention Corporation (CCC&E, Inc.), which is directly accountable to the RSC. Their purpose is to coordinate an annual CCRNA convention.
11. Sponsor Conference Agenda Report (CAR) Regional assemblies prior to the WSC, in accordance with the CAR Guidelines.
12. Contribute to the growth of NA through cooperation and communication with NAWS, and by supporting the WSC in their efforts to serve the fellowship of NA.

13. Provide a forum for discussion and resolution of matters and issues of mutual interest to member areas and the Central California Region.

ARTICLE V: Administrative Officers

Section 1.0 Administrative Positions

Elected RSC administrative officers are Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary and Vice Secretary.

Section 2.0 Election of Officers

1. Nominations for RSC officer positions shall occur in October and January.
2. Elections to fill RSC officer positions shall occur in January, at the regularly scheduled RSC meeting.
3. Ideally, officer positions should be filled by electing current RSC members. If none are available, the positions will be opened to qualified members of the fellowship within the Central California Region.

Section 3.0 Terms of Office

1. Elected officers shall serve a two-year term. Newly elected officers shall begin their term of office at the next regularly scheduled RSC meeting.
2. No officer may hold the same position for more than two consecutive terms.

Section 4.0 Vacancies

1. An election to fill a vacant officer position shall occur within two regularly scheduled meetings following the onset of vacancy.
2. An officer filling a vacancy with 75% or more of the term remaining will be considered to have served a full term.

Section 5.0 Qualifications of Officers

Section 5.1 Chairperson Qualifications

1. Four years of continuous abstinence.
2. Minimum of one year previous service at the Regional level within the past two years.
3. Willing and able to fulfill all commitment duties.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Familiarity with, and understanding of, these Guidelines.
6. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
7. Willing and able to become an authorized signer on the RSC checking account.
8. Willing to mentor the Vice Chairperson to assume the Chairperson position.

Section 5.2 Vice Chairperson Qualifications

1. Three years of continuous abstinence.
2. Previous experience as an RSC sub-committee member or RCM.
3. Willing and able to fulfill all commitment duties.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

5. Familiarity with, and understanding of, these guidelines.
6. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
7. Willing and able to become an authorized signer on the RSC checking account.
8. Intent to assume the Chairperson position at the end of term, with The Body's approval.

Section 5.3 Treasurer Qualifications

1. Four years of continuous abstinence.
2. Accounting or business experience.
3. Financially stable.
4. Willing and able to fulfill all commitment duties.
5. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Familiarity with, and understanding of, these guidelines.
7. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
8. Willing and able to become the primary signer on the RSC checking account.
9. Willing to mentor the Vice Treasurer to assume the Treasurer position.

Section 5.4 Vice Treasurer Qualifications

1. Three years of continuous abstinence.
2. Accounting or business experience.
3. Financially stable.
4. Willing and able to fulfill all commitment duties.
5. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Familiarity with, and understanding of, these guidelines.
7. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
8. Willing and able to become an authorized signer on the RSC checking account.
9. Intent to assume the Treasurer position at the end of term, with The Body's approval.

Section 5.5 Secretary Qualifications

1. Three years of continuous abstinence.
2. Typing and communications skills, access to a computer or comparable device.
3. Willing and able to fulfill all commitment duties.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Familiarity with, and understanding of, these guidelines.
6. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
7. Willing and able to become an authorized signer on the RSC checking account.
8. Willing to mentor the Vice Secretary to assume the Secretary position.

Section 5.6 Vice Secretary Qualifications

1. Two years of continuous abstinence.
2. Typing and communications skills, access to a computer or comparable device.

3. Willing and able to fulfill all commitment duties.
4. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Familiarity with, and understanding of, these guidelines.
6. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
7. Willing and able to become an authorized signer on the RSC checking account.
8. Intent to assume the Secretary position at the end of term, with The Body's approval.

