

COLORADO REGIONAL SERVICE

COMMITTEE OF

NARCOTICS ANONYMOUS



GUIDELINES

*Approved: Colorado Regional Assembly of Narcotics Anonymous
April 30, 2005*

"The boards and committees we do organize, we organize on the basis of need only, using the simplest guidelines possible. We organize them solely to serve us, not to establish a complex governing bureaucracy." (*It Works: How and Why*, p.193.)

TWELVE CONCEPTS FOR NA SERVICE

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.**
- 2. The final responsibility and authority for NA services rests with 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.**

VISION STATEMENT

The Colorado Regional Service Committee of Narcotics Anonymous exists to support our member groups and areas in their effort to carry the message to the addict that still suffers. It is our vision that every addict has the opportunity to find recovery in Narcotics Anonymous regardless of where they live within the Colorado Region.

TABLE OF CONTENTS

Article 1: Purpose and Objectives	1
Section A: Purpose	1
Section B: Objectives	1
Article 2: CRSCNA Meetings	1
Section A: Schedule and Locations	1
Section B: CRSCNA Members	1
Section C: General	2
Article 3: Consensus-Based Decision Making	2
Section A: Consensus-Based Decision Making Process	2
Section B: World Board Membership Values	3
Article 4: Administrative Committee – Elections	4
Section A: Terms of Officers	4
Section B: Nominations	4
Section C: Elections	4
Article 5: Administrative Committee - Qualifications, Duties and Responsibilities	5
Section A: Chairperson	5
Section B: Vice-Chairperson	5
Section C: Secretary	<u>65</u>
Section D: Treasurer	6
Section E: Regional Delegate	6
Section F: Regional Delegate Alternate	7
Article 6: Resource Positions	<u>87</u>
Section A: Literature Resource	<u>87</u>
Section B: Outreach Resource	<u>98</u>
Section C: Web Servant	<u>108</u>
Article 7: Standing Subcommittees	<u>109</u>
Section A: Hospitals & Institutions	<u>1140</u>
Section B: Public Information	<u>1140</u>
Section C: Colorado Regional Convention of NA (CRCNA)	<u>1140</u>
Section D: Budget	<u>1244</u>
Article 8: Regional Assemblies	<u>1342</u>
Section A: Time, Date, Location	<u>1342</u>
Section B: Collective Conscience of the Colorado Region	<u>1442</u>
Section C: Elections	<u>1443</u>
Section D: RD Report from World Service Conference	<u>1443</u>
Section E: Non-Conference Years	<u>1443</u>
Article 9: Financial Procedures	<u>1443</u>
Section A: Travel Reimbursements	<u>1543</u>
Section B: General Guidelines	<u>1544</u>
Article 10: Miscellaneous	<u>1544</u>
Section A: Logo	<u>1544</u>
Section B: P.O. Box/ Storage Shed	<u>1544</u>
Section C: The Twelve Steps of Narcotics Anonymous	<u>1645</u>
Section D: The Twelve Traditions of Narcotics Anonymous	<u>1645</u>

Article 1: Purpose and Objectives

Section A: Purpose

The Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA) was formed simply to pool and develop local service resources that can be used both by groups and areas in better fulfilling their responsibilities. Regional committees generally do not perform direct services – that is, they don't run phone lines, organize H&I panels, or carry out a public information program. Although CRSCNA members may offer experience, strength, and hope in addition to suggestions, the CRSCNA does not have binding authority over the decisions or activities of any Area or Group within the Region.

Section B: Objectives

This committee is designed to serve by addressing the common needs of its member Areas and Groups.

The objectives of the CRSCNA include, but are not limited to:

- Carry the message of Narcotics Anonymous through the actions of the CRSCNA.
- Help unify the Areas and Groups within the Colorado Region through open lines of communication and sharing, thereby assisting them in fulfilling their primary purpose.
- Assist member Areas and Groups with situations and needs outside of the scope of their experience or resources.
- That CRSC develop and puts on a learning forum for addicts in the Colorado Region. And further, that this learning forum is offered to each Area at least once per year.
- Establish Regional Assemblies to be hosted by the Region.
- Oversee the standing subcommittees and Resource Positions.
- Contribute to the growth of the NA. fellowship by participating in the World Service Conference.

Article 2: CRSCNA Meetings

Section A: Schedule and Locations

The CRSC will meet in the Denver Metro area, on the Sunday of the third full weekend of the odd numbered months.

Section B: CRSCNA Members

While any addict is welcome and encouraged to attend and participate in a CRSCNA meeting, the following are considered CRSCNA Members:

1. Up to 2 RCMs per Area.
2. Administrative Committee Officers (Chair, Vice-Chair, Secretary, Treasurer, RD, RDA)
3. Resource Persons (Literature, Outreach, Web Servant)
4. Subcommittee Chairs (H&I, PI, CRCNA)
5. CRCNA Administrative Committee Officers (Vice-Chair, Secretary, Treasurer)

Section C: General

1. At CRSCNA meetings, the committee will try to get a sense of the needs of the groups and areas within Colorado as well as those of the fellowship worldwide.
2. CRSCNA members will bring at least 1 paper copy of their report for the secretary to add to the Regional Archives and 1 paper copy available for reading at the CRSCNA meeting. If possible, a copy is to be e-mailed to the Regional Secretary or Designate to be added to the minutes.
3. All CRSCNA meetings are non-smoking.
4. CRSCNA and CRCNA guidelines are subject to the approval of the voting members of the Regional Assembly.
5. Amendments can be made to the CRSCNA and CRCNA guidelines as needed with fellowship approval.
6. The next Regional Assembly will ratify any amendments that are made.
7. The CRSCNA shall have on hand all current NAWS handbooks as well as current CRSCNA Guidelines.
8. A copy of the CRSCNA Guidelines shall be given to all new members of the committee.
9. All costs associated with CRSCNA meetings will be the responsibility of the CRSCNA.
10. The agenda for the CRSCNA meeting will be set by the Chairperson and will include an agenda item regarding finances and fund flow.

Article 3: Consensus-Based Decision Making

The use of Consensus-Based Decision Making admittedly takes longer to achieve an outcome to an issue (called a proposal). But, the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses.

Making a motion, requiring a second and so forth are no longer needed. Trusted servants become a single point of decision-making and thus accountable to their Areas.

Section A: Consensus-Based Decision Making Process

1. Bring proposals to the CRSC. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Facilitator presents the proposal to the CRSC (analogous to the motion in a Robert's Rules process).
2. Maker of the proposal speaks first to the intent.
3. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.

5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways.
 - a) **Assent.** This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.
 - b) **Assent with Reservations.** This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.
 - c) **Stand Aside.** A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of addicts opting to be Stand Asides reach 45% or more of the addicts present, this will then indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.
 - d) **Block.** This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal.

Section B: World Board Membership Values

The following is reproduced with adaptations and permission was granted to the Colorado Regional Service Committee for its use by NAWS, Fellowship Services, on 5/15/2004. Our primary purposes are those that are embodied in NA's Twelve Steps, Twelve Traditions, and the Twelve Concepts for NA Service.

- We affirm that mutual respect and trust is paramount to the effectiveness of all Colorado Regional Service Committee activities and shall characterize all our interactions and communications.
- We encourage one another to offer our personal views, ideas, dreams, and creativity to all Regional deliberations and projects.
- We are committed to having the courage and vision to take risks by not confining ourselves to preconceived limitations.
- We strive to achieve consensus whenever possible.

- We will not separate ourselves as individuals from the consensus of the Region and will take responsibility for the decisions of the Colorado Regional Service Committee.
- We will focus ourselves upon establishing unity, mutual respect, and trust at the beginning of each meeting.
- We will meet our stated objectives for each meeting.
- Our meetings and breaks will start and stop on time.
- We affirm that Regional issues will be discussed - not personalities.
- We affirm that the Colorado Regional Service Committee discussions and deliberations will be balanced - no one person will dominate our discussions, and everyone will actively participate.
- We agree that only one person will speak at a time, and there will be no side-bar conversations.
- We affirm that action groups (ad hoc committees) will be used at Regional meetings to identify solutions for goals and issues before the Region.

Article 4: Administrative Committee – Elections

Section A: Terms of Officers

Elections will be held at a Regional Assembly. Normally they will take place at the April assembly, unless it is necessary to have them at a different assembly. Elections for the RD and RDA will be held at the ~~July~~ September Regional Assembly. Newly elected officers shall assume their duties at the CRSCNA meeting after the Regional Assembly at which they are elected. A relapse constitutes the immediate removal from office. After Two unexplained absences from the CRSCNA meeting including the Regional Assembly the CRSCNA officer will be considered to have resigned.

Terms of officers are as follows:

- Chairperson: 2 years
- Vice-Chairperson: 2 years
- Secretary: 1 year
- Treasurer: 1 year
- Regional Delegate: 2 years
- Regional Delegate Alternate: 2 years

Section B: Nominations

Any member of NA can be nominated but the nomination must be seconded by a voting participant of the CRSCNA or Regional Assembly. Any nominee for a CRSCNA position must be present in order to state their qualifications. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee, while the nominee is present.

Section C: Elections

1. A vote will be taken for all elected positions regardless of the number of nominees.
2. If there is only one nominee for a position after nominations have been closed, the election is known as a vote of acclamation and will be indicated as such by

the Chairperson. The nominee must then receive 2/3rds of the participating votes to be elected. If the nominee fails to receive 2/3rds then nominations will be reopened.

3. While the voting process is taking place the nominees should leave the room.
4. All GSRs, and CRSCNA members (except CRSCNA Chair) in attendance may cast one vote.
5. The Chairperson will ask who is in favor of the first candidate nominated, then the second, and so on. All votes for a candidate will be counted before moving on to the next one.
6. There are no votes "against" a candidate. The only votes that will be tallied are those in favor of the candidate and those abstaining from the vote.
7. The Chairperson will vote only when a vote total is tied.
8. The final vote totals will NOT be reflected in the minutes.

Article 5: Administrative Committee - Qualifications, Duties and Responsibilities

The Fourth Concept states "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." With that in mind, the following list of qualifications **applies to all CRSCNA members**:

1. Willingness to serve.
2. Time and resources to fulfill the commitment.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
4. Prior NA service experience.
5. Active participant of Narcotics Anonymous fellowship.

Specific qualifications, duties and responsibilities of each CRSCNA Administrative Committee positions can be found in the following sections.

Section A: Chairperson

1. Suggested clean time: 5 years
2. Sets the agenda, chairs the CRSCNA meetings and Regional Assemblies.
3. Is a signer on the CRSCNA checking account.
4. Appoints Ad Hoc committee chairs as needed.
5. Oversees the business and legal functions of CRSCNA.
6. Signs the CRSCNA hotel contract.

Section B: Vice-Chairperson

1. Suggested clean time: 5 years
2. Helps the chairperson set the agenda for CRSCNA meetings and Regional Assemblies.
3. When Chairperson is absent, Vice-Chairperson will fulfill duties.
4. Is a signer on the CRSCNA checking account.

Section C: Secretary

1. Suggested clean time: 3 years
2. Records minutes of CRSCNA meetings, distributing them in a timely fashion.
3. CRSCNA minutes will include the following: Disbursements, reports from CRSCNA members, subcommittee chairs, resource positions, any Ad Hoc committees and CRCNA, as well as any action items dealt with at the CRSCNA meeting.
4. Responsible for regional correspondence.
5. Maintains CRSCNA archives.
6. Maintains and updates list of contact information for CRSCNA members including phone numbers, email addresses, mailing addresses, etc. This list is a separate entity from the CRSCNA minutes and will be distributed to members separate from the CRSCNA minutes. The list is NOT to be posted on the regional website.
7. Will have all previous years' archives on hand at all CRSCNA meetings and Regional Assemblies.

Section D: Treasurer

1. Suggested clean time: 5 years
2. Responsible for CRSCNA monies and is a signer on the CRSCNA checking account.
3. Provides an up-to-date Treasurer's report at each CRSCNA meeting which should include an area by area listing of 7th tradition donations, both current and year-to-date.
4. Works with CRCNA Chairperson and Treasurer to assure local State and Federal taxes are filed and paid.
5. Maintains and regularly checks the CRSCNA Post Office Box.

Section E: Regional Delegate

1. Suggested clean time: 8 years.
2. Acts as the liaison between NAWS and the CRSCNA, providing information on current world projects to the Colorado Region while providing a local perspective to the work of world services.
3. Prior to Regional Assembly (except for non-conference years), holds CAR workshops for CRSCNA as needed and assists any Area wishing to hold their own CAR workshop.
4. Helps facilitate Regional Assembly in order to develop and discern a collective conscience from the Colorado Region concerning issues affecting NA worldwide, especially those put forth in motions within the Conference Agenda Report.
5. After obtaining clear indications of the region's collective conscience, attends the World Service Conference as a fully active participant, acting on behalf of the collective conscience of the Colorado Region as well as the best interests of NA as a whole.
6. Works closely with RDA to educate, train, and prepare for the World Service Conference and other matters relating to NAWS.

7. Remains available as a resource for information and guidance in matters concerning service in Narcotics Anonymous.
8. One signer on the CRSCNA checking account needs to be either RD or RDA.
9. Responsible for updating contact information with the World Service Office after Regional elections are held.
10. Serves as Rocky Mountain Forum delegate for Colorado Region.
11. Responsible for organizing and promoting the Regional Assembly.

Section F: Regional Delegate Alternate

1. Suggested clean time: 6 years.
2. Works closely with the RD in order to learn how to fulfill the duties of that office if the RD is absent or unable to complete their term in office for any reason.
3. One signer on the CRSCNA checking account needs to be either RD or RDA.
4. Responsible for maintaining a map of area boundaries.
5. Serves as Outreach resource person
6. With the RD, serves as Rocky Mountain Forum delegate.
7. With the RD, holds CAR workshop for CRSCNA as needed.
8. With the RD, assists areas wishing to hold their own CAR workshops.

Section G: Web Servant

The CRSCNA Web Servant is responsible for the dissemination of information via the World Wide Web for the CRSCNA. As a result, this servant must carefully balance the needs of several groups:

- The addict seeking NA for the first time or coming back from a relapse -- by providing accurate and timely information as to meetings and what exactly Narcotics Anonymous is and is not. The CRSCNA Web Servant through the information presented on the website and e-mail communication must make this group feel both comfortable and welcome in approaching our fellowship;
- The professional – by providing a resource to the professional to feel comfortable referring their clients to our fellowship;
- Members of the fellowship both in the Colorado region and worldwide – by providing timely and accurate meeting information, information and discussion of the current issues facing the Colorado fellowship and timely and accurate information about the activities being sponsored by the CRSCNA (workshops, regional assemblies, service committee meetings and CRCNA activities); and
- The Service bodies comprising the Colorado Region – by providing the minutes and information about the work the CRSCNA is currently engaged in.

Qualifications, duties and responsibilities include:

1. Suggested clean time: 3 years
2. The ability to take suggestions and work with various NA service bodies in the entire service structure.
3. Strong knowledge and experience with writing html.
4. A familiarity with WSC guidelines for Public Information and Online Presence.
5. A working knowledge of the current copyright and intellectual property issues.

6. Some knowledge or the desire to learn: JavaScript, Cascading StyleSheets, high-level scripting languages (e.g. php, perl), MySQL databases, evolving World Wide Web Consortium Standards for web pages and Web Accessibility Initiative standards.
7. Acts as a resource to the Colorado Region fellowship for web related issues (online presence and content advising).
8. Maintains the CRSCNA Website.
9. Maintains the Regional Meeting List.
10. Coordinates the member area web servants and assists in their efforts to maintain their Area websites as needed.
11. Provides assistance to the CRCNA Convention Information and Web site committee as needed.
12. Answers or forwards all e-mail sent to nacolorado@nacolorado.org
13. Acts as a liaison between the CRSCNA and other NA service bodies with regards to on-line presence, electronically submitted requests and online copyright and intellectual property issues.

Article 6: Resource Positions

Standing resource positions are established to assist the areas of the region and are appointed by the CRSCNA. Members who are appointed a resource position will be given "resource assignments" as directed by the CRSCNA. They will maintain contact with the World Service Office for the latest information and resources about their particular field of service. As of April, 2004, several resource positions remain undefined and none have clean time requirements established. At some point the CRSCNA may further define the various resource positions and establish clean time requirements. The following resource positions will be active at all times at the CRSCNA:

Section A: Literature Resource

1. Help in setting up an Area's literature stockpile, with inventory and rotation, as needed.
2. Help in setting up an Area's Literature Subcommittee, as needed.
3. Help Groups and Areas register with WSO.
4. Provide information on literature-related topics such as:
 - What is input and review?
 - How to conduct a literature discussion meeting.
 - How to workshop literature items in the Conference Agenda Report.
 - How to become involved in generating new literature items for NA and participate in any changes taking place with NAWS.

Section B: Outreach Resource

"The main purpose of outreach is to help overcome the isolation that hinders the survival of groups." Page 1, Outreach Resource Information Pamphlet, 1998 WSO.

1. The main focus of Outreach is to bring isolated groups in to the larger NA community. 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 within a locked facility that is not served by any Hospital and Institutions (H&I) subcommittee. Outreach does not start or run committees and starting or running committees/groups is best left to the individuals who will be attending the group or committee regularly.
2. Outreach should be done in teams and is best handled by the Area Service Committee (ASC) that the group geographically lies in or the one that is closest to the group. If a local area service committee does not exist, or if the local ASC does not have an outreach committee, then the nearest ASC with an outreach committee can be asked to assist the group.
3. How outreach is done is not set in stone and groups and areas may have different needs that arise.
4. The region is here to provide information and support for the groups and areas that may have outreach needs. The outreach resource position does not provide direct outreach services, but will assist wherever possible.
5. This position is held by the current RDA.
6. What are the responsibilities of the Outreach Resource? (Note: This is a resource position and not a sub committee and therefore does not provide direct services.) Assists groups with their outreach needs such as the following:
 - Assists the groups with registering with the World Service Office.
 - Assists the groups in locating the closest local Area Service Committee.
 - Assists groups in isolated areas in forming an Area Service Committee.
 - Acts as a liaison between the World Service Office and the groups or areas.
 - Facilitates communications between the groups in need and the Area Service Committee best suited to assist them.
7. Will contact Area Service Committees that have not attended the CRSCNA for two consecutive meetings to see if there is anything that the region can do to assist them.
8. Maintains a map of area boundaries to direct the groups to the proper Area Service Committee.

Again these guidelines are just that and needs may arise that are not included in these guidelines. They will be addressed as those needs arise and any knowledge or experience will be gathered to address the need.

Section C: ~~Web Servant~~

~~The CRSCNA Web Servant is responsible for the dissemination of information via the World Wide Web for the CRSCNA. As a result, this servant must carefully balance the needs of several groups:~~

- ~~—The addict seeking NA for the first time or coming back from a relapse— by providing accurate and timely information as to meetings and what exactly Narcotics Anonymous is and is not. The CRSCNA Web Servant through the information presented on the website and e-mail communication must make this group feel both comfortable and welcome in approaching our fellowship;~~
- ~~—The professional— by providing a resource to the professional to feel comfortable referring their clients to our fellowship;~~
- ~~—Members of the fellowship both in the Colorado region and worldwide— by providing timely and accurate meeting information, information and discussion of the current issues facing the Colorado fellowship and timely and accurate information about the activities being sponsored by the CRSCNA (workshops, regional assemblies, service committee meetings and CRCNA activities); and~~
- ~~—The Service bodies comprising the Colorado Region— by providing the minutes and information about the work the CRSCNA is currently engaged in.~~

~~Qualifications, duties and responsibilities include:~~

- ~~1.The ability to take suggestions and work with various NA service bodies in the entire service structure.~~
- ~~2.Strong knowledge and experience with writing html.~~
- ~~3.A familiarity with WSC guidelines for Public Information and Online Presence.~~
- ~~4.A working knowledge of the current copyright and intellectual property issues.~~
- ~~5.Some knowledge or the desire to learn: JavaScript, Cascading StyleSheets, high-level scripting languages (e.g. php, perl), MySQL databases, evolving World Wide Web Consortium Standards for web pages and Web Accessibility Initiative standards.~~
- ~~6.Acts as a resource to the Colorado Region fellowship for web related issues (online presence and content advising).~~
- ~~7.Maintains the CRSCNA Website.~~
- ~~8.Maintains the Regional Meeting List.~~
- ~~9.Coordinates the member area web servants and assists in their efforts to maintain their Area websites as needed.~~
- ~~10.Provides assistance to the CRCNA Convention Information and Web site committee as needed.~~
- ~~11.Answers or forwards all e-mail sent to nacolorado@nacolorado.org~~
- ~~12.Acts as a liaison between the CRSCNA and other NA service bodies with regards to on-line presence, electronically submitted requests and online copyright and intellectual property issues.~~

Article 7: Standing Subcommittees

The following subcommittees will be active at all times. The Chairpersons for CRSCNA standing subcommittees, with the exception of CRCNA will be elected in the same manner as CRSCNA Administrative Committee members: at a Regional Assembly. In addