



**RRAGS**

ROCK RIVER AREA GROUP SERVICES

# Policy

Last Revision Date 2/12/2023



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**I. STATEMENT OF PURPOSE**

The purpose of the Rock River Area Group Services (hereinafter referred to as RRAGS) Committee is to be supportive of its member groups and their primary purpose. RRAGS accomplishes this task by linking the groups within the Area, helping groups deal with their basic situations and needs, providing services as directed by its member groups, providing services within its communities, and by encouraging the growth of the fellowship of Narcotics Anonymous.

**II. HISTORY**

In November of 1982 several groups in Rockford, Illinois, a group in Freeport, Illinois, and groups in Beloit, Janesville, Fort Atkinson, and Milton, Wisconsin formed an Area Service Committee known as Southern Wisconsin and Northern Illinois (SWANI). In March of 1983 the name was changed to Rock River Area General Services (RRAGS). In February of 1986 the name was changed to Rock River Area Group Services, thereby remaining RRAGS.

**III. RRAGS CONTACT INFORMATION**

- A) Address: Rock River Area Group Services (RRAGS) of Narcotics Anonymous  
P.O. Box 17156  
Rockford, IL 61110
- B) 24 Hour Helpline (collect calls accepted): 815-965-5959
- C) Website: www.rockriverna.org

**IV. STRUCTURE**

RRAGS is composed of Trusted Servants, Subcommittees, and a Convention Committee (hereinafter referred to as RRCNA) to fulfill the services directed by its member groups.

- A) RRAGS
  - 1. Trusted Servants of RRAGS:  
Facilitator, Co-Facilitator, Regional Committee Member, Regional Committee Member Alternate, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Literature Stockpile Person, Alternate Literature Stockpile Person, and RRAGS Subcommittee Chairpersons
  - 2. Subcommittees of RRAGS:  
Archives, Digital Information, Functions, Hospitals & Institutions, Outreach, Policy & Procedure, and ~~Public Relations~~, RRCNA
- B) RRCNA
  - 1. Executive Officers of RRCNA:  
Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, and Secretary
  - 2. Subcommittees of RRCNA  
Arts & Graphics, Convention Information, Funding & Entertainment, Hotels & Hospitality, Merchandise, Program, Registration, and Serenity Keepers.

**Commented [B1]:** August 2018 ASC voted to change Public Information to Public relations, to better reflect what the subcommittee does.

V. **FINANCIAL**

- A) RRAGS has established a \$2000.00 General Working Reserve.
  - 1. This reserve will be replenished at the end of each month if funds are available.
  - 2. The RRAGS committee will evaluate the reserve and offer changes each August.
- B) Contracts
  - 1. All expenditures within the duties of any subcommittee which require a contract must be approved by RRAGS following the review and acceptance of said contract by the GSRs.
    - a. RRCNA is exempt from this policy.
- C) Banking
  - 1. RRAGS will maintain one bank account with a Federal ID Number
    - a. RRAGS checking account must require two signatures.
    - b. The signers of the checking account will be the Facilitator, Co-Facilitator, Secretary, Convention Chair and Regional Committee Member.
    - c. All checks issued must have a dollar amount applied.
  - 2. All financial statements will be sent to the RRAGS P.O. Box.
  - 3. RRAGS expenditures will not exceed RRAGS funds.
  - 4. Voided checks should be shredded or destroyed immediately.
- D) Budgets
  - 1. ASC has established budgets for its Trusted Servants and Subcommittee Chairs. The approved budget for each fiscal year will be in Addendum A. The following process needs to be followed when acquiring /using budgeted funds:
    - a. Every RRAGS Trusted Servant must present an itemized budget at the July RRAGS meeting.
      - 1) The budget must be monthly for one year from August to August.
        - a.) If an annual budget is not itemized by month it will be averaged over 12 months.
      - 2) Budget must be approved by RRAGS.
    - b. Budgeted Funds may be obtained by turning in a receipt for a budgeted expense to the Treasurer.
      - 1) If budgeted funds are required before an expenditure, the RRAGS Trusted Servant can request said funds by:
        - b.) Requesting said funds from the ASC during their report and:
        - c.) Turning their request in to the Treasurer.
      - 2) Requests for funds in excess of any given month's budget requires approval from RRAGS.
- E) Funds
  - 1. All individuals that handle RRAGS/RRCNA funds must be an NA member and have 2 years of continuous clean time.
    - a. Trusted Servants of RRAGS, Trusted Servants of RRCNA, and Subcommittee Chairperson of RRCNA are exempt from this requirement.
  - 2. All persons requesting funds must complete a Funds Request Form and turn it into the Treasurer after funds have been approved during RRAGS meeting.
  - 3. All RRAGS Funds spent must be accounted for by receipts or invoice.
    - a. Turn the receipt/invoice in to the Treasurer.
      - 1) Hand-written receipts will only be accepted in situations where actual receipts are not possible.
        - d.) Examples include purchases made from vending machines.
        - e.) Home-printing of minutes, flyers, etc.
      - 2) The Treasurer of RRAGS will not accept receipts from individuals as proof of payment for food and beverages if the purchase was made using LINK, WIC, or other state or federal assistance funds.
        - f.) If any receipts provided indicate the above-listed payment methods were used for purchase of items used for a function or event, the amount of those funds

Commented [AB2]: Increase to \$2000 at December 2017  
ASC

indicated on those receipts will be subtracted from the funds shown as paid on the report.

- g.) This may result in funds being owed by the individual if the receipts are to cover an advance for the event.
4. All monies collected at, in connection with, or as the result of any RRAGS event or function except events and functions of RRCNA must be turned in to the Treasurer for deposit at the next RRAGS meeting.
    - a. This includes but is not limited to:
      - 1) Funds from sales or merchandise, food, beverages, event registrations, suggested donations, newcomer donations, refreshment donations, raffles, and 7<sup>th</sup> Tradition collection.
  5. All donations made to RRAGS are to be given to the Treasurer and a receipt will be written.
  6. Deposits of funds collected at the RRAGS meeting are to be made within 7 days of the date of the RRAGS meeting.
  7. Working Reserves
    - a. Subcommittees: \$20.00
    - b. Secretary: \$30.00
    - c. Treasurer: \$20.00
    - d. Regional Committee Member: \$20.00
    - e. Literature Stockpile Person: \$20.00
    - f. Given in advance and are replenished upon the collection of receipts.
    - g. Subcommittee working reserves can only be made out to the Chairperson of the subcommittee.
    - h. Must be signed for, archived by the Treasurer, and returned to RRAGS at the end of the recipient's term in office.
  8. Access to Funds
    - a. An itemized budget must be presented to RRAGs before funds can be requested and/or used.
    - b. Must have RRAGS approval to access budgeted funds.
- F) RRAGS Fund Flow
1. At each RRAGS Meeting, the Treasurer will suggest an amount to forward to the Chicagoland Region.
    - a. The GSR's can approve, amend, or reject the suggestion of the Treasurer
- G) RRAGS Financial Responsibilities
1. RRAGS will purchase all literature to fill the approved literature stockpiles for the Hospitals & Institutions, Public Relations, and Outreach Subcommittees.
  2. RRAGS will pay for rental of the ASC/RRCNA storage locker to store RRAGS/RRCNA property.
    - a. The storage locker can be used by any RRAGS/RRCNA subcommittee.
    - b. The locker is required to be at least 10x10 and climate controlled.
  3. RRAGS will purchase Conference Agenda Reports (hereinafter referred to as CAR) (when available).
    - a. One CAR will be purchased for each member group that makes a request.
      - 1) If a group requests a CAR and then does not attend the CAR Review, they must reimburse RRAGS for the cost of the CAR.
    - b. One CAR will be purchased for both the Regional Committee Member and the Alternate Regional Committee Member.
    - c. Five CAR will be purchased for sales purposes.
- H) Merchandise & Literature
1. All merchandise needs RRAGS approval before purchase or request for reimbursement, regardless of whether it has been budgeted for or not.
    - a. No credit will be extended with merchandise.

**Commented [AB3]:** January 2018 ASC:  
Intent – Reimbursing cash in place of money spent on LINK etc. is illegal. RRAGS cannot participate in illegal activity.

**Commented [AB4]:** As of October 2017 ASC – Spiritual Retreat is a separate financial entity and is run in a fashion similar to RRCNA. This change here is necessary to fulfill the intent of the Policy Motion that passed at September 2017 ASC

**Commented [AB5]:** Previously read RRAGS forwards 100% of excess working funds to Chicagoland Region each odd month. If excess funds are not available, 10% of the previous month's incoming 7<sup>th</sup> Tradition will be sent as a donation.

September 2017 ASC – Policy Motion  
Intent: To give the GSR's more control over area funds.

**Commented [wp6]:** In this particular edit, a previous motion was agreed upon to give Outreach a stockpile. Motion to add Outreach to RRAGS financial responsibility for providing a stockpile made 11/6/2022.

**Commented [B7]:** December 2018 ASC voted to combine RRAGS and RRCNA storage space.  
January 2019 ASC voted that RRAGS would pay rent for storage space.

2. RRAGS literature stockpile and pricing requires approval.
3. Literature Availability
  - a. Groups are required to place orders and pay for their literature one month in advance.
  - b. Subcommittees are required to place orders one month in advance.
    - 1) Funds are deducted from their respective budgets during the month the order is placed.
  - c. The check for literature and a copy of the order is sent by the treasurer to the World Service Office within 7 days of monthly RRAGS meeting.
  - d. Emergency Literature Stockpile must include:
    - 1) 5 Hardcover Basic Texts
    - 2) 5 Softcover Basic Texts
    - 3) 2 Step Working Guides
    - 4) 2 It Works: How & Why
    - 5) 50 White Books
    - 6) 50 of the following key tags
      - a.) Welcome, 30 days, Multiple Year
    - 7) 25 of the following key tags
      - a.) 60 days, 90 days, 6 months, 9 months, 1 year, 18 months
    - 8) 2 of each medallion (1 year to 36 years)
    - 9) 1 infinity medallion
- I) Financial Reports
  1. The Treasurer's Report must include: Bank Statement, Reconciliation Statement, Beginning Balance, Income, Expenses, Ending Balance, and Reserve Totals.
    - a. Copies must be distributed at each RRAGS meeting to all RRAGS Trusted Servants and GSRs.
  2. RRAGS Subcommittees are required to provide financial reports of expenditures and income when applicable.
- J) Financial Audit
  1. RRAGS will conduct a Financial Audit each **July**.
    - a. The audit will be chaired by the Treasurer.
    - b. The audit must include all RRAGS transactions.
    - c. The treasurer must provide copies of the report at the June RRAGS meeting.
      - 1) This report must be approved.
- K) Property Audit
  1. RRAGS will conduct a Property/Inventory Audit each July.
  2. The audit will be chaired by the Co-Facilitator.
- L) Travel Reimbursements for Trusted Servants And ASC Committee Chairs
  1. Hotel expenses can be reimbursed where it is not practical to travel back and forth to RSC or another approved event.
  2. The following per diems have been established.
    - a. Regional Committee Member attending RSC: \$30.00
    - b. Alternate Regional Committee Member attending RSC: \$30.00
    - c. Trusted Servants attending RSC Subcommittee Meetings: \$30.00
  3. Reimbursements must be approved prior to the travel
  4. Mileage for travel is reimbursed at a rate of ~~\$0.58~~ per mile based on google map miles for round trip.
  5. Actual tolls will be reimbursed for an approved trip upon submittal of a funds request with receipts.
  6. Use "Addendum F – Regional Participation Reconciliation Form" to request advance for travel and reconcile travel expenses with any advance following the travel

## VI. PARTICIPATION & VOTING STATUS

- A) Quorum
  1. Quorum is established at the beginning of the RRAGS meeting.

**Commented [B8]:** February 2019 ASC voted to change Audit month from January to July. This was the new treasurer and co facilitator can go over the books right away, as opposed to waiting 6 months.

**Commented [wp9]:** Motion made August 22, 2022 to change the price of reimbursement per mile from \$0.35 to \$0.58. Intent: to keep up with inflation and state guidelines.



- a. Roll call will be taken again after break to re-establish quorum. Any trusted servant and/or member of the group that does not give notice about leaving early, will be counted as absent without notice.
- b. Quorum is one more than half of the current active voting groups of RRAGS.
  - 1) All groups in RRAGS are considered active voting members until:
    - b.) A group asks to be a non-reporting group.
    - c.) The group's second consecutive absence.
    - d.) A group will be considered active again when they return to the RRAGS meeting.
- c. Quorum is required for any motion to be voted on except for the approval of minutes and the treasurer's report.
- d. In the absence of a quorum, the only business that can take place is financial housekeeping that does not require a vote.

B) Voting

- 1. Recognized groups have voting privileges through their Group Service Representative (hereinafter referred to as GSR) or Alternate Group Service Representative (hereinafter referred to as GSR-A) acting in the place of the GSR.
  - a. Only GSR's or the GSR-A acting in place of the GSR will have voting privileges, no matter what other positions they hold.
- 2. Trusted Servants and Subcommittee Chairpersons do not have voting privileges.
- 3. GSR's or GSR-A's acting in place of the GSR, Trusted Servants of RRAGS, Subcommittee Chairpersons of RRAGS can make and second motions.
  - a. The Facilitator can only entertain motions.
- 4. In the case of a tie vote, the Facilitator may cast the deciding vote.

**VII. MOTIONS AND VOTING PROCEDURES**

A) RRAGS follows the WSC Rules of Order (Addendum K)

B) Motions

- 1. All motions must be presented on a motion form (Addendum C) to the Secretary.
  - a. Motions that originate in a Subcommittee or a Group do not require a second.
  - b. Trusted Servants and Subcommittee motions are to be presented at the end of their report.
  - c. At any time in the motion process only a GSR or a GSR-A acting in place of a GSR may request that the current motion go back to the RRAGS groups to collect a broader group conscience.
    - 1) If the request is carried, the motion process ceases and the issue is postponed until the next RRAGS meeting when the conscience will be collected.
    - 2) If the request is defeated, the motion process continues.
  - d. Any motion to change clean time requirements for any RRAGS Trusted Servant Position, RRAGS Subcommittee Chairperson, RRCNA Trusted Servant/Subcommittee Chairperson Position, RRCNA Subcommittee Chairperson, Trusted Servant/Subcommittee Chairperson Position, goes back to groups automatically following discussion of the motion.
  - e. Motions are carried when a majority of those present and voting vote Yes.
    - 1) Motions to change RRAGS Policy & Procedure require a supermajority (2/3's) of those present and voting Yes to pass.
  - f. Motions that fail can only be introduced 3 times within a calendar year.
    - 1) The Policy & Procedure Chairperson is required to keep a list of failed motions.

C) Debate & Voting Procedure

- 1. A motion is made and seconded (if required) and the intent of the motion is read.
- 2. The Facilitator states the motion.
- 3. The Facilitator will ask if there are any objections to the motion
  - a. No Objections

**Commented [wp10]:** Passed 2/12/2023. Intent to have quorum re-established for the purpose of voting and continuing on with business.

- 1) If there are no objections to the motion, the facilitator announces that the motion carries by unanimous consent.
- b. Objections
  - 1) If there are objections to the motion, the facilitator will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
  - 2) When debate has ended, the Facilitator will call the motion to a vote.
4. The Facilitator will announce if the motion was approved or rejected.

## VIII. ELECTIONS

A) All Trusted Servants and Subcommittee Chairpersons of RRAGS, Trusted Servants and Subcommittee Chairpersons of RRCNA, and Trusted Servants and Subcommittee Chairpersons of area to be elected by the RRAGS committee.

1. RRAGS Trusted Servant & Subcommittee Chairpersons
  - a. Elections occur in June.
  - b. They are held during the Old Business portion of the RRAGS meeting.
  - c. Terms
    - 1) All positions have 12-month terms from June to June.
      - a.) All trusted servants will mentor their replacement from June to July
      - b.) All elected trusted servants are expected to assist the newly elected member to their position during the month after election and attend the RRAGS meeting to support the newly elected member for their first meeting in the new position.
  - d. Term Limits
    - 1) No individual can hold the same position for 2 consecutive years.
      - a.) The GSR's can waive term limits for any position if requested.
  - e. Vacancies
    - 1) All vacant positions must be sent to the groups before election of said position.
  - f. Nominee/Volunteer Requirements
    - 1) Must meet clean time requirements as of the date of election.
      - a.) If a nominee/volunteer does not meet clean time requirements and still wishes to be considered for a position the GSR's can vote to waive clean time requirements. It is not required to go back the groups.
    - 2) Must be present and volunteer or accept nomination
      - a.) If a volunteer is unable to attend the RRAGS meeting, they must send a letter that requests that they be considered for said position.
        - i. This letter must state their desire and include their qualifications.
  - g. Election Procedure
    - 1) The Facilitator will state the position and the clean time requirement and ask if anyone is interested in filling the position.
      - a.) If there is interest, the Policy & Procedure Chairperson will read the requirements and duties.
    - 2) Nominations & Volunteers
      - a.) The facilitator will open the floor for nominations and volunteers.
        - i. Nominations must be accepted by the potential nominee.
      - b.) The facilitator will read any letters sent from those who are not present and wish to be considered.
      - c.) The Secretary will record accepted nominations and volunteers in the order that they were made.
      - d.) The Facilitator will close the nomination/volunteer process.
    - 3) Qualifications of Nominees/Volunteers
      - a.) The Facilitator will ask each candidate the questions from Addendum A.
    - 4) Questions
      - a.) The Facilitator will open the floor for questions and/or concerns of each candidate.

**Commented [b11]:** Jan 2020 ASC voted to remove this motion

**Commented [wp12]:** Added 10/5/2022 - Edit made from receiving a vote of confidence from the body to make small changes. Edit for spelling error.

**Commented [AB13]:** August ASC 2017 - Policy Motion - Intent: To give the GSR's the ability to waive term limits for any position if necessary/requested.

**Commented [AB14]:** March ASC - added Election Questionnaire and decided how to implement the asking of the questions.

- b.) The Facilitator will ask the candidates to leave the room.
  - c.) The Facilitator will then open the floor for additional questions and/or concerns for the candidates.
    - i. The Facilitator will call candidates back to the floor to address and questions or concerns not previously addressed.
  - 5) Voting
    - a.) All candidates must leave the room during the voting process.
    - b.) The Facilitator will call for a moment of silence to reflect on our primary purpose.
    - c.) The Facilitator will read each candidate's name in the order of record and ask the GSR's to vote.
      - i. The Facilitator and the Co-Facilitator will count the votes for each candidate.
        - 1) If the current Facilitator or Co-Facilitator is a candidate, then the Regional Committee Member and the Alternate Regional Committee Member will count the votes.
      - ii. The person with the most votes will be elected.
        - 1) If the vote ends in a tie, a second vote will be taken on the candidates who are tied.
      - iii. The Facilitator will remind the body that anonymity needs to be maintained regarding votes.
    - d.) The Facilitator will then ask the candidates to return to the meeting, thank them for their willingness to serve and congratulate the candidate who was elected.
  - 2. RRCNA Chairperson, Trusted Servants, and Subcommittee Chairpersons
    - a. Elections occur the month following the closure of the previous RRCNA's financial books.
    - b. They are held during the Old Business portion of the RRAGS meeting.
    - c. Terms
      - 1) All positions have terms that conclude following RRCNA closing the financial books for that respective year.
        - a.) All trusted servants will mentor their replacement for one month.
        - b.) All elected trusted servants are expected to assist the newly elected member to their position during the month after election and attend the RRCNA meeting to support the newly elected member for their first meeting in the new position.
    - d. Election Procedure
      - 1) Follow the policy for RRAGS Trusted Servant Elections
- IX. REMOVAL/RESIGNATION OF TRUSTED SERVANTS/SUBCOMMITTEE CHAIRPERSON**
- A) Removal of any Trusted Servant/Subcommittee Chairperson of RRAGS is determined by a group conscience of RRAGS.
  - B) Reasons for Removal
    - 1. Relapse
    - 2. Failure to fulfill requirements and/or carry out duties as prescribed by RRAGS Policy & Procedure
    - 3. Misappropriation of working reserves or funds.
    - 4. Missing 3 ASC or Subcommittee meetings with notice, but without providing coverage and/or report, can be considered for removal.
  - C) Resignation
    - 1) 2 consecutive absences without notice is considered an act of resignation.
- X. DUTIES & QUALIFICATIONS OF RRAGS TRUSTED SERVANTS**
- A.) Common to all RRAGS Trusted Servants (including Subcommittee Chairpersons)
    - 1. The individual must be an NA member.
    - 2. The individual must meet continuous clean time requirements as of the date of election.
    - 3. The individual must possess a willingness and desire to serve the position.

**Commented [wp15]:** Motion passed to add possible removal WITH notice. Intent: to insure that there is a policy in place to protect the body to ensure our ability to function as necessary. Date passed August 8th, 2022.

Updated February 12th, 2023  
Rock River Area Group Service Policy & Procedure

4. The individual must attend RRAGS monthly meetings.
  5. The individual must possess the time and resources necessary to fulfill the position.
  6. The individual must have previous service experience.
  7. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
  8. The individual must securely forward all usernames and passwords relevant to the position to their successor.
    - a. The successor must immediately change the password.
- B.) Common to all Subcommittee Chairpersons.
1. The individual must prepare agenda for and preside over Subcommittee meetings.
  2. The individual must attend and report to RRAGS all ongoing activities of the Subcommittee and submit a written report to RRAGS Secretary.
  3. The individual must carry the conscience of the Subcommittee to RRAGS and bring the conscience of RRAGS to the Subcommittee.
  4. The individual must be responsible for archives of the Subcommittee.
  5. The individual must initiate all necessary correspondence.
  6. The individual must provide RRAGS with financial information, including a budget, expenditures, income, and receipts.
  7. The individual must attend as many learning days and workshops as possible.
  8. The individual must assure the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  9. The individual must be able to organize and give the Subcommittee direction and incentive.
- C.) Facilitator – 5 years of continuous clean time
1. Prepare agenda for and preside over RRAGS meetings.
  2. Submit a written report to the Secretary
    - a. Attend and report on any activities that are not reported on by another RRAGS Trusted Servant.
  3. Maintain responsibility for RRAGS committee archives.
  4. Initiate all necessary correspondence.
  5. Co-signer of RRAGS checking account and co-signer of the RRCNA checking account.
  6. Obtain liability insurance for RRAGS functions by May 31st of each year.
    - b. Liability insurance must cover RRCNA
  7. Assures that RRAGS Policy & Procedure is upheld and adhered to in all matters.
  8. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors
  9. Capable of conducting the RRAGS meeting with a firm, yet understanding hand.
  10. Maintain key to the ASC/RRCNA storage locker.
  11. Has a general knowledge of WSC Rules of Order
- D.) Co-Facilitator – 4 years of continuous clean time
1. Submit a written report to the Secretary.
  2. In the absence of the Facilitator, they will perform the duties of the Facilitator.
  3. Co-signer of RRAGS checking account.
  4. Support any Subcommittee that requests it.
  5. Coordinate an Annual RRAGS Inventory/Audit each July.
    - a. This audit will take place in conjunction with the Financial Audit that is conducted by the Treasurer.
  6. Coordinate an Annual RRAGS Learning Day each May.
  7. Hold key to and maintain ASC/RRCNA Storage Locker
  8. To attempt to contact any ASC Member after their first absence without notice.
- E.) Treasurer – 5 years of continuous clean time
1. Maintains accurate records of all RRAGS's money transactions.
  2. Attend and distributes Treasurer Report at the RRAGS meeting.

**Commented [wp16]:** Changed Co-Facilitator clean time requirement from 5 years to 4 years per motion passed June 5th, 2022

**Commented [wp17R16]:** November 6th, 2022 Removed #1: that states "Coordinates RRAGS Subcommittees". Motion made and passed. Intent: To stay consist with the policy that sub-committees coordinate and hold their own meetings.

**Commented [BH18]:** Voted to add to Cofacilitator's duties at Nov 2019 ASC

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3. Ability to balance RRAGS's checkbook accurately.
  4. Ensures that all deposits are made within seven days of the RRAGS meeting.
  5. Chairperson of the annual financial audit.
    - a. This audit will take place in conjunction with the Property/Inventory Audit that is conducted by the Co-Facilitator.
  6. Ability to follow set procedures in recording RRAGS transactions.
  7. To pick up mail and distribute to appropriate Trusted Servants, Groups, and Subcommittees.
  8. Keep accurate records of the monthly Trusted Servant/Subcommittee Chair Budget expenditures.
    - a. Notify RRAGS at least 1 month in advance of a large projected expenditure including amount and purpose.
    - b. List in the monthly Treasurer's report the monthly budget expenditures from each Trusted Servant/Subcommittee.
    - c. Keep a running total of budgeted money used, available funds, and budgeted funds available for each Trusted Servant/Subcommittee.
  9. To hold on to checkbooks of subcommittees with no chairperson.
- F.) Alternate Treasurer – 2 years of continuous clean time
1. Assists and learns all Treasurer's activities.
  2. Co-Chairperson of the annual financial audit.
  3. Capable of conducting the Treasurer's duties when necessary.
- G.) Secretary – 2 years of continuous clean time
1. Keeps accurate minutes of each RRAGS meeting.
  2. Attend RRAGS meetings, submits report, and collects all reports.
  3. Types and distributes minutes to RRAGS Trusted Servants, Subcommittee Chairpersons, GSRs, and any individual who request them.
  4. Co-signer of RRAGS checking account.
  5. Maintains RRAGS phone / mailing / e-mail list.
  6. Maintain list of Active and Inactive groups for purpose of quorum. Inactive groups have asked to be "non-reporting" or have been absent 2 consecutive months.
  7. Ability to follow set procedures in recording RRAGS minutes.
- H.) Alternate Secretary – 1 year of continuous clean time
1. Assist and learns all Secretary's activities.
  2. Capable of conducting the Secretary's duties when necessary.
- I.) Regional Committee Member – 3 years of continuous clean time
1. Carry the conscience of RRAGS to our Regional Service Committee (hereinafter referred to as RSC) and to bring the conscience of the RSC to RRAGS.
  2. Attend and report to RRAGS all ongoing activities of the RSC and submit a written report to RRAGS Secretary.
  3. Attend and report to the RSC all ongoing activities of RRAGS and submit a written report to the RSC Secretary.
  4. Co-signer of RRAGS checking account.
  5. Initiates all necessary correspondence.
  6. Assures accountability of funds.
  7. Plans and presides over the Conference Agenda Report review and conscience collection.
- J.) Alternate Regional Committee Member – 2 years of continuous clean time
1. Assists and learns all RCM's activities.
  2. Attends RSC meeting.
  3. Capable of conducting the RCM's duties when necessary.
  4. Coordinate the creation, development, and revision of literature for the Fellowship of Narcotics Anonymous.
- K.) Literature Stockpile Person – 2 years of continuous clean time
1. Handles, distributes, and orders all ASC literature needs.

**Commented [RM19]:** Added from deleted literature review position (June 7, 2020 Motion: To incorporate the Literature Review duties into the RCM-A position. PASSED)

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2. Attend and reports all literature transactions at the ASC meeting and submits written report to the ASC Secretary.
  3. Provides the ASC with financial reports of literature sales and purchases.
  4. Has literature available at ASC meetings from Noon till 1:30 pm.
  5. Provide ASC Treasurer with copy of literature order within 7 days of the ASC.
- L.) Alternate Literature Stockpile Person – 1 year of continuous clean time
1. Assists and learns all the Literature Stockpile Person's activities
  2. Capable of conducting the Literature Stockpile Person's duties when necessary.
- M.) Archives Chairperson– 1 year of continuous clean time
1. Research, preserve, and maintain an archive of RRAGS Minutes, Newsletters, Literature, and the like.
  2. Hold key to ASC/RRCNA Storage Locker
- N.) Digital Information Chairperson – 1 year of continuous clean time
1. Familiarity with or desire to learn website maintenance and construction.
  2. Access to a computer with internet access.
  3. Working knowledge of Sections A, B and C of the Handbook for NA Newsletters
  4. To maintain RRAGS Website so as to further our primary purpose and to foster communication amongst the membership, our member groups of RRAGS and RRAGS subcommittees.
  5. To assist any Trusted Servant, Subcommittee, or member group in digital content, updates, and usage.
- O.) Functions Chairperson – 2 years of continuous clean time
1. Plan the following RRAGS functions.
    - a. Summer – RRAGS Picnic
    - b. November – Gratitude Dinner
      - i. \$5.00 suggested donation (includes dinner and dance) – no addict turned away.
  2. Select site, entertainment, and recovery activity for each function.
  3. Present a budget to RRAGS for each function.
  4. Present a financial report to RRAGS from each function.
  5. Hold key to ASC/RRCNA Storage Locker.
  6. Adhere to state laws regarding raffles.
- P.) Hospitals & Institutions Chairperson – 2 years of continuous clean time.
1. Carry the Narcotics Anonymous message recovery to individuals housed in hospitals, treatment centers, and institutions.
  2. Maintain contact and coordinate services with all institutions RRAGS currently serves.
  3. Hold key to ASC/RRCNA Storage Locker
  4. Required to meet with Public Relations Chairperson an hour before RRAGS meeting to collaborate, on top of sub-committee requirements.
  5. Required to attend HIPR meeting at Region when it occurs.
- Q.) Outreach Chairperson – 1 year of continuous clean time
1. Report to ASC concerns from groups that may be isolated by geography, personal choice, language, or cultural differences about these group's needs, ability or desire to participate in the ASC.
  2. Conduct "Meetings on Wheels" to carry the message to members who are isolated due to medical incapacitation or otherwise shut in, as needed or requested.
  3. Work with Public Relations, Hospitals and Institutions, or any other RRAGS Subcommittee whose responsibilities may overlap with Outreach.
- R.) Policy and Procedure Chairperson – 2 years of continuous clean time
1. Review and maintain archives of the RRAGS Policy & Procedure.
  2. The Policy & Procedure Chairperson will review available locations in May and present a meeting rotation in June to be approved by RRAGS.
  3. Maintain RRAGS Policy & Procedure as directed by RRAGS member groups.

**Commented [BH20]:** January 2019 ASC voted to stop mandatory February and October functions, in order for other committees to have room for events.

**Commented [wp21]:** Passed 2/12/2023. Intent: to provide more unity and inclusion to carry the message more effectively.

**Commented [wp22]:** Passed 2/12/2023. Intent to create more overall unity and more effectively carry the message. Also, in hopes to get a new exchange of ideas.

**Commented [RM23]:** Deleted and moved to RCMA position (June 7, 2020 Motion: To incorporate the Literature Review duties into the RCM-A position. PASSED)

**Commented [wp24]:** Motion to add because this is a requirement that is stated later on in the packet but not in this area where it also needs to be. Passed 11/6/2022

4. Have an updated policy packet printed and available for all RRAGS Trusted Servants and GSR's at the June RRAGS meeting each year.
5. Maintain a list of motions that failed.
- S.) Public Relations Chairperson – 2 years of continuous clean time
  1. Respond to outside requests for information about Narcotics Anonymous and RRAGS.
  2. Maintain all services for the RRAGS 24-hour helpline.
  3. Produce, revise, and maintain RRAGS meeting directory/schedule.
  4. Hold key to ASC/RRCNA Storage Locker
  5. Required to meet with Hospital and Institutions Chairperson an hour before RRAGS meeting to collaborate, on top of sub-committee requirements
  6. Required to attend HIPR meeting at Region when it occurs
- T.) RRCNA Chairperson – 5 years of continuous clean time
  1. Organize and hold RRAGS annual convention known as RRCNA.
- U.) Any Ad-Hoc Chairperson – 1 year of continuous clean time
  1. An Ad Hoc subcommittee is formed by the appointment of an Ad Hoc chairperson by the ASC Facilitator to perform a set of duties.
  2. An Ad Hoc subcommittee is dissolved by the ASC Facilitator when the purpose of the Ad Hoc subcommittee has been fulfilled.

**Commented [wp25]:** Passed 2/12/2023. Intent: to provide more unity and inclusion to carry the message more effectively.

**Commented [wp26]:** Passed 2/12/2023. Intent to create more overall unity and more effectively carry the message. Also, in hopes to get a new exchange of ideas.

#### XI. SUBCOMMITTEE CHECKBOOKS

- A) When a subcommittee with a checkbook has no chairperson, the checkbook will be returned to the ASC Treasurer by the following ASC Meeting.
- B) Voided checks should be shredded or destroyed immediately.

#### XII. MEETINGS

- A) RRAGS will meet on the first Sunday of the month, unless otherwise directed by its member groups.
  1. Cancellation of RRAGS Meeting
    - a. In case of life threatening inclement weather, governmental rules and regulations regarding building occupancy, or some other reason such as the sudden unavailability of meeting location (due to problems with building such as but not limited to flooding, fire, or lack of heat or electricity) RRAGS Facilitator and Co-Facilitator together may make an executive decision to cancel regular monthly RRAGS meeting after contacting a majority of GSRs for input.
      - 1) The Facilitator will document which groups were contacted and their vote on cancellation.
    - b. In the event that cancellation is necessary, based on input from contacted GSR's, Facilitator and Co-Facilitator may reschedule RRAGS meeting for the next Sunday on the calendar. If the next Sunday is not possible then business would be continued at next regularly scheduled RRAGS meeting.
    - c. In the event that a cancelled RRAGS meeting can be rescheduled for the next Sunday the Facilitator and Co-Facilitator will check the availability of the originally scheduled location. If that location is unavailable then, the next location on the schedule would be contacted, progressively until an available location can be established.
    - d. Upon rescheduling of date and location for cancelled RRAGS meeting the Facilitator and the Co-Facilitator would give the information to the Secretary for distribution to all Trusted Servants, Subcommittee Chairs, GSRs and all others on RRAGS contact list by phone, text, or email as appropriate, keeping track of which groups have responded.
  2. RRAGS Subcommittees
    - a. RRAGS subcommittees will meet monthly in order to maintain their function and responsibilities.
  3. RRAGS Meeting Information

- a. RRAGS Meeting will begin at 1:00 pm and continue until all business has been completed.
    - 1) The June RRAGS meeting will begin at 12:00 pm to accommodate time for elections.
  - b. The Treasurer and Alternate Treasurer will be available from 12:00 pm until the end of the meeting.
  - c. The Literature Stockpile Person and the Alternate Literature Stockpile Person will be available to take orders from 12:00 pm until 1:30 pm.
  - d. The RRAGS meeting will rotate among its member groups.
    - 1) Groups that can reserve a location for a year can volunteer to host the RRAGS meeting.
    - 2) The Policy & Procedure Chairperson will review available locations in May and present a meeting rotation in June to be approved by RRAGS.
    - 3) Any willing group may host a RRAGS meeting, however it cannot interfere with a regularly scheduled recovery meeting that is hosted by that group.
    - 4) The GSR must be present at the RRAGS meeting one month in advance of their group's rotation in order to verify that they can host RRAGS next month. If they are absent and unable to be reached an alternative site will be chosen to host.
  - e. RRAGS meetings are non-smoking.
  - f. Only service animals are allowed at RRAGS meetings and/or events.
2. RRCNA Meeting Information
- a. RRCNA and its Subcommittees will meet at least monthly.
    - 1) This meeting will take place on the Friday preceding the regularly scheduled RRAGS meeting.
    - 2) RRCNA will inform RRAGS of additional meetings or changes to the schedule.
    - 3) RRCNA meetings are non-smoking.

### XIII. ATTENDANCE

- A) The RRAGS meeting is open to any member of Narcotics Anonymous
- B) All Trusted Servants/Subcommittee Chairpersons are required to attend and report at the RRAGS meeting.
  - 1. If a Trusted Servant/Subcommittee Chairperson is unable to attend; they are to contact the Facilitator, Co-Facilitator, or Regional Committee Member and notify them prior to the scheduled meeting.
  - 2. Failure to notify the RRAGS of absences for two consecutive meetings is considered an act of resignation.
  - 3. Missing 3 ASC or Subcommittee meetings with notice, but without providing coverage and/or report, can be considered for removal.
- C) GSRs and/or GSR-A's should attend all RRAGS meetings.
- D) Roll call will be taken after break to establish presence of officers that have not given notice of early absence to the facilitator. If absent without notice, it will be recognized as such for normal attendance.

**Commented [wp27]:** Motion passed to add possible removal WITH notice. Intent: to insure that there is a policy in place to protect the body to ensure our ability to function as necessary. Date passed August 8th, 2022.

**Commented [wp28R27]:** Motion was made 8/28/22 to add the newest motion passed on removal to the attendance portion as well.

**Commented [wp29]:** Passed 2/12/2023. Intent: to encourage full attendance and/or accountability.

### XIV. MEMBERSHIP

To become a recognized member group of RRAGS, the group must send a representative to the RRAGS monthly meeting to ask for all privileges; voting and otherwise. The new group must be approved by a majority of RRAGS member groups present at the meeting. Voting privileges become effective at the following RRAGS meeting.

- A) New groups are added to the website immediately following their approval.
- B) New groups are added to the printed schedule after 90 days of group activity.

### XV. RRAGS MEETING FORMAT

- A) Opening
  - 1. Open the meeting with a moment of silence and the "We" version of the Serenity Prayer.



2. Have volunteers read the Twelve Traditions of NA, the Twelve Concepts of NA, the Service Worker's Prayer.
  3. Ask for any clean time birthdays celebrated since last RRAGS meeting.
  4. Welcome newcomers to the RRAGS meeting.
  5. Read Statement of Purpose.
  6. Take roll call of Trusted Servants and GSRs.
  7. Confirm location of the next RRAGS
  8. Recognize new groups
  9. Explain voting procedures
  10. Review minutes from last RRAGS meeting (requires RRAGS approval)
- B) Trusted Servant Reports
1. Facilitator
  2. Co-Facilitator
  3. Secretary
  4. Alternate Secretary
  5. Treasurer
  6. Alternate Treasurer
  7. Pass the 7<sup>th</sup> Tradition basket so individuals can donate to RRAGS.
  8. Regional Committee Member
  9. Alternate Regional Committee Member
  10. Literature Stockpile Person
  11. Alternate Literature Stockpile Person
- C) Subcommittee Reports
1. Archives Chairperson
  2. Digital Information Chairperson
  3. Functions Chairperson
  4. Hospitals & Institutions Chairperson
  5. Outreach Chairperson
  6. Policy & Procedure Chairperson
  7. Public Relations Chairperson
  8. RRCNA Chairperson
- D) Ten Minute Break
1. Roll call will be taken again after break to re-establish quorum. Any trusted servant and/or member of the group that does not give notice about leaving early, will be counted as absent without notice.
  2. Roll call will be taken after break to establish presence of officers that have not given notice of early absence to the facilitator. If absent without notice, it will be recognized as such for normal attendance.
- E) Open Forum – 15 Minutes
1. Conducted by the Co-Facilitator
- F) Old Business
- G) New Business
- H) Group Reports
- I) Announcements
- J) Closing
1. Gather in a group hug and say the 12<sup>th</sup> Tradition

## XVI. MINUTES

- A) Format
1. See Addendum L for approved RRAGS Minutes Format.
- B) Guidelines & Other Information
1. The Treasurer's report is distributed at the RRAGS meeting.

**Commented [wp30]:** Passed 2/12/2023. Intent to have quorum re-established for the purpose of voting and continuing on with business.

**Commented [wp31]:** Passed 2/12/2023. Intent: to encourage full attendance and/or accountability.

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- a. The Treasurer's report will be distributed with the minutes to any groups or Trusted Servants who are not present at the RRAGS meeting who requests it.
2. Trusted Servants, Subcommittee Chairpersons, and GSRs are to have reports written legibly or typed on approved forms and given to the Secretary by the end of the RRAGS meeting. Reports may also be emailed to the Secretary before or after the RRAGS meeting.
3. Minutes will be emailed to all Trusted Servants, Subcommittee Chairpersons, GSR's, the World Service Office and those who have requested them within 20 days of the RRAGS meeting. Minutes will be mailed via postal service to those trusted servants and groups that request them, within 20 days after the RRAGS meeting.

## **Archives Subcommittee Policy & Procedure**

- I. **PURPOSE**
    - A) The purpose of the RRAGS Archives Subcommittee is to collect, organize, preserve, and share documents and memorabilia of historical significance for RRAGS known as the RRAGS archive collection. The archive committee should determine which documents should be digitized to be more easily shared with the fellowship. The committee may also coordinate historical displays at area and convention functions.
  - II. **MEETINGS**
    - A) The RRAGS Archives Subcommittee will meet monthly in order to maintain its duties and responsibilities.
    - B) These meetings must be announced at the monthly RRAGS meeting.
    - C) All meetings are open to any interested members of Narcotics Anonymous.
  - III. **DUTIES & RESPONSIBILITIES OF THE ARCHIVES SUBCOMMITTEE**
    - A) This subcommittee follows all policies of RRAGS.
    - B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
    - C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
    - D) Research and obtain archival material
      1. Preserve whatever archival can be obtained.
        - a. If possible preserve the physical material and a digital copy.
        - b. Work with the Digital Information Subcommittee to electronically host any digital copies of archival material.
  - IV. **MOTIONS AND VOTING PROCEDURES**
    - A) Motions can only be made and seconded by active voting members of this subcommittee.
      1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
      2. The Chairperson may only entertain motions.
    - B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
      1. Motions require a majority voting YES to be carried.
        - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
          - 1) Carried policy motions must be forwarded to RRAGS for final approval.
    - C) Debate & Voting Procedure
      1. A motion is made and seconded and the intent of the motion is read.
      2. The Chairperson states the motion.
      3. The Chairperson will ask if there are any objections to the motion
        - a. No Objections
          - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
        - b. Objections
          - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
            - a.) When debate has ended, the Chairperson will call the motion to a vote.
      4. The Chairperson will announce if the motion was approved or rejected.
- V. **DUTIES & QUALIFICATIONS OF RRAGS ARCHIVES SUBCOMMITTEE TRUSTED SERVANTS**
  - A) Common to all Archives Subcommittee Trusted Servants
    1. The individual must be an NA member.
    2. The individual must meet continuous clean time requirements as of the date of election.
    3. The individual must possess a willingness and desire to serve the position.
    4. The individual must possess the time and resources necessary to fulfill the position.

5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 1 year of continuous clean time/elected by RRAGS
  1. To prepare agenda for and preside over the Archives Subcommittee meeting.
  2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  3. Responsible for the archives
  4. Initiate all necessary correspondence.
  5. Attend as many learning days and workshops as possible.
  6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  7. Organize and give this subcommittee incentive.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Assist the Chairperson.
  3. Learn all activities of this subcommittee
  4. Carry out responsibilities delegated by the Chairperson.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Keep accurate minutes of each subcommittee meeting.
  3. Follow set procedures for producing subcommittee minutes.
  4. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  5. Maintain an accurate contact list for the members of this subcommittee.
- E) Member – no continuous clean time requirement
  1. Attend subcommittee meetings and is a voting member.

**VI. MEETING FORMAT**

- A) Opening
  1. Open the meeting with a moment of silence and the "We" version of the Serenity Prayer.
  2. Welcome newcomers
  3. Explain voting procedures
- B) Trusted Servant Reports
  1. Chairperson's Report
  2. Vice-Chairperson's Report
  3. Secretary's Report
- C) Old Business
- D) New Business
- E) Closing
  1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VII. MINUTES FORMAT**

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- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

## **Digital Information Subcommittee Digital Information**

### **I. PURPOSE**

- A) The purpose of the RRAGS Digital Information Subcommittee is to inform the public that NA exists in the Rock River area through the RRAGS website. The secondary purpose of this committee is to improve communication between RRAGS, RRAGS' Subcommittees, member groups and their members.

### **II. MEETINGS**

- A) The RRAGS Digital Information Subcommittee will meet monthly in order to maintain its duties and responsibilities.
  - 1. These meetings must be announced at the monthly RRAGS meeting.
- B) All meetings are open to any interested members of Narcotics Anonymous.

### **III. DUTIES & RESPONSIBILITIES OF THE DIGITAL INFORMATION SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
- D) Update, maintain, and be responsible for the RRAGS website ([www.rragsna.org](http://www.rragsna.org))
- E) Review and update the website as directed by its member groups.
- F) Assist any RRAGS member with website content, updates, and usage.
- G) Ensure that requests are addressed in an appropriate and timely manner.

### **IV. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - b.) When debate has ended, the Chairperson will call the motion to a vote.
- D) The Chairperson will announce if the motion was approved or rejected.

**V. DUTIES & QUALIFICATIONS OF RRAGS DIGITAL INFORMATION SUBCOMMITTEE TRUSTED SERVANTS**

- A) Common to all Digital Information Subcommittee Trusted Servants
  1. The individual must be an NA member.
  2. The individual must meet continuous clean time requirements as of the date of election.
  3. The individual must possess a willingness and desire to serve the position.
  4. The individual must possess the time and resources necessary to fulfill the position.
  5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 1 years of continuous clean time/elected by RRAGS
  1. To prepare agenda for and preside over the Digital Information Subcommittee meeting.
  2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  3. Familiarity with website maintenance or a desire to learn website maintenance/construction.
  4. Access to a computer with internet access.
  5. Has a working knowledge of Section A, B, & C of the Handbook for NA Newsletters.
  6. Responsible for the archives
  7. Initiate all necessary correspondence.
  8. Attend as many learning days and workshops as possible.
  9. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  10. Organize and give this subcommittee incentive.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Assist the Chairperson.
  3. Learn all activities of this subcommittee
  4. Carry out responsibilities delegated by the Chairperson.
  5. Familiarity with website maintenance or a desire to learn website maintenance/construction.
  6. Access to a computer with internet access.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Keep accurate minutes of each subcommittee meeting.
    - a. Follow set procedures for producing subcommittee minutes.
  3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  4. Maintain an accurate contact list for the members of this subcommittee.
- E) Member – no continuous clean time requirement
  1. Attend subcommittee meetings and is a voting member.

**VI. WEBSITE CONTENT**

- A) Content should strive to fulfill the following requirements.
  1. Carry the message of recovery.
  2. Facilitate communication between groups, subcommittees, and RRAGS as a whole.
  3. Encourage member participation while preserving anonymity.
- B) Content
  1. Meeting List
    - a. Updated after every RRAGS meeting.

- b. Include maps to every member group meeting location.
- c. RRAGS Meeting rotation.
2. Function List
  - a. Updated after every RRAGS meeting.
  - b. Includes RRAGS Functions, Group Functions, Links to Regional Functions.
3. Literature Stockpile order forms
  - a. Form will be created and maintained for literature orders in advance through the website.
  - b. Links will be made to WSO for information regarding literature not carried by RRAGS.
4. RRAGS Minutes
  - a. Minutes can be posted to the website pre-approval (labeled as such) for download prior to RRAGS monthly meeting.
  - b. If approved (labeled as such) they can be posted for 1 year as a central digital archive.
5. Policy and Procedure.
  - a. An updated copy of RRAGS Policy & Procedure to be available in .pdf format for download from the website.
  - b. Links to WSC rules of order on NA.org
6. Hospitals & Institutions
  - a. H&I Guidelines
  - b. Requirements to serve H&I
  - c. Listing of current H&I commitments (not to include names of panel members)
7. RRCNA
  - a. Schedule of RRCNA meetings.
  - b. Schedule of RRCNA functions.
  - c. Contact information for registration submission.
  - d. Contact information for speaker tape/cd submission.
  - e. Posting of RRCNA minutes.
  - f. Forms for submission of artwork and themes for upcoming conventions.
8. Links
  - a. Links to Region, World, Other ASCs.
  - b. Helpline info.
9. Future Content to be decided by ASC

**VII. MEETING FORMAT**

- A) Opening
  1. Open the meeting with a moment of silence and the "We" version of the Serenity Prayer.
  2. Welcome newcomers
  3. Explain voting procedures
- B) Trusted Servant Reports
  1. Chairperson's Report
  2. Vice-Chairperson's Report
  3. Secretary's Report
- C) Old Business
- D) New Business
- E) Hospitals & Institutions Subcommittee Contact
- F) Closing
  1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VIII. MINUTES FORMAT**



Updated February 12th, 2023  
Rock River Area Group Service Policy & Procedure

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

## **Functions Subcommittee Policy & Procedure**

- I. **PURPOSE**
  - A) The purpose of the RRAGS Functions Subcommittee is to coordinate the social, entertainment, and recovery functions as directed by its member groups.
- II. **VISION**
  - A) The RRAGS Functions Subcommittee is committed to hosting Narcotics Anonymous (NA) functions that are financially self-supporting, create unity, promote responsible behavior and carry the message of NA recover to our members as well as the public-at-large. We will achieve these goals through the active support of every trusted servant and the greatest level of participation by every NA member in RRAGS.
- III. **MEETINGS**
  - A) The RRAGS Functions Subcommittee will meet monthly in order to maintain its duties and responsibilities.
  - B) These meetings must be announced at the monthly RRAGS meeting.
  - C) All meetings are open to any interested members of Narcotics Anonymous.
- IV. **DUTIES & RESPONSIBILITIES OF THE FUNCTIONS SUBCOMMITTEE**
  - A) This subcommittee follows all policies of RRAGS.
  - B) To plan RRAGS functions as directed by its member groups
    - 1. Select sites, entertainment, and recovery activity for each function.
    - 2. Present a budget for each function
    - 3. Decorate, clean up, collect money, refreshment sales
      - a. One-year continuous clean time required to collect money at any RRAGS function.
    - 4. Present a financial report to RRAGS for each function which includes expenditures, income, and receipts on the RRAGS Function Expense/Income Form. (Addendum A)
    - 5. Report to RRAGS all actions and needs of this subcommittee on a timely basis.
    - 6. Negotiate more favorable rates at venues by committing to multiple dates.
    - 7. \$5 is the maximum admission fee for any RRAGS function.
      - a. No addict will be turned away because of inability to pay.
      - b. The committee may accept one NA auction item in lieu of admission.
    - 8. Any prepaid registration or admission is non-refundable.
      - a. The only exception is when a scheduled function is cancelled.
  - C) To plan and host RRAGS annual functions
    - 1. Summer – RRAGS Picnic
    - 2. November – Gratitude Dinner
      - a. \$5.00 suggested donation (includes dinner and dance) no addict turned away.
  - D) Member/Guest Responsibility Statement
    - 1. Each function must display a responsibility statement poster.
      - a. “NA members must be responsible for their actions and the actions of their children/guests. Any disruptive behavior will result in the member and guests being asked to leave the premises without a refund.”
    - 2. Enforce the rules and expectations that are outline in the Responsibility Statement. Ask disruptive or non-compliant members/guests to leave the function
  - E) Flyers
    - 1. The word “fundraiser” cannot be used on any function flyer.
    - 2. The name of the DJ of the event cannot be used on any function flyer.

- F) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- G) Any function that provides entertainment should be self-supporting/break even on expenses and income.
- H) Any function not listed above requires RRAGS approval prior to the planning of the function.
- I) RRAGS member groups are encouraged to host RRAGS functions.
- J) RRAGS Functions Committee members must be identifiable at functions in order to assist members/guests.

**V. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - a.) When debate has ended, the Chairperson will call the motion to a vote.
- D) The Chairperson will announce if the motion was approved or rejected.

**VI. DUTIES & QUALIFICATIONS OF RRAGS FUNCTIONS SUBCOMMITTEE TRUSTED SERVANTS**

- A) Common to all Functions Subcommittee Trusted Servants
  - 1. The individual must be an NA member.
  - 2. The individual must meet continuous clean time requirements as of the date of election.
  - 3. The individual must possess a willingness and desire to serve the position.
  - 4. The individual must possess the time and resources necessary to fulfill the position.
  - 5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 2 years of continuous clean time/elected by RRAGS
  - 1. To prepare agenda for and preside over the Functions Subcommittee meeting.
  - 2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  - 3. Responsible for the archives
  - 4. Initiate all necessary correspondence.
  - 5. Attend as many learning days and workshops as possible.
  - 6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.

7. Organize and give this subcommittee incentive.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Assist the Chairperson.
  3. Learn all activities of this subcommittee
  4. Carry out responsibilities delegated by the Chairperson.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
  1. Attend subcommittee meetings and is a voting member.
  2. Keep accurate minutes of each subcommittee meeting.
  3. Follow set procedures for producing subcommittee minutes.
  4. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  5. Maintain an accurate contact list for the members of this subcommittee.
- E) Member – no continuous clean time requirement
  1. Attend subcommittee meetings and is a voting member.

**VII. MEETING FORMAT**

- A) Opening
  1. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
  2. Welcome newcomers
  3. Explain voting procedures
- B) Trusted Servant Reports
  1. Chairperson’s Report
  2. Vice-Chairperson’s Report
  3. Secretary’s Report
- C) Old Business
- D) New Business
- E) Closing
  1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VIII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

## **Hospitals & Institutions Subcommittee Policy & Procedure**

### **I. PURPOSE**

- A) The purpose of the RRAGS Hospitals & Institutions Subcommittee is to carry the message of Narcotics Anonymous to those that are housed in a hospital, treatment center, or institutional setting. The subcommittee maintains contact and coordinates services with all facilities RRAGS currently serves.

### **II. MEETINGS**

- A) The RRAGS Hospitals & Institutions Subcommittee will meet monthly in order to maintain its duties and responsibilities.
  - 1. These meetings must be announced at the monthly RRAGS meeting.
- B) All meetings are open to any interested members of Narcotics Anonymous.

### **III. DUTIES & RESPONSIBILITIES OF THE HOSPITALS & INSTITUTIONS SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
  - 1. Required to meet with Public Relations Chairperson an hour before RRAGS meeting to collaborate, on top of sub-committee requirements.
- D) Hold Narcotics Anonymous Panel Presentations or meetings in hospitals, treatment centers, and institutions within the geographic area of RRAGS.
- E) Maintain a close working relationship with the RRAGS Public Relations Subcommittee to ensure that all requests for information are referred to and carried out by the appropriate subcommittee.
- F) Respond to all requests for information in a timely and effective manner.

### **IV. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - a.) When debate has ended, the Chairperson will call the motion to a vote.
  - 4. The Chairperson will announce if the motion was approved or rejected.

### **V. DUTIES & QUALIFICATIONS OF RRAGS HOSPITALS & INSTITUTIONS SUBCOMMITTEE TRUSTED SERVANTS**

- A) Common to all Hospitals & Institutions Subcommittee Trusted Servants
  - 1. The individual must be an NA member.
  - 2. The individual must meet continuous clean time requirements as of the date of election.

**Commented [wp32]:** Passed 2/12/2023. Intent: to provide more unity and inclusion to carry the message more effectively.

3. The individual must possess a willingness and desire to serve the position.
  4. The individual must possess the time and resources necessary to fulfill the position.
  5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 1 year of continuous clean time/elected by RRAGS
1. To prepare agenda for and preside over the Hospitals & Institutions Subcommittee meeting.
  2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  3. Maintain an accurate list of facilities.
    - a. This list should include each facility's respective policy and procedure as well as staff contact information.
  4. Maintain an accurate list of subcommittee contacts and panel members.
  5. Responsible for the archives
  6. Initiate all necessary correspondence.
  7. Attend as many learning days and workshops as possible.
  8. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  9. Organize and give this subcommittee incentive.
  10. Required to attend HIPR meeting at Region when it occurs.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
1. Attend subcommittee meetings and is a voting member.
  2. Assist the Chairperson.
  3. Learn all activities of this subcommittee
  4. Carry out responsibilities delegated by the Chairperson.
  5. Distribute literature and maintain stockpile.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
1. Attend subcommittee meetings and is a voting member.
  2. Keep accurate minutes of each subcommittee meeting.
    - a. Follow set procedures for producing subcommittee minutes.
  3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  4. Maintain an accurate contact list for the members of this subcommittee.
- E) Panel Coordinator – 1 year of continuous clean time/elected by this subcommittee for 1-year term.
1. Liaison between this subcommittee and a facility.
  2. Attend subcommittee meetings and is a voting member.
  3. Participate in orientation/meetings within facilities.
  4. Ensure that orientations/meetings are conducted in accordance with both the policy and procedure of this committee and the individual facilities.
  5. Schedule approved panel members to share for each individual facility.
    - a. Scheduling should be done 1-month in advance.
- F) Panel Member – 90 days of continuous clean time/elected by this subcommittee after observing 3 orientations/meetings/must meet requirements of individual facilities.
1. Attend subcommittee meetings and is a voting member.
  2. Participate in panel presentations/meetings within facilities.
  3. Follow the format outlined in this subcommittee's policy and procedure
  4. Follow policy and procedure of individual facilities.

**Commented [wp33]:** Passed 2/12/2023. Intent to create more overall unity and more effectively carry the message. Also, in hopes to get a new exchange of ideas.

**VI. MEETING FORMAT**

- A) Opening
  - 1. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
  - 2. Welcome newcomers
  - 3. Explain voting procedures
- B) Trusted Servant Reports
  - 1. Chairperson’s Report
  - 2. Vice-Chairperson’s Report
  - 3. Secretary’s Report
  - 4. Panel Coordinator’s Report(s)
- C) Old Business
- D) New Business
- E) Public Relations Subcommittee contact
- F) Closing
  - 1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

**VIII. LITERATURE STOCKPILE**

- A) The Hospitals & Institutions Subcommittee should maintain a literature stockpile of the following items
  - 1. Books & Booklets
    - a. 10 copies of The Basic Text – Softcover
    - b. 10 copies of It Works: How & Why – Softcover
    - c. 200 copies of the “White Book” – No Staples
    - d. 20 copies of “Behind the Walls”
  - 2. Informational Pamphlets
  - 3. 200 copies each of the following
    - a. “For Those in Treatment”
    - b. “Sponsorship”
    - c. “Am I an Addict?”
    - d. “For the Newcomer”
    - e. “Welcome to NA”
    - f. “Staying Clean on the Outside”
    - g. “Recovery & Relapse”
    - h. “Just for Today”
  - 4. Paper Key tags
    - a. 30 each of all approved key tags

**IX. PANEL PRESENTATION / MEETING FORMAT**

- A) Introduce self and welcome everyone to the Narcotics Anonymous panel presentation/meeting.
- B) Open with a moment of silence and the Serenity Prayer.
- C) Invite all those attending to introduce themselves. (Optional)
- D) Briefly explain that this is a Hospital and Institutions panel presentation/meeting to let clients know what Narcotics Anonymous is and that we are not authorities of NA, we are recovering addicts carrying the message of recovery.
- E) Ask clients to read (or panel members)
  - 1. "Who Is an Addict?"
  - 2. "What Is The NA Program?"
  - 3. "Why Are We Here?"
  - 4. "How It Works"
  - 5. "The Twelve Traditions of NA" (Optional)
- F) Panel members to start meeting with topic related to NA recovery.
- G) Sharing (panel members and clients)
- H) Question and answer session. (Optional)
- I) Read Just for Today.
- J) Close with the "WE" version of the Serenity Prayer and group hug.

**X. PANEL PRESENTATION OR MEETING CHAIRPERSON / SPEAKER**

- A) After two unexcused absences, an addict must come to the subcommittee to discuss absences before being put back into the speaker rotation.

**Commented [BH34]:** May 2019 ASC Voted have an addict come before the subcommittee after 2 unexcused absences.



## **Outreach Subcommittee Policy & Procedure**

### **I. PURPOSE**

- B) The purpose of the RRAGS Outreach Subcommittee is to overcome the isolation that hinders growth and survival of our groups. The focus tends to be on groups that are geographically isolated, but may also include assistance to groups isolated by such things as personal choice, language, cultural differences, or location.

### **II. MEETINGS**

- A) The RRAGS Outreach Subcommittee will meet monthly in order to maintain its duties and responsibilities.
  - 1. These meetings must be announced at the monthly RRAGS meeting.
  - B) All meetings are open to any interested members of Narcotics Anonymous.

### **III. DUTIES & RESPONSIBILITIES OF THE OUTREACH SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
- D) Support groups as directed by RRAGS
  - 1. Maintain contact with groups not attending RRAGS monthly meeting.
  - 2. Report back to RRAGS any concerns that groups have regarding their ability, needs, and desire to participate at the RRAGS monthly meeting.
- E) Work with any RRAGS subcommittee whose responsibilities may overlap with this subcommittee's responsibilities.
- F) Public Relations
- G) Hospitals & Institutions

### **IV. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - a.) When debate has ended, the Chairperson will call the motion to a vote.
  - 4. The Chairperson will announce if the motion was approved or rejected.

### **XI. DUTIES & QUALIFICATIONS OF RRAGS OUTREACH SUBCOMMITTEE TRUSTED SERVANTS**

- D) Common to all Outreach Subcommittee Trusted Servants
  - 1. The individual must be an NA member.
  - 2. The individual must meet continuous clean time requirements as of the date of election.

3. The individual must possess a willingness and desire to serve the position.
  4. The individual must possess the time and resources necessary to fulfill the position.
  5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- E) Chairperson – 1 year of continuous clean time/elected by RRAGS
1. To prepare agenda for and preside over the Outreach Subcommittee meeting.
  2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  3. Responsible for the archives
  4. Initiate all necessary correspondence.
  5. Attend as many learning days and workshops as possible.
  6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  7. Organize and give this subcommittee incentive.
- F) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
1. Attend subcommittee meetings and is a voting member.
  2. Assist the Chairperson.
  3. Learn all activities of this subcommittee
  4. Carry out responsibilities delegated by the Chairperson.
- G) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
1. Attend subcommittee meetings and is a voting member.
  2. Keep accurate minutes of each subcommittee meeting.
    - a. Follow set procedures for producing subcommittee minutes.
  3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  4. Maintain an accurate contact list for the members of this subcommittee.
- H) Member – no continuous clean time requirement
1. Attend subcommittee meetings and is a voting member.

## **XII. MEETING FORMAT**

- A) Opening
1. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
  2. Welcome newcomers
  3. Explain voting procedures
- B) Trusted Servant Reports
1. Chairperson’s Report
  2. Vice-Chairperson’s Report
  3. Secretary’s Report
- C) Old Business
- D) New Business
- E) Closing
1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**XIII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

**XIV. LITERATURE STOCKPILE**

- H) The Outreach Subcommittee should maintain a literature stockpile of the following items
  - 1. Books & Booklets
    - a. 2 copies of The Basic Text
    - b. 2 copies of It Works: How & Why
    - c. 2 copies of Living Clean
    - d. 2 copies of Guiding Principles
    - e. 2 copies of Just for Today
    - f. 2 copies of The Narcotics Anonymous Step Working Guides
    - g. 2 copies of "The Group"
    - h. 100 copies of the "White Book"
  - 2. Books and Booklets in Spanish
    - a. 1 copy of The Basic Text
    - b. 1 copy of It Works: How & Why
    - c. 1 copy of Living Clean
    - d. 1 copy of Guiding Principles
    - e. 1 copy of Just for Today
    - f. 1 copy of The Narcotics Anonymous Step Working Guides
    - g. 1 copy of "The Group"
    - h. 25 copies of the "White Book"
  - 3. Informational Pamphlets
    - a. 20 copies of each
  - 4. Informational Pamphlets in Spanish
    - a. 5 copies of each
  - 5. Key tags
    - a. 5 each up to multiple years)
  - 6. Key tags in Spanish
    - a. 1 each (up to multiple years)
  - 7. 1 Poster pack in English and one in Spanish

**Commented [wp35]:** Motion passed on August 28, 2022 to give Outreach sub-committee a literature stockpile. Intent: To better fulfill our primary purpose.

## **Policy & Procedure Subcommittee Policy & Procedure**

### **I. PURPOSE**

- A) The purpose of the RRAGS Policy & Procedure Subcommittee is to maintain, review, and update all policies and procedures adopted by RRAGS. It also assists its member groups with any policy and procedure questions.

### **II. MEETINGS**

- A) The RRAGS Policy & Procedure Subcommittee will meet monthly in order to maintain its duties and responsibilities.
  - 1. These meetings must be announced at the monthly RRAGS meeting.
- B) All meetings are open to any interested members of Narcotics Anonymous.

### **III. DUTIES & RESPONSIBILITIES OF THE POLICY & PROCEDURE SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
- D) Be responsible for and maintain the RRAGS Policy & Procedure packet.
  - 1. Maintain, review, and update RRAGS Policy & Procedure as directed by its member groups.
- E) Maintain a list of failed motions for a rolling calendar year.
- F) Assist any Trusted Servant, Subcommittee Chairperson, Convention Committee Officer, Subcommittee, or Group with all policy and procedure issues.
- G) Ensure that requests are addressed in an appropriate and timely manner.
- H) The Policy & Procedure Chairperson will review available locations in May and present a meeting rotation in June to be approved by RRAGS.
- I) Present an updated policy packet at the June RRAGS meeting.
  - 1. This packet should be made available to all Trusted Servants, Subcommittee Chairperson, and any GSR that request it.

### **IV. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - a.) When debate has ended, the Chairperson will call the motion to a vote.
- D) The Chairperson will announce if the motion was approved or rejected.

**Commented [wp36]:** Motion to add because this is a requirement that is stated previously in the packet but not in this area where it also needs to be. Passed 11/6/2022

**V. DUTIES & QUALIFICATIONS OF RRAGS POLICY & PROCEDURE SUBCOMMITTEE TRUSTED SERVANTS**

- A) Common to all Policy & Procedure Subcommittee Trusted Servants
  - 1. The individual must be an NA member.
  - 2. The individual must meet continuous clean time requirements as of the date of election.
  - 3. The individual must possess a willingness and desire to serve the position.
  - 4. The individual must possess the time and resources necessary to fulfill the position.
  - 5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 2 years of continuous clean time/elected by RRAGS
  - 1. To prepare agenda for and preside over the Policy & Procedure Subcommittee meeting.
  - 2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  - 3. Responsible for the archives
  - 4. Initiate all necessary correspondence.
  - 5. Attend as many learning days and workshops as possible.
  - 6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  - 7. Organize and give this subcommittee incentive.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
  - 1. Attend subcommittee meetings and is a voting member.
  - 2. Assist the Chairperson.
  - 3. Learn all activities of this subcommittee
  - 4. Carry out responsibilities delegated by the Chairperson.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
  - 1. Attend subcommittee meetings and is a voting member.
  - 2. Keep accurate minutes of each subcommittee meeting.
    - a. Follow set procedures for producing subcommittee minutes.
  - 3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  - 4. Maintain an accurate contact list for the members of this subcommittee.
- E) Member – no continuous clean time requirement
  - 1. Attend subcommittee meetings and is a voting member.

**VI. MEETING FORMAT**

- A) Opening
  - 1. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
  - 2. Welcome newcomers
  - 3. Explain voting procedures
- B) Trusted Servant Reports
  - 1. Chairperson’s Report
  - 2. Vice-Chairperson’s Report
  - 3. Secretary’s Report

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- C) Old Business
- D) New Business
- E) Hospitals & Institutions Subcommittee Contact
- F) Closing
  - 1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

## **Public Relations Subcommittee Policy & Procedure**

### **I. PURPOSE**

- A) The purpose of the RRAGS Public Relations Subcommittee is to inform the public that Narcotics Anonymous exists and that it offers recovery from drug addiction and information about how and where to find it. All activities to that end shall be carried out in accordance with the 12 Steps of Narcotics Anonymous and the 12 Traditions of Narcotics Anonymous.

### **II. MEETINGS**

- A) The RRAGS Public Relations Subcommittee will meet monthly in order to maintain its duties and responsibilities.
- B) These meetings must be announced at the monthly RRAGS meeting.
  - 1. All meetings are open to any interested members of Narcotics Anonymous.

### **III. DUTIES & RESPONSIBILITIES OF THE PUBLIC RELATIONS SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) To respond to or assist any questions/comments/concerns directed to the Fellowship of Narcotics Anonymous in our area.
- D) Report to RRAGS all actions and needs of this subcommittee on a timely basis
  - 1. Required to meet with Public Relations Chairperson an hour before RRAGS meeting to collaborate, on top of sub-committee requirements.
- E) Produce, revise, and maintain RRAGS meeting directories.
- F) Coordinate with the Hospitals & Institutions Subcommittee to ensure that all requests for information are referred to and carried out by the appropriate subcommittee.
- G) Communication
  - 1. The Public Relations Subcommittee should strive to open and maintain lines of communication between the following entities.
    - a. Narcotics Anonymous and the general public.
    - b. This subcommittee and RRAGS.
    - c. This subcommittee and its regional counterpart.
    - d. This subcommittee and the World Service Office (WSO).
  - 2. Respond to all requests for information in a timely and effective manner.
    - a. Ensure that those requests are handled at the appropriate level of service.
  - 3. Refer any Public Relations requests to the appropriate Regional Service Committee, Area Service Committee, or Group when the request falls outside the bounds of the work done by this subcommittee.
- H) Helpline
  - 1. To be responsible for and maintain communications with our helpline answering service.
    - a. Supply with updated meeting directories, upcoming RRAGS event flyers, and a list of the 12 Steps of Narcotics Anonymous.

### **IV. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
  - 2. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.
      - 1) Carried policy motions must be forwarded to RRAGS for final approval.

**Commented [wp37]:** Passed 2/12/2023. Intent: to provide more unity and inclusion to carry the message more effectively.

- C) Debate & Voting Procedure
  - 1. A motion is made and seconded and the intent of the motion is read.
  - 2. The Chairperson states the motion.
  - 3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
        - a.) When debate has ended, the Chairperson will call the motion to a vote.
  - 4. The Chairperson will announce if the motion was approved or rejected.

V. **DUTIES & QUALIFICATIONS OF RRAGS PUBLIC RELATIONS SUBCOMMITTEE TRUSTED SERVANTS**

- A) Common to all Public Relations Subcommittee Trusted Servants
  - 1. The individual must be an NA member.
  - 2. The individual must meet continuous clean time requirements as of the date of election.
  - 3. The individual must possess a willingness and desire to serve the position.
  - 4. The individual must possess the time and resources necessary to fulfill the position.
  - 5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Chairperson – 1 year of continuous clean time/elected by RRAGS
  - 1. To prepare agenda for and preside over the Public Relations Subcommittee meeting.
  - 2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.
    - d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
  - 3. Responsible for the archives
  - 4. Initiate all necessary correspondence.
  - 5. Attend as many learning days and workshops as possible.
  - 6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  - 7. Organize and give this subcommittee incentive.
  - 8. Assist and teach the Vice-Chairperson about the maintenance and operation of the RRAGS helpline on a quarterly or as needed basis.
  - 9. Required to attend HIPR meeting at Region when it occurs.
- C) Vice-Chairperson – 1 year of continuous clean time/elected by this subcommittee for a 1-year term.
  - 1. Attend subcommittee meetings and is a voting member.
  - 2. Assist the Chairperson.
  - 3. Learn all activities of this subcommittee
  - 4. Carry out responsibilities delegated by the Chairperson.
  - 5. Manage and update the helpline with the assistance of the Chairperson.
    - a. This should be done every 3 months or as needed in accordance with the quarterly printing schedule of the RRAGS meeting directories.
    - b. Include a helpline report in their monthly written report to this subcommittee.
- D) Secretary – 6 months of continuous clean time/elected by this subcommittee for 1-year term.
  - 1. Attend subcommittee meetings and is a voting member.

**Commented [wp38]:** Passed 2/12/2023. Intent to create more overall unity and more effectively carry the message. Also, in hopes to get a new exchange of ideas.



2. Keep accurate minutes of each subcommittee meeting.
    - a. Follow set procedures for producing subcommittee minutes.
  3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.
  4. Maintain an accurate contact list for the members of this subcommittee.
- E) Member – no continuous clean time requirement
1. Attend subcommittee meetings and is a voting member.

**VI. MEETING FORMAT**

- A) Opening
1. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
  2. Welcome newcomers
  3. Explain voting procedures
- B) Trusted Servant Reports
1. Chairperson’s Report
  2. Vice-Chairperson’s Report
  3. Secretary’s Report
- C) Old Business
- D) New Business
- E) Hospitals & Institutions Subcommittee Contact
- F) Closing
1. Gather in a circle and say the 12<sup>th</sup> Tradition.

**VII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Old Business
- F) New Business
- G) Next Meeting Location

**VIII. LITERATURE STOCKPILE**

- A) The Public Relations Subcommittee should maintain a literature stockpile of the following items
1. Books & Booklets
    - a. 7 copies of The Basic Text
      - 1) 5 in English – 4 Hardcover, 1 Softcover
      - 2) 2 in Spanish – Softcover
    - b. 2 copies of It Works: How & Why
      - 1) 1 in English Hardcover
      - 2) 1 in Spanish Softcover
    - c. 2 copies of Just for Today
      - 1) 1 in English
      - 2) 1 in Spanish
    - d. 75 copies of the “White Book”
      - 1) 65 in English
      - 2) 10 in Spanish
    - e. Information Pamphlets and Other Literature
      - 1) 150 copies of “Narcotics Anonymous: A Resource in Your Community”
      - 2) 50 copies of “Who, What, How, & Why?” (IP #1)
      - 3) 100 copies of “An Introduction to NA Meetings” (PS #29)
      - 4) 50 copies of “Welcome to NA” (IP #22)
      - 5) 100 copies of “Am I an Addict?” (IP #7)

Commented [BH39]: Updat

Commented [BH40]:

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- 6) 100 copies of "Information about NA"
- 7) 25 copies of "For the Parents & Guardians of Young People in NA" (IP #27)
- 8) 25 copies of "By Young Addicts, For Young Addicts" (IP #13)
- 9) 10 copies of "PI and the NA Member" (IP #15)
- 10) 10 copies of "Social Media & Our Guiding Principles (SP #7)

**IX. HELPLINE REQUIREMENTS & RESPONSIBILITIES**

- A) All contacts and responsibilities of the Helpline fall within the purview our Public Relations Subcommittee.
- B) The Helpline List should be updated quarterly.
- C) The requirements for serving are:
  1. You must be a member of Narcotics Anonymous.
  2. You must have one year of continuous clean time.
  3. You must have resources and willingness to serve.
  4. You must read and understand our Phone Line Response Information Package.
  5. If a member relapses, their name is taken off the list.
  6. If a member refuses to take a call, their name is taken off the list.
  7. If a member changes their contact time or phone number, it is their responsibility to contact member of the Public Relations subcommittee.

## **RRCNA Policy & Procedure**

### **I. PURPOSE**

- A) The purpose of the RRAGS RRCNA Subcommittee is to organize and hold a convention known as RRCNA.

### **II. MEETINGS**

- A) The RRCNA Committee will meet monthly in order to maintain its duties and responsibilities.
  - 1. These meetings must be announced at the monthly RRAGS meeting.
- B) All meetings are open to any interested members of Narcotics Anonymous.
- C) RRCNA will meet on the Friday evening immediately preceding the monthly RRAGS meeting.
  - 1. RRCNA may schedule additional meetings as needed.

### **III. DUTIES & RESPONSIBILITIES OF THE RRCNA SUBCOMMITTEE**

- A) This subcommittee follows all policies of RRAGS.
- B) This subcommittee should consist of one or more addicts from each of RRAGS member groups.
- C) Report to RRAGS all actions and needs of this subcommittee on a timely basis.
- D) To plan RRCNA as directed by its member groups.
  - 1. Select site (within boundary of RRAGS) and date of the following year's annual convention.
    - a. Multi-year contracts require approval from RRAGS.
  - 2. Select site, entertainment, and recovery activity for functions.
  - 3. Host workshops during the convention on specific NA recovery topics.
    - a. Must have one year of continuous clean time to chair/share.
  - 4. Host marathon meetings during the convention.
    - a. Must have 90 days of continuous clean time to chair.
  - 5. Select Speakers to share at convention.
    - a. Must have 5 years of continuous clean time to be selected as a speaker.
    - b. Prepare speaker meeting format.
    - c. Find individual speakers for Friday night, Saturday afternoon, Saturday night, and Sunday morning
    - d. Provide a complete convention package (registration, travel, room, and meals) to the Friday night, Saturday night, and Sunday morning speakers.
    - e. Provide a registration package for the Saturday afternoon speaker.
  - 6. Create a format and plan a State and Clean-Time Countdown to precede the Saturday night speaker.
    - a. There will be no recognition of individual clean-time during speaker meetings.
  - 7. Plan a Saturday Banquet.
    - a. If financially feasible/based on hotel/convention center amenities, plan a Sunday brunch.
  - 8. Plan and have an NA Auction on Saturday evening following the speaker meeting.
  - 9. Donate an NA gift at each banquet table on Saturday evening.
  - 10. Plan and provide entertainment events for Friday and Saturday nights following the speaker meetings.
    - a. In order to enter the hospitality room, all events, on Friday and Saturday night including the auction must have a day pass or registration or pay \$5.00 for each event.
  - 11. Provide newcomer packets at RRCNA to members who meet the following requirements
    - a. Less than 6-months clean and the inability to pay.

**Commented [wp41]:** Voted and passed January 15th, 2023 to make this addition to policy.  
Intent: To raise money for the convention.

**IV. FINANCIAL**

- A) RRCNA will maintain one bank account with a Federal ID number.
- B) RRCNA expenditures will not exceed RRCNA funds.
- C) All financial statements will be sent to the Treasurer's home address.
- D) RRCNA will have a checking account that requires two signatures.
- E) The signers of the checking account will be the RRCNA Chairperson, Vice-Chairperson, Secretary, and RRAGS Facilitator.
- F) All RRCNA Funds spent must be accounted for by receipts or invoice turned in to RRCNA Treasurer, including all requests for reimbursement. Hand written receipts will only be accepted for situations where actual receipts are not possible or available i.e. home printing of flyers or minutes or purchases from vending machines
- G) Deposits are to be made within seven days after the RRCNA meeting.
- H) All checks issued must have a dollar amount applied.
- I) Voided checks should be shredded or destroyed immediately.
- J) All merchandise needs RRCNA approval.
  - 1. No credit extended with merchandise.
- K) The Merchandise subcommittee chairperson can set prices for previous years' merchandise that is being sold at RRAGS events.
- L) RRCNA Subcommittees provide financial budgets, with reports of expenditures and income when applicable.
- M) RRCNA Treasurer's report to include; bank statement, accurately completed reconciliation statement, beginning balance, income, expenses, ending balance. Copies are to be distributed at each meeting to all RRCNA Officers and Subcommittee Chairs. Copies are made available to RRAGS.
- N) RRCNA will present a final financial report to RRAGS which includes all Convention Committee transactions. This report needs ASC approval.
- O) Prudent Reserve/Seed Money
  - 1. \$12,000.00 plus any newcomer donations and pre-registration funds are to be retained as seed money for the upcoming convention.
- P) RRCNA will donate all excess funds to RRAGS upon closure of the financial books.
  - 1. RRCNA will write 1 check to RRAGS.
- Q) RRCNA will fund the printing of the Convention Edition of RRAGS meeting schedule.
- R) Any merchandise donated by a vendor is to be archived or sold by RRCNA
- S) All individuals that handle RRCNA funds other than elected officers and subcommittee chairpersons must be an NA member and meet requirement of 2 years of continuous clean time.
- T) All logos made from RRCNA belong to RRAGS and can only be distributed or sold at RRCNA functions.
- U) The Treasurer/Alternate Treasurer of RRCNA will not accept receipts from individuals as proof of payment for food and beverages if the purchase was made using LINK, WIC, or other state or federal assistance funds.
  - 1. If any receipts provided indicate the above-listed payment methods were used for purchase of items used for a function or event, the amount of those funds indicated on those receipts will be subtracted from the funds shown as paid on the report.
  - 2. This may result in funds being owed by the individual if the receipts are to cover an advance for the event.

**V. MOTIONS AND VOTING PROCEDURES**

- A) Motions can only be made and seconded by active voting members of this subcommittee.
  - 1. The Chairperson may only entertain motions.
- B) All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.
  - 1. Motions require a majority voting YES to be carried.
    - a. All policy motions require a supermajority (2/3s) voting YES to be carried.

**Commented [AB42]:** September 2017 ASC Policy Motion Intent: Allow merchandise chair to have latitude when setting prices for previous year's merchandise that RRCNA is attempting to liquidate.

**Commented [AB43]:** May 2018 ASC RRCNA raised the prudent reserve to \$9000 and changed the distribution of excess funds from the convention from monthly checks to 1 check written upon closure of the financial books.

**Commented [wp44R43]:** August 7th, 2022 RRCNA prudent reserve changed from \$9000.00 to \$12,000.00

**Commented [AB45]:** January 2018 ASC: Intent – Reimbursing cash in place of money spent on LINK etc. is illegal. RRAGS cannot participate in illegal activity.

- 1) Carried policy motions must be forwarded to RRAGS for final approval.
- C) Debate & Voting Procedure
  1. A motion is made and seconded and the intent of the motion is read.
  2. The Chairperson states the motion.
  3. The Chairperson will ask if there are any objections to the motion
    - a. No Objections
      - 1) If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
    - b. Objections
      - 1) If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.
      - b.) When debate has ended, the Chairperson will call the motion to a vote.
  4. The Chairperson will announce if the motion was approved or rejected.
- D) Quorum
  1. Quorum is established at the beginning of the convention committee meeting.
  2. Quorum is one more than half of the elected RRCNA positions.
  3. Quorum is required for any motion to be voted on except for the approval of minutes and the treasurer's report.
  4. In the absence of a quorum, the only business that can take place is financial housekeeping that does not require a vote.

**Commented [B46]:** February 2019:  
Convention to set quorum at committee meetings. Half plus one of elected body must be present. Intent: To mirror ASC voting procedure.

#### VI. DUTIES & QUALIFICATIONS OF RRAGS RRCNA COMMITTEE TRUSTED SERVANTS

- A) Common to all RRCNA Trusted Servants
  1. The individual must be an NA member.
  2. The individual must meet continuous clean time requirements as of the date of election.
  3. The individual must possess a willingness and desire to serve the position.
  4. The individual must possess the time and resources necessary to fulfill the position.
  5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.
- B) Common to all Subcommittee Chairpersons.
  1. The individual must prepare agenda for and preside over Subcommittee meetings.
  2. The individual must attend and report to RRCNA all ongoing activities of the Subcommittee and submit a written report to RRCNA Secretary.
  3. The individual must carry the conscience of the Subcommittee to RRCNA and bring the conscience of RRCNA to the Subcommittee.
  4. The individual must be responsible for archives of the Subcommittee.
  5. The individual must initiate all necessary correspondence.
  6. The individual must provide RRCNA with financial information, including a budget, expenditures, income, and receipts.
  7. The individual must attend as many learning days and workshops as possible.
  8. The individual must assure the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
  9. The individual must be able to organize and give the Subcommittee direction and incentive.
- C) Chairperson – 5 years of continuous clean time/elected by RRAGS
  1. To prepare agenda for and preside over the RRCNA Subcommittee meeting.
  2. Attend RRAGS monthly meeting
    - a. Report all ongoing activities of this subcommittee.
    - b. Submit a written report to the secretary.
    - c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.

- d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.
3. Responsible for the archives
4. Initiate all necessary correspondence.
5. Attend as many learning days and workshops as possible.
6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.
7. Organize and give this subcommittee incentive.
8. Co-signer of the RRCNA checking account and co-signer of the RRAGS checking account.
9. Maintain an inventory of all items and archives and turn the inventory over to the next Chairperson.
10. Assure that RRAGS Policy & Procedure is adhered to in all matters.
11. Hold key for ASC/RRCNA storage locker.
  - a. The Chairperson can give the key to any to any subcommittee chairperson who requests it.
  - b. The requestor must return the key promptly
12. Capable of conducting RRCNA meeting with a firm yet understanding hand.
13. General knowledge of WSC Rules of Order.
- D) Vice-Chairperson – 4 years of continuous clean time/elected by RRAGS
  1. Coordinates the Convention's Subcommittee functions.
  2. Attend Convention meetings and submit a written report to the Convention Secretary.
  3. In the absence of the Chairperson, they will perform the duties of the Chairperson.
  4. In the absence of a Subcommittee Chairperson, they will preside over that Subcommittee.
  5. Co-signer of the RRCNA checking account.
  6. Supports any Convention Subcommittee that requests it.
- E) Treasurer – 5 years of continuous clean time/elected by RRAGS
  1. Maintains accurate records of all the Convention Committee's transactions.
  2. Attends and distributes Treasurer's report at the Convention meeting.
  3. Ability to balance the Convention's checkbook accurately.
  4. Ensures that all deposits are made within seven days of the Convention meeting.
  5. Ability to follow set procedures in recording the Convention's transactions.
  6. Prepares and distributes a final financial report, which includes all year's expenditures and income, to RRAGS at the close of each year's convention.
- F) Vice-Treasurer – 4 years of continuous clean time/elected by RRAGS
  1. Assists in all Treasurer's activities.
  2. Attends Convention meeting.
  3. Collects and reports the 7th tradition/newcomer donation collected at Convention Committee meetings.
  4. Capable of conducting the Treasurer's duties when necessary.
  5. Required to be a member of the Convention Registration Subcommittee.
- G) Secretary – 2 years of continuous clean time/elected by RRAGS
  1. Keep accurate minutes of each Convention Committee meeting.
  2. Attends Convention meetings, submits report, and collects all reports.
  3. Types and distributes minutes to each Convention Officer, Convention Subcommittee Chairperson, and any individual who requests them.
  4. Co-signer of the Convention checking account.
  5. Maintains the Convention phone / mailing / e-mail list.
  6. Ability to follow set procedures in recording Convention minutes.
- H) Registration / Three years of continuous clean time/elected by RRAGS
  1. Determines contents of registration package (must include a RRAGS meeting directory and pre-registration for next year's Convention).
  2. Responsible for distributing registration packages at Convention.
  3. Responsible for accurate accounting of registrations prior to and during Convention.

**Commented [AB47]:** Adopted at April 2018 ASC to allow for other chairpersons of RRCNA to gain access to the storage locker without the chairperson also having to go with them.

4. Responsible to send out confirmations for pre-registrations.
  5. Make registration available at all Convention functions.
  6. Work with the RCM to facilitate the exchange of RRCNA registrations with the regional convention.
    - a. The cost of the registrations to be exchanged cannot exceed \$300.
    - b. Registrations that are received through this exchange process are forwarded to the RRAGS committee.
- I) Merchandise / Three years of continuous clean time/elected by RRAGS
1. Responsible to select vendors for all products.
  2. Presents ideas for products.
  3. Presents designs for products.
  4. Sell merchandise at Convention and functions.
  5. Prepares store for Convention.
  6. Collects all auction items and prepares ASC for auction on Saturday evening (the floating Hugger and Serenity Keeper T-shirts to be included)
  7. Responsible for selecting other vendors during the Convention (all vendors are required to make a donation to RRCNA).
    - a. Vendor donation can take the form of a merchandise credit, flat fee, or a percentage of total sales.
    - b. Only NAWS licensed vendors or NA service committees can be selected as a vendor.
    - c. Alternate merchandise vendors can sell on the final day of the convention. Each item must be approved by the Convention Committee. Alternate merchandise vendors do not need to be NAWS licensed vendors or NA service committees. They must make a donation to RRCNA
- J) Arts and Graphics / Two years of continuous clean time/elected by RRAGS
1. To have all RRCNA Convention themes derive from NA literature only.
  2. Responsible for artwork for Convention activities and products.
  3. Designs and produces all posters, flyers, tickets, and banner for the Convention.
- K) Hotels and Hospitality / Two years of continuous clean time/elected by RRAGS
1. Responsible for seeking hosting hotel of Convention.
  2. Responsible for negotiating of room space and food services with hotel.
  3. Responsible for room distribution for Convention needs.
  4. Responsible for transportation to hotel.
  5. Responsible for hospitality prior to and during Convention.
  6. Responsible for sales of refreshments prior to and during Convention.
  7. Selects volunteers for Huggers during the Convention.
  8. Designs Hugger T-shirt.
  9. Plans, develops, and provides a banquet table centerpiece for each table at the Saturday banquet.
- L) Program / Two years of continuous clean time/elected by RRAGS
1. Selects speakers, workshops, workshop speakers, and meeting topics prior to and during the Convention.
  2. Prepares workshop agenda, time length, and format.
  3. Reviews a recording of all main speakers prior to recommending a speaker to the Committee.
  4. Responsible to select marathon meeting format, topics, and chairperson selection
  5. Arranges travel and room accommodations for all main speakers.
  6. Sends out confirmations for all speakers and workshop participants.
  7. Selects taping company.
  8. Prepares the format of Saturday night clean time countdown and state roll call.
- M) Funding and Entertainment / Two years of continuous clean time/elected by RRAGS
1. Plan all Convention Committee functions to generate funds for Convention expenditures.
  2. To select entertainment for Convention on Friday and Saturday evenings.

**Commented [AB48]:** Added May 2018 ASC – promote unity and attendance at our convention and the regional convention.

**Commented [wp49]:** Motion made and passed 11/6/2022 would be effective next year (RRCNA 31). Intent: To maintain a clear NA message.

3. To select sites, entertainment, and recovery activity for functions prior to Convention.
  4. To present a financial report to the Convention Committee for each function this includes expenditures, income, and receipts.
  5. To be responsible for decorating, collecting money (two years of continuous clean time required), and cleaning for each function.
  6. Work with Serenity Keepers at events to maintain responsible behavior of attendees. (see Functions Responsibility Statement)
- N) Serenity Keepers / Two years of continuous clean time/elected by RRAGS
1. Responsible for security and communication within the hotel during the convention and all convention functions prior to the convention.
  2. Selects individuals willing to volunteer.
  3. Responsible for walkie-talkies.
  4. Designs T-shirt for Serenity Keepers.
  5. Work with Funding and Entertainment at all events to maintain responsible behavior of attendees. (See Functions Responsibility Statement)
- O) Convention Information / One year of continuous clean time/elected by RRAGS
1. Responsible for distributing/mailling flyers for Convention.
  2. Responsible to inform treatment centers in writing of Convention and its activities.
  3. Works closely with ASC Public Relations Subcommittee on requests outside the Fellowship and phone line services and with RRAGS Digital Information Subcommittee for posting and online registration.
  4. Maintain the RRCNA website, [www.rockriverNAconvention.com](http://www.rockriverNAconvention.com).
  5. Maintain the RRCNA Facebook page as a closed Facebook group.

**Commented [wp50]:** Motion made 11/6/2022 to change from one year to two years continuous clean time to as it is consisted with procedures throughout the packet. (Page 39, Letter S)

## VII. MEETING FORMAT

- A) Opening
1. Open with a moment of silence followed by the "WE" version of the Serenity Prayer.
  2. Have volunteers to read the Twelve Traditions of NA, the 12 Concepts for NA Service, the Service Prayer.
  3. Take roll call of Officers and Subcommittee Chairs.
  4. Explain voting procedures.
  5. Welcome newcomers.
  6. Review minutes from last Committee meeting (requires Committee approval).
- B) RRCNA Officer's Reports
1. Chairperson's Report
  2. Vice-Chairperson's Report
  3. Secretary's Report
  4. Treasurer's Report
  5. Requires Committee approval
  6. Take Seventh Tradition
    - a. Vice-Treasurer's Report
- C) Subcommittee Reports
1. Registration Report
  2. Merchandise Report
  3. Hotel and Hospitality Report.
  4. Art and Graphic Report.
  5. Funding and Entertainment Report.
  6. Program Report.
  7. Serenity Keepers Report.
  8. Convention Information Report.

**Commented [AB51]:** Motion passed at October 2017 ASC "RRCNA can use social networking sites to inform members about upcoming convention and all other convention events. Motion passed at October 2017 ASC RRCNA Facebook Group shall be a "closed" (in terms of privacy settings) Facebook group.



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- D) Old Business (pending business from last Committee meetings)
- E) New Business (new motions, concerns)
- F) Announcements (next Committee meeting site)
- G) Close with the Twelve Tradition of NA and group hug.

**VIII. MINUTES FORMAT**

- A) Date, Hosting Group, Location
- B) Attendance
- C) Time
- D) Trusted Servant Reports
- E) Subcommittee Reports
- F) Old Business
- G) New Business
- H) Announcements
- I) Next Meeting Location

## **Addendum A – RRAGS Trusted Servant/Subcommittee Chairperson Election Questions**

**Commented [wp52]:** Added 10/5/2022 - Edit made from receiving a vote of confidence from the body to make small changes. Edit for spelling error.

### RRAGS Trusted Servant/Subcommittee Chairperson Election Questions

1. What service positions do you currently hold?
2. Have you failed to complete or have been removed from a service position in the last five years?  
If yes, please explain.
3. Have you ever stolen or misappropriated funds, or merchandise from NA? If yes, please explain.
4. Do you regularly attend NA meetings?
5. Do you work with an NA sponsor?
6. Do you have a working knowledge of the 12 Steps, 12 Traditions, and an understanding of the 12 Concepts for service in NA?
7. Are you willing to uphold and abide by the 12 Steps, 12 Traditions, and 12 Concepts for service in NA?
8. Are you currently doing Step work? If so, what Step are you currently on?
9. What skills or training do you have to assist you in this commitment?
10. Have you considered how this commitment will impact other commitments in your personal life?
11. Do you have the time and resources necessary to complete the service position?

## Addendum B- RRAGS Group Report Form

### RRAGS GROUP REPORT FORM

Group Name: \_\_\_\_\_

GSR: \_\_\_\_\_ GSR-A: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Average Attendance: \_\_\_\_\_

Literature Order: \_\_\_\_\_

7th Tradition  
Donation: \_\_\_\_\_

Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Please submit this report to the Secretary

## Addendum C – Motion Form

### MOTION FORM

#### Motion Information

Name:	Comes from?:	<input type="checkbox"/> Individual
Position:	<input type="checkbox"/> Group	<input type="checkbox"/> Subcommittee
<input type="checkbox"/> Requires 2 <sup>nd</sup>		
<input type="checkbox"/> Affects Policy		

#### State the motion:

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#### Intent:

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#### Results:

<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
<input type="checkbox"/> Back to Groups	<input type="checkbox"/> Postponed

## **Addendum D – RRAGS Subcommittee Report Form**

### **RRAGS SUBCOMMITTEE REPORT FORM**

Subcommittee Name: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Vice-Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Report: \_\_\_\_\_

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

Goals: \_\_\_\_\_

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

Problems/Issues/Concerns? \_\_\_\_\_

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

Next Meeting? \_\_\_\_\_

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

Please submit this report to the Secretary



**Addendum F – Regional Participation Reconciliation Form**  
**RRAGS Financial Forms**  
**Regional Participation Reconciliation Form**

Name: \_\_\_\_\_  RCM or  RCMA

Date for Region \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_

**Item 1: Gas or mileage expenses**

Mileage: \_\_\_\_\_ Google Miles x **\$0.58** per mile = \$ \_\_\_\_\_  
 Or

**Commented [wp53]:** Changed to reflect the new set price for mileage. See page 4.

Gas Fill up #1 \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location

Gas Fill up #2 \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location

Gas Fill up #3 \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location

Gas Fill up #4 \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location

Gas Fill up #5 \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location

Total for Gas \$ \_\_\_\_\_

Item 2: Total Tolls \$ \_\_\_\_\_

**Item 3: Meals or Per Diem**

Per Diem: Number of Days \_\_\_\_\_ x \$30 per day = \$ \_\_\_\_\_  
 Or

Day 1: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Breakfast Lunch Dinner Day 1 Total

Day 2: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Breakfast Lunch Dinner Day 2 Total

Day 3: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Breakfast Lunch Dinner Day 3 Total

\$ \_\_\_\_\_  
 Grand Total

Item 4: Total for Hotel \$ \_\_\_\_\_

Total Cost (Item 1 + Item 2 + Item 3 + Item 4) \$ \_\_\_\_\_

Advance Requested \$ \_\_\_\_\_

Difference between Advance and Expenses \$ \_\_\_\_\_  Returned or  Requested  
 (If Advance is less than actual, mark "Requested". If Advance is more than actual, mark "Returned" and return that amount)

**Addendum G – Funds request**  
**RRAGS Financial Forms**  
**Funds Request**

Form: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_  
                  YYYY          MM  
Check # \_\_\_\_\_

\_\_\_ **Advance** or \_\_\_ **Reimbursement** or \_\_\_ **Payment**

Name of Requester: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Position or Subcommittee Using Funds: \_\_\_\_\_

Purpose or the funds: \_\_\_\_\_

Budgeted Expense: \_\_\_ Yes \_\_\_ No    Within Monthly Budget: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

-----  
Item 1 Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 1: \$ \_\_\_\_\_

Item 2 Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 2: \$ \_\_\_\_\_

Item 3 Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 3: \$ \_\_\_\_\_

-----  
Total Request \$ \_\_\_\_\_

Please include Receipts, proposal, or contract attached to this form for consideration of disbursement of funds

Please note according to policy all merchandise or contracts require ASC approval before you request any funds regardless if it is in your budget!

Motion Number: \_\_\_\_\_ (if required)

Name of person check is to be made out to \_\_\_\_\_

For Advances, Date reconciled with receipts: \_\_\_/\_\_\_/\_\_\_\_\_



**Addendum H – RRAGS Literature Sales Form**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**RRAGS Financial Forms  
RRAGS Literature Sales Form**

Form: \_\_\_\_-\_\_\_\_-\_\_\_\_

YYYY MM ##

Name: \_\_\_\_\_ Check #: \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Checks: \$ \_\_\_\_\_

Funds Collected: \$ \_\_\_\_\_

PI Sales: \$ \_\_\_\_\_

H&I Sales: \$ \_\_\_\_\_

Outreach: \$ \_\_\_\_\_

Group Sales & Restock Stockpile: \$ \_\_\_\_\_

Total Sales: \$ \_\_\_\_\_

Freight: (Add) \$ \_\_\_\_\_

Discount: (subtract) \$ \_\_\_\_\_

Literature Order: \$ \_\_\_\_\_

Past Due: (Add) \$ \_\_\_\_\_

NAWS Sub Total: \$ \_\_\_\_\_

NAWS Credit: (Subtract) \$ \_\_\_\_\_

Total Due to NAWS: \$ \_\_\_\_\_

-----  
Amount of Check to NAWS \$ \_\_\_\_\_

-----  
Literature Stockpile Initials: \_\_\_\_\_ Treasurer's Initials: \_\_\_\_\_

**Addendum I – Function Expense / Income Form**  
**RRAGS Financial Forms**  
**Function Expense / Income Form**

DATE: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

<u>EXPENSES</u>	<b>Amount</b>	<b>*Verified</b>
FACILITY RENT .....	\$ _____	_____
D.J. ....	\$ _____	_____
REFRESHMENTS .....	\$ _____	_____
FOOD .....	\$ _____	_____
CONDIMENTS .....	\$ _____	_____
FLYERS .....	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>	_____

\* Receipts verified by Treasurer

<u>INCOME</u>	
DOOR MONEY .....	\$ _____
REFRESHMENT MONEY .....	\$ _____
AUCTION MONEY .....	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL INCOME</b>	<b>\$ _____</b>

**Advance Total:** \$ \_\_\_\_\_  
**Expenses Total: (Subtract)** \$ \_\_\_\_\_  
**Unused funds** \$ \_\_\_\_\_  
**Total Income: (Add)** \$ \_\_\_\_\_  
**Returned Funds** \$ \_\_\_\_\_

\_\_\_\_\_  
*Treasurer Initials*

**PROFIT**    **LOSS**   Amount \$ \_\_\_\_\_   \_\_\_\_\_  
*Treasurer Initials*

**Addendum J – Yearly Budget Form**  
**RRAGS Financial Forms**  
**Yearly Budget Form**

Budget Year: July \_\_\_\_\_ to June \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Subcommittee or Trusted Servant Position: \_\_\_\_\_

Description: \_\_\_\_\_ Dollar Amount

**A. Special Projects (Yearly expenses):** *Note the month for expenses occur in a specific. Examples: Valentine's Day function; Attend Pl. conference; Learning Day*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. Administrative (Yearly expenses):** *Note the month for expenses occur in a specific. Examples Storage locker rental; Web Site Hosting; and Print Schedules.*

_____	_____
_____	_____
_____	_____

**C. Expenses on Specific Months**

_____ \$	_____ \$	_____ \$	_____ \$
Month Total	Month Total	Month Total	Month Total

**D. Recurring Monthly Expenses**

Yearly Special Projects: \$ \_\_\_\_\_ + Yearly Admin: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Yearly Total: \$ \_\_\_\_\_ ÷ 12 = \$ \_\_\_\_\_ (Recurring Monthly Budget)

Total for Specific Months: \$ \_\_\_\_\_ + Total Recurring: \$ \_\_\_\_\_ Total Yearly: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

_____
_____

## **Addendum K – WSC Rules Of Order**

### **WSC RULES OF ORDER**

When meeting in a business session, the World Service Conference uses the following **WSC Rules of Order**. Discussion sessions are typically held before each business session. The time for dialogue and debate is in these discussion sessions. Once the conference enters into a formal business session, discussion and debate are very limited. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the World Service Conference strives to base its decisions on consensus. These rules of order should be utilized in concert with the previous discussion on consensus-based decision making.

In cases that are not adequately covered by these rules, the latest edition of *Robert's Rules of Order, Newly Revised* will be used. If there is a conflict or discrepancy, WSC Rules take precedence over Robert's. The conference uses a parliamentarian to guide us in our efforts and to help us avoid getting into debates over process. The guiding principles of NA, including the *Twelve Concepts for NA Service*, are foundational in all our service efforts.

#### **WSC Rules**

1. Each conference participant has only one vote. RD alternates are considered to be the same "member" as their respective RD when acting as a participant.
2. No member may speak on a motion more than once until others who wish to speak have had a chance to do so.
3. Members may speak for a maximum of three minutes each time they are recognized by the facilitator. The facilitator may extend the time limit when they believe such action is warranted. Otherwise, a motion to extend debate must be adopted in order to extend time limits.
4. Debate is limited to no more than three speakers in favor of and no more than three speakers opposed to any motion. Debate only occurs if necessary. The discussions about a motion should have occurred before entering into the formal business session. The facilitator may extend that number if they believe such action is warranted.
5. Every main motion must be presented in writing on a WSC Motion Form. Motions and their intents should be stated in a clear and concise manner. The names of the members proposing and seconding the motion must be listed on the form. Motions presented by the World Board do not require a second. Motions must be submitted before the member speaks to the motion. When the motion has been introduced and seconded, it will be displayed so that it is visible to all members. At that point, the motion belongs to the conference and must be disposed of in some manner.
6. Once a motion belongs to the conference, debate follows only if necessary and if the motion is debatable. Other motions, as appropriate, may be applied to the main motion and must be disposed of in some manner. Debate should focus on the merits of the motion and bring up points that were not made in the earlier discussion session. Members should speak to a motion only after being recognized by the facilitator.
7. The conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the facilitator may recognize any participant offering a replacement or amendment, or offer a suggestion to the conference. If supported by a majority of the conference, the replacement/amendment will be accepted. The facilitator may interrupt this simplified process at any time they believe such action is warranted.

Addendum K (continued)

8. Adoption of Motions

- a. Unless otherwise stated in these rules, a majority present and voting in the affirmative is required to pass a motion.
  - b. To pass a motion on matters of policy, such as approval, removal, or change of previously adopted literature, or change to *A Guide to World Services in NA* (or subsequent service document), affirmative votes are required of two-thirds of the registered members present and voting.
  - c. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. To adopt, affirmative votes are required of two-thirds of the Regional Delegates recorded as present at the most recent roll call.
9. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

**Voting**

After debate on a motion has ended, the conference decides the issue by a vote. The following rules apply to voting at World Service Conference business sessions:

1. Voting occurs in one of the following three ways:
  - a. Voice vote - The facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator asks those in favor of the motion to respond by saying "aye," then asks those opposed to the motion to respond by saying "no," and then asks those abstaining to respond by saying "abstain." The facilitator then announces if the motion was approved or rejected. When the result is announced, any member can challenge the accuracy of the facilitator's determination and request a standing or roll call vote. The facilitator will ask the body if that is what they wish and then announce a decision.
  - b. Standing vote - The facilitator asks those in favor of the motion to stand and remain standing while their numbers are counted. Those in favor are then asked to be seated, and the process is repeated for those in opposition, and then for those abstaining. Upon completion of the vote, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
  - c. Roll call vote - The facilitator calls the name of each participant registered at the most recent roll call. When called, the participant responds by stating either "yes," "no," or "abstain." Participants who do not wish to participate in the vote may answer as "present" to be reflected in the record but to not affect the vote. After all responses are tabulated, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
2. Voting generally takes place by voice, unless a request is made and approved by the conference for a standing or roll call vote. A majority of those present and voting is required to adopt a motion ordering a standing or roll call vote. The facilitator may ask for a standing vote if a voice vote is unclear.
3. In a standing or roll call vote, participants may choose to not affect the decision at all by being present but not participating in the vote. This means that they will not be counted in the total of the vote for that motion and do not impact the decision. This differs from an

Addendum K (continued)

abstention. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion.

4. A majority vote is more than half of the total voting body, and a two-thirds vote is at least two-thirds of the total voting body.
5. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.
6. Motions included in the *Conference Agenda Report*, and any amendments to those motions, are considered in the Old Business session. All other items are considered in the New Business session. An adopted amendment that significantly alters an Old Business motion could move the amended motion to the New Business session.
7. Only Regional Delegates are eligible to vote on Old Business motions.
8. Regional Delegates and World Board members are eligible to vote on New Business motions.

**Motions Commonly Used by the WSC**

The following is an alphabetized list of the most commonly used motions and some of their characteristics, along with an alphabetized chart of those motions further describing their use and characteristics. In order to allow Consensus Based Decision Making to be used as the basis for conference decisions, it is important to remember that these motions and rules are here only to help the body. The facilitator should be allowed to help the conference get through its business without the conference trying to use the following motions to complicate the proceedings.

A. Adjourn - The motion to adjourn ends the conference immediately upon approval. The motion would only be appropriate when the body is ready to end the conference.

B. Amend - This motion modifies the wording of a pending motion before that motion is acted upon. The motion to amend is not amendable and must be resolved before another amendment can be considered. In the spirit of consensus building, the facilitator may choose to allow other ideas to be discussed before the conference decides what they wish to act on.

C. Appeal the Facilitator - A motion to appeal, when seconded, directs the conference to make a decision regarding a ruling made by the facilitator. When this motion is seconded, the facilitator explains the rationale of the ruling and the maker of the motion explains the reason for the appeal. No further discussion is allowed. The motion is then stated so those voting in the affirmative uphold the facilitator's ruling and those voting in the negative uphold the appeal.

D. Commit or Refer to Committee - The motion to refer to committee allows the conference to ask for further study of a motion in lieu of a decision. Such matters would be referred to the World Board unless otherwise directed. Any further instructions, such as a deadline date for reporting back to the conference, must be included in the motion to commit.

E. Division of Question - Motions sometimes contain more than one part, and members may wish to vote separately on the various parts of a motion. A motion to divide the question should state how the original motion should be divided. If approved by majority vote, the various parts of the original motion are then acted upon individually.

F. Limit or Extend Debate - This motion means the conference can exercise special control over the total time of debate, the time each member will be allowed to speak, or the number of speakers allowed on any pending motion. This motion must indicate the manner in which debate is limited or extended.

G. Main Motion - This motion brings new business before the conference. Main motions may only be introduced when no other motions are pending.

Addendum K (continued)

H. Parliamentary Inquiry - This motion allows a member to ask the facilitator a question about parliamentary procedure or the rules of order. The facilitator's answer disposes of the motion.

I. Point of Information - A member may ask the facilitator, or another member through the facilitator, for information about the business under consideration. The information sought should be unrelated to parliamentary procedure or rules of order, but should be necessary or helpful to reaching a decision regarding the topic under consideration.

J. Point of Order - When a member believes the rules of the conference are being violated, a point of order can be raised. Normally, this is to call the facilitator's attention to an error that has occurred, usually inadvertently, and the matter is resolved by the facilitator's response. If the member disagrees with the facilitator's response, they may move to appeal the facilitator.

K. Postpone - If a member wishes to delay the decision of a motion before the conference to a later time, they may offer this motion. Reasons may include, for example: The motion needs more study before a vote, the conference is tired after a long day, or many concerned members are currently absent. The motion should specify a time to take the motion up again.

L. Previous Question or Close Debate - This motion is used to close debate and bring the pending motion to an immediate vote. If this motion is approved by a two-thirds vote, the motion before the conference must be put to an immediate vote without further discussion.

M. Point of Privilege - This motion is used to gain the facilitator's attention if, for example, a member cannot hear the speakers, or if the room is uncomfortably warm or cold, or for any other reason unrelated to the merits of the motion. The issue is usually resolved by a response from the facilitator. If not, members may move to appeal the facilitator.

N. Recess - This motion allows for a short intermission in the conference's proceedings. This does not close the session. After the recess, business will be resumed where it was interrupted.

O. Reconsider - Sometimes information becomes available after a motion has been decided and a member believes that the new information would have affected their vote. The motion to reconsider permits the reintroduction of a motion previously disposed of, but only under certain circumstances. The person making the motion must have voted on the prevailing side, any action indicated in the approved motion must not have been implemented, and the motion must be introduced on the same or the next day as the original vote. If the motion is approved by a two-thirds majority, the original motion comes before the conference in the same form as before the original vote and is handled as though the vote had never been taken.

P. Suspend the Rules - When the conference wishes to do something during a meeting that would violate one or more of its own regular rules, it can adopt a motion to suspend the rules. The proposed action cannot be in conflict with any of NA's guiding principles. Any suspension of the rules requires a two-thirds vote for approval.

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	<b>IN ORDER WHEN ANOTHER HAS FLOOR</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED TO ADOPT</b>
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	Yes	Yes	Majority
Appeal the Facilitator	Yes	Yes	1 Pro/1Con; Con is facilitator	No	Majority in negative
Commit or Refer to Committee	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Limit or Extend Debate	No	Yes	No	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Parliamentary Inquiry	Yes	No	No	No	No vote
Point of Information	Yes	No	No	No	No vote
Point of Order	Yes	No	No	No	No vote
Postpone	No	Yes	Yes	Yes	Majority
Previous Question or Close Debate	No	Yes	No	No	Two-thirds
Point of Privilege	Yes	No	No	No	No vote
Recess	No	Yes	Yes	Yes	Majority
Reconsider	No	Yes	Yes	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds



## Addendum L – Minutes Format

### Minutes Format

Rock River Area Group Services

RRAGS Service Committee, Date of A.S.C. goes here

Group hosting A.S.C. goes here. City of hosting group goes here

**Attendance:** (names of those in attendance)

The meeting was opened at (time meeting started) with the Serenity Prayer, Service Workers Prayer, Twelve Traditions, and the Twelve Concepts.

Roll call of Trusted Servants and GSR's was taken.

Statement of Purpose and Voting procedures were read.

Newcomers and Clean time were recognized.

Location and Date of next ASC were confirmed with Hosting Group.

Prior month's minutes were reviewed for approval

**Motion:** To accept minutes as presented. Seconded and Carries. (Or as amended if applicable)

#### Officers Reports:

Facilitator: (name) report goes here.

Co Facilitator: (name) report goes here.

**Secretary: (name)** report goes here.

Alt. Secretary: (name) report goes here.

Treasurer: (name) report goes here.

**Alt. Treasurer: (names)** report goes here. Attach financial statement.

Regional Committee Member: (name) report goes here.

Regional Committee Member Alternate: (name) report goes here.

Literature Stockpile: (name) report goes here.

Alt. Stockpile: (name) report goes here.

#### Subcommittee Reports:

Function Chair: (name) report goes here.

Hospitals & Institutions Chair: (name) report goes here.

Public Relations Chair: (name) report goes here.

Policy and Procedure Chair: (name) report goes here.

Digital Information Chair: (name) report goes here.

Outreach Chair: (name) report goes here.

Archives Chair: (name) report goes here.

Convention Chair: (name) report goes here.

#### Old Business:

Any pending business from last ASC, elections, and action taken goes here.

#### New Business:

Any new business and action taken goes here. (Only items that have motions)

#### Group Reports:

#### Announcements:

**Next site and date for the A.S.C.** Location and date goes here.

Motion: Too close A.S.C. meeting. Seconded and Carries.

Meeting was closed with the Twelfth Tradition and a group hug.

## **Addendum M – Readings**

### **12 Steps of Narcotics Anonymous**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

### **12 Traditions of Narcotics Anonymous**

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 non-professional, 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.

Addendum M (continued)

## **12 Concepts of 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.

## **The Service Worker's Prayer**

"God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours-in order that no addict, anywhere, need die from the horrors of addiction."