Section 6.0 Duties of Officers

Section 6.1 Chairperson Duties

1. Attend all RSC meetings and functions.
2. Open the meeting at the scheduled time by calling the meeting to order.
3. Arrange and provide a meeting agenda. Post the agenda to the RSC's online group platform at least five days prior to the scheduled meeting.
4. Become an authorized signer on the RSC checking account, unless impractical due to the Chairperson's location within the Region.
5. State and put forth all questions that come before the committee.
6. Recognize participants and observers who are entitled to the floor.
7. Expedite business in every way compatible with the rights of participants and observers.
8. Respond to members' inquiries or objections relating to the Tenth Concept by requesting input from the committee.
9. Authenticate, when necessary, with the Chairperson's signature, all acts, orders, and proceedings of the committee.
10. Ensure that the RSC Post Office Box is checked twice monthly.
11. Facilitate decision making and all proceedings at the Regional Assembly for conference cycle years.
12. Participate in an annual review of the RSC checking account with the Treasurer and two RCMs.
13. Mentor the Vice Chairperson to assume the Chairperson position.

Section 6.2 Vice Chairperson Duties

1. Attend all RSC meetings and functions.
2. Assist as needed in all duties of the Chairperson.
3. In the absence of the Chairperson, to serve as the Chairperson.
4. Function as liaison to all RSC sub-committees.
5. Become an authorized signer on the RSC checking account, unless impractical due to the Vice Chairperson's location within the Region.
6. Report changes within the RSC service structure, as they occur, to Narcotics Anonymous World Services (NAWS).
7. Represent the Region in all matters related to insurance.
8. Learn to perform all Chairperson duties.

Section 6.3 Treasurer Duties

1. Attend all RSC meetings and functions.

2. Manage the RSC finances and checking account.
3. Become the primary signer on the RSC checking account.
4. Prepare a monthly RSC checking account reconciliation report. The report shall state the specific purpose for each expenditure. Provide the report and corresponding bank statement to the RSC Secretary for posting to RSC's online group platform.
5. Prepare a quarterly financial report, including corresponding bank statements, for presentation at each quarterly RSC meeting. Provide the report and corresponding bank statements to the RSC Secretary for posting to RSC's online group platform.
6. Make a full financial report for presentation at the regularly scheduled annual meeting in January. Provide the report to the RSC Secretary at least five days prior to the meeting.
7. Disburse funds as directed by the RSC and Article XV.
8. Retain all RSC financial records, in the manner prescribed by the committee, for a minimum of seven years.
9. Ensure that the RSC checkbook is available at all RSC meetings and functions.
10. Participate in an annual review of the RSC checking account with the Chairperson and two RCMs.
11. Assume responsibility for the RSC's EIN (complete and file IRS Form 8822-B).
12. Mentor the Vice Treasurer to assume the Treasurer position.

Section 6.4 Vice Treasurer Duties

1. Attend all RSC meetings and functions.
2. Assist as needed in all duties of the Treasurer.
3. In the absence of the Treasurer, function as the Treasurer.
4. Become an authorized signer on the RSC bank account.
5. Learn to perform all Treasurer duties.

Section 6.5 Secretary Duties

1. Attend all RSC meetings and functions.
2. In the absence of the Chairperson, Vice Chairperson, and Regional Delegate, call the RSC meeting to order, and preside over the immediate election of temporary Chairperson.
3. Create and retain complete minutes of all RSC proceedings.
4. Post completed minutes to the RSC's online group platform and distribute digital copies to each RSC member no later than two weeks after each RSC meeting (at which time they will still be subject to revision).
5. Upon request by an NA member, provide copies of RSC minutes and records, using the manner prescribed by the committee.
6. Conduct RSC correspondence as directed by the Chairperson.
7. Notify all RSC members of each special meeting, using method(s) prescribed by the committee.
8. Maintain the RSC Log of Policy Actions as described in Article XIV.
9. Maintain the RSC online group platform. Post records to the platform as described in Article IXX.
10. Maintain the RSC contact list, to include members' email address and phone number.

11. Maintain records of:
 - a. Permanent (created specifically for RSC administrative positions) RSC email addresses and passwords.
 - b. Login information for RSC service providers (web hosting, software subscriptions, PO box, etc.).
12. Mentor the Vice Secretary to assume the Secretary position.

Section 6.6 Vice Secretary Duties

1. Attend all RSC meetings and functions.
2. Assist as needed in all duties of the Secretary.
3. In the absence of the Secretary, function as the Secretary.
4. Learn to perform all Secretary duties.

ARTICLE VI: Regional Delegates

Section 1.0 Regional Delegate Positions

The RSC shall have one Regional Delegate (RD), and one Regional Delegate Alternate (RD Alt).

Section 2.0 Election of Regional Delegates

1. Delegates' election shall occur at the Regional Assembly, held annually in the month of March at the end of the NON-World Service Conference year.
2. All assembly participants may participate in discussion leading to election of Regional Delegate.
3. The voting body for election of Regional Delegates shall be composed of GSRs and RCMs in attendance.

Section 3.0 Terms of Office

1. Delegates are elected to a three-year term.
2. Each delegate's term of office begins immediately after election.
3. Delegates may serve up to two consecutive terms in their respective positions.

Section 4.0 Vacancies

1. Mid-term vacancies shall be filled by electing replacements at the next RSC meeting as follows:
 - a. Selection from a pool of RD nominees from the previous Regional Assembly.
 - b. Selection from a pool of NA members within the Regional service area.
 - c. Terms of office shall begin immediately after election, and last until the next Regional Assembly.

Section 5.0 Qualifications of Regional Delegates

Section 5.1 Regional Delegate (RD) Qualifications

1. Seven years of continuous abstinence.
2. Have a minimum of two years' RSC or sub-committee experience, including at least one year as an RCM.

3. Have a minimum of one year as an RD Alternate.
4. Willing and able to fulfill all commitment duties.
5. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Familiarity with, and understanding of, these guidelines.
7. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
8. Willing to mentor the RDA to assume the RD position.

Section 5.2 Regional Delegate Alternate (RDA) Qualifications

1. Five years of continuous abstinence.
2. Have a minimum of two years' RSC or sub-committee experience, including at least one year as an RCM.
3. Willing and able to fulfill all commitment duties.
4. Working knowledge of 12 Steps, 12 Traditions, and 12 Concepts of NA.
5. Familiarity with, and understanding of, these guidelines.
6. Understanding of consensus-based decision-making as described in NAWS publication "CBDM Basics."
7. Intent to assume the RD position at the end of term, with The Body's approval.

Section 6.0 Duties of Regional Delegates

Section 6.1 Regional Delegate Duties

1. Attend all RSC meetings and functions.
2. In the absence of the Chairperson and Vice Chairperson, serve as Chairperson.
3. Function as the voice of the Central California Region, and represent the group conscience of the Region at the World Service Conference (WSC). Whenever a voting matter occurs, the RD must evaluate each issue on behalf of the members they serve and cast their vote accordingly. For motions not included in the WSC Conference Agenda Report, the RD has the RSC's vote of confidence to represent the conscience of the Central California Region.
4. Attend each World Service meeting, as RSC resources allow.
5. Attend and present a report to the RSC covering the previous WSC.
6. Retain all reports from the WSC in the manner prescribed by the committee. When the RD's term of service ends, they shall relinquish all records to the RSC Secretary.
7. Assist the Chairperson at the Regional Assembly.
8. Provide a written report for all service functions attended.
9. Mentor the RDA to assume the RD position.

Section 6.2 Regional Delegate Alternate Duties

1. Attend all RSC meetings and functions.
2. In the absence of the RD, to serve as RD, with a vote of confidence.
3. Attend the World Service Conference with RD, as RSC resources allow.
4. Attend each World Services meeting, as RSC resources allow.
5. Assist the RD at the Regional Assembly.
6. Provide a written report for all service functions attended.

7. Learn to perform all RD duties.

ARTICLE VII: Removal of Officers and Regional Delegates

Any RSC officer, including sub-committee Chairpersons or Regional Delegates, may be removed from office for non-compliance. Meeting quorum, as defined in ARTICLE XI Section 2.0, is required for officer removal.

1. Non-compliance includes but is not limited to:
 - a. Loss of abstinence.
 - b. Non-fulfillment of duties of their position.
 - c. Failure to attend two regularly scheduled meetings without prior notification to the RSC Chairperson.
2. An RCM from within the Region shall facilitate the officer removal process. Decision shall occur through vote by DMPs present, via paper ballot. Officer removal requires a two-thirds majority for approval.

ARTICLE VIII: Resignation of Officers and Regional Delegates

Any officer, sub-committee Chairperson or Regional Delegate may resign by providing written notice to the RSC Chairperson. When possible, the person resigning will provide notice at least four weeks prior to the next scheduled RSC meeting.

ARTICLE IX Regional Committee Member (RCM)

An RCM speaks for the members and groups within their respective ASC.

1. Each recognized ASC may elect or appoint two RCMs.
2. RCMs may not send proxies to the RSC. Only ASC elected or appointed representatives will be recognized.
3. Each ASC's two RCMs represent their members' group conscience with a single voice.

Section 1.0 RCM Duties

1. Facilitate communication between their respective Area and the rest of NA.
2. Function as RSC members, sharing all the duties and responsibilities of the RSC.
3. Attend all of their respective ASC meetings.
4. Attend all RSC meetings and assemblies.

ARTICLE X: Meetings

Section 1.0 Meeting Attendees

All RSC meeting attendees are responsible for ensuring that the RSC acts in the best interest of the Central California Region, and maintains a cooperative relationship with the NA Fellowship.

Section 1.1 Decision-Making Participants

The Decision-Making Participants (DMPs) shall be two Regional Committee Members (RCMs) from each recognized Area Service Committee (ASC) within the Central California Region.

Section 1.2 Observers

Narcotics Anonymous members not identified elsewhere in these guidelines shall be classified as observers. Observers shall have the right to request the floor. The Chairperson shall have the exclusive right to grant or deny such requests. The decision of the Chairperson is subject to appeal, and may be overturned by the consensus of all decision-making members present.

Section 2.0 Regular Meetings

Regularly scheduled RSC meetings shall occur quarterly, on the third Sunday of January, April, July, and October, unless otherwise ordered by the RSC.

Section 3.0 Special Meetings

The Chairperson may call special meetings as needed, and shall call such meetings upon the written request of any decision-making participant. The specific purpose of a special meeting must be stated when the meeting is announced; no other RSC business may occur during the meeting. The Secretary shall provide written notice to each decision-making participant at least seven days prior to any special meeting.

ARTICLE XI: Decision-Making

All RSC members bear substantial responsibility for this body's decisions, and must be encouraged to fully participate in its decision-making processes. For that purpose, all RSC decisions, except elections or removal of officers, are made using a consensus-based decision-making approach as described in NAWs publication "CBDM Basics."

Section 1.0 Decision-Making Participants

Only RSC Decision-Making Participants, as defined in Article X, Section 1.1, may introduce a proposal, and/or take part in the decision-making process.

Section 2.0 Quorum

A quorum requires that at least two-thirds of the eligible decision-making participants must be present to conduct business at any RSC meeting.

Section 3.0 Decision-Making Procedure

1. Upon presentation of a new proposal, the Chairperson asks if there is any objection.
 - a. If there is no objection, the Chairperson declares the proposal accepted by consensus of the Body. The Secretary records details in the meeting minutes and, where applicable, to the Log of Policy Actions.
 - b. If there is an objection, the Chairperson directs the proposal's maker to address the objection(s). This may include clarifying the intent and/or goal of the proposal.
2. The Chairperson asks again if there is any objection.
 - a. If there is no objection, the Chairperson declares the proposal accepted by consensus of the Body. The Secretary records details in the meeting minutes and, where applicable, to the Log of Policy Actions.

- b. If there is still objection, the Chairperson shall open the floor for discussion to address members' concerns and explore options for compromise. Discussion may include up to six people for a maximum of four minutes each. Up to three people may speak supporting the proposal, and up to three people may speak opposing the proposal. Each person speaks only once unless a member requests clarification.
3. After group discussion, the Chair asks if there is still any objection.
 - a. If there is no objection, the Chairperson declares the proposal accepted by consensus of the Body. The Secretary records details in the meeting minutes and, where applicable, to the Log of Policy Actions.
 - b. If at least two members object, the Chair asks if those objecting can accept the conscience of the rest of the Body.
 - i. If so, the Chairperson declares the proposal accepted by consensus of the Body. The Secretary records details in the meeting minutes and, where applicable, to the Log of Policy Actions.
 - ii. If not, the Chairperson tables the matter until the next regularly scheduled RSC meeting. RCMs then seek input from their respective ASCs to aid in reaching a future decision.

Article XII Standing Subcommittees

The RSC may establish standing subcommittees to perform functions deemed necessary to fulfill the RSC's responsibilities.

1. Each standing subcommittee chairperson or their representative must attend all RSC meetings.
2. Each standing subcommittee shall create and adopt guidelines consistent with the Guide to Local Services for Narcotics Anonymous, and WSC-approved publications. All subcommittee guidelines are subject to review and approval by the RSC.
3. Current subcommittee guidelines shall be posted to the RSC's online group platform.

Article XIII Ad-Hoc Committees

The RSC Chairperson has the authority to appoint ad-hoc committees for special purposes, as the RSC determines a need.

1. The Chairperson shall, upon determining a need, appoint an RSC member to chair and organize an ad-hoc committee.
2. Upon creation of an ad-hoc committee, the Chairperson shall state an estimate of the time necessary for the committee to complete their assignment.
3. In cases where immediate action is necessary, the Chairperson may appoint the entire ad hoc committee from the RSC members present.

Article XIV Revisions to Guidelines

The RSC may revise these guidelines. Revisions may occur at scheduled meetings of the RSC, or in conjunction with comprehensive guideline reviews.

Section 1.0 Log of Policy Actions

The RSC shall establish and maintain a “Log of Policy Actions” to record all revisions to these guidelines. The RSC Secretary shall record, chronologically, all revisions adopted during RSC meetings.

1. The current Log of Policy Actions shall be supplemental to these Guidelines, and posted to RSC’s online group platform
2. Following any guideline revisions, the RSC Secretary shall update the Log.

Section 2.0 Guideline Reviews

The RSC shall form an ad hoc Guidelines Review Committee every two years at the regularly scheduled January RSC meeting. The ad hoc committee shall:

1. Review the Log of Policy Actions; incorporate all changes adopted after the effective date of the current guidelines into the newly revised guidelines.
2. Compile other suggested changes to the guidelines for presentation to RSC.
3. The RSC shall then evaluate the suggested revisions, and decide whether to adopt them into the newly revised guidelines.

Article XV Financial Accountability and Funds Flow

The RSC shall operate under a unified budget. All RSC funds shall be in a single checking account managed by the RSC Treasurer.

Section 1.0 Checking Account Policy:

The RSC checking account shall have four authorized signers, requiring one signature for a valid check.

1. The RSC Treasurer shall be the primary signer; the Vice Treasurer shall be an authorized signer.
2. The RSC Chairperson and Vice Chairperson will also become authorized signers, unless impractical due to their location within the Region.
3. If it’s impractical for the RSC Chairperson and/or Vice Chairperson to become authorized signers, the RSC Secretary and/or Vice Secretary may assume that role.

Section 2.0 Disbursement of Funds

1. Expenditures beyond an existing approved budget must receive specific pre-approval by the RSC.
2. Prior to handling RSC funds, RSC members must submit a completed ‘RSC Financial Accountability Statement’ to the RSC Treasurer.
3. When possible, payments shall be made directly to vendors and/or businesses.
4. Any member requesting expense reimbursement must first submit to the RSC Treasurer:
 - a. A completed RSC Financial Accountability Statement (unless already on file).
 - b. A completed RSC Expense Reimbursement Request.
 - c. Receipts substantiating expenses (except mileage & per diem) must accompany the request. A simple list of expenditures is not sufficient.
 - d. Requests for personal auto travel expense reimbursement must include the total miles driven for RSC business from departure point to destination.

5. No member shall receive advance funds for RSC expenses.

Section 3.0 Financial Reporting

1. The Treasurer shall provide the RSC with timely financial reporting and supporting documents as specified in Article V, Section 6.3.
2. An annual review of the RSC checking account shall occur in December. The RSC Chairperson and two RCMs shall perform the review, with the Treasurer available to assist.
 - a. If the review reveals material discrepancies, the Chairperson shall immediately notify all RSC members, in the manner prescribed by the RSC.
 - b. If the review reveals no material discrepancies, the Chairperson shall present the findings at the next regularly scheduled RSC meeting.

Section 4.0 Misappropriation of Funds Policy

All funds received by the RSC and its Subcommittees are for the sole use of the Central California Regional Service Committee of NA. Under no circumstances may anyone divert NA funds for personal use. To address alleged misappropriation of funds, the RSC may pursue any combination of the following actions:

1. Discuss the allegation(s) and seek group conscience among RSC members.
2. Confront the accused individual:
 - a. If the accused individual admits to the allegation(s), the RSC and the individual may agree to written terms for restitution.
 - b. If the accused individual denies the allegation(s), and/or does not accept or honor the terms of reimbursement, contact the appropriate authorities.
3. Immediately retrieve all financial records, checks, debit card(s), merchandise, and other RSC property in possession of the individual.
4. Immediately revise bank records, including signature cards, named account holders and/or those authorized to access RSC account(s).
5. Immediately change passwords for RSC financial accounts. Change passwords as necessary for other RSC business.
6. If applicable, remove the accused individual from office as set forth in Article VII.
7. Preserve supporting evidence until the agreed-upon restitution is complete.

Article XVI Budget Guidelines

Section 1.0 Quarterly Budget Items:

1. PR \$350.00
2. RSC meeting lunch: \$300
3. Quarterly NAWS Donation: After paying current expenses, and considering anticipated expenses, the RSC may contribute funds exceeding the established prudent reserve to NAWS.

Section 2.0 Annual Budget Items

1. RSC shall contribute \$300 annually to the Western States Zonal Forum.

2. RSC commercial liability insurance policy. Annual policy renews January 1st; full payment is due prior to renewal date.

Article XVII Prudent Reserve

World Service Conference Year:

- 1st Quarter (Jan-Mar) = \$10,000
- 2nd Quarter (Apr-Jun) = \$5,000
- 3rd Quarter (Jul-Sep) = \$5,500
- 4th Quarter (Oct-Dec) = \$6,000

Interim World Service Conference Year

- 1st Quarter (Jan- Mar): \$6,500
- 2nd Quarter (Apr-Jun): \$7,000
- 3rd Quarter (Jul-Sep): \$8,000
- 4th Quarter (Oct-Dec): \$9,000

Non-World Service Conference Year

- 1st Quarter (Jan- Mar): \$6,500
- 2nd Quarter (Apr-Jun): \$7,000
- 3rd Quarter (Jul-Sep): \$8,000
- 4th Quarter (Oct-Dec): \$9,000

Article XVIII Travel & Expenses

Our Eleventh Concept for NA Service states: “NA funds are to be used to further our primary purpose, and must be managed responsibly.

1. The RSC Administrative Committee, Subcommittee, Regional Delegates, or others approved by the RSC may receive reimbursement for approved expenses.
2. Any RSC member may request reimbursement for eligible expenses authorized by the RSC.
3. All “special accommodations” (transportation or lodging upgrades, room service, car rental, etc.) must be paid by the traveler.
4. Interested members of the fellowship, family, and friends may travel with authorized traveler(s) to service meetings or events. However, the RSC will only pay for the authorized traveler(s) approved expenses.
5. To encourage room sharing where practical, hotel room expenses are reimbursable at fifty percent (50%) per authorized traveler. If room sharing is not practical or feasible, the RSC may, at its discretion, pre-approve reimbursement of one hundred percent (100%) per authorized traveler.
6. Air travel arrangements will be based on the most economical, yet practical, flights available.
7. Accommodations are selected based on convenience to the event and cost.
8. Ground transportation (bus, taxi, etc.) from the airports to hotels, and parking for a personal car at the airport or hotel is reimbursable.

9. Travel by personal auto will be reimbursed at (not to exceed) the current IRS business use mileage rate. Mileage driven for personal reasons is not reimbursable.
10. Travel per diem allowance shall be in accordance with the current NAWS reimbursement policy.
11. Any nominee standing for election to a Pool Seat or Direct Elect that has been nominated by the CCC&E shall be eligible for reimbursement for mileage associated with attending the RSC for qualification.

Article IXX Preservation of Records

The RSC shall establish and maintain a password-protected online group platform for archival of documents related to RSC business. Documents shall be readily available for review and download by RSC members. For members without online access, the committee will arrange availability of printed documents at no charge to the member.

Section 1.0 Records Management

1. To ensure consistent organization, only the RSC Secretary or Vice Secretary may post and maintain records on the platform.
2. RSC members must submit digital documents to the Secretary for posting.
3. All RSC members shall have read-only access to review and download records.

Section 2.0 Records Retained

Archived records and resources shall include:

1. RSC meeting records, maintained in chronological order:
 - a. Meeting Agendas.
 - b. Meeting minutes.
 - c. Treasurer's reports with corresponding bank statements.
 - d. Subcommittee reports.
 - e. Other written meeting presentations.
2. Current RSC Guidelines and Log of Policy Actions.
3. Current RSC financial accountability forms.
4. Current RSC Subcommittee Guidelines.
5. NAWS Conference Agenda Reports (during conference-cycle years).
6. NAWS publication "A Guide to Local Services in NA."
7. NAWS publication "CBDM Basics" (Consensus-Based Decision-Making).
8. Other RSC records or NAWS publications as directed by RSC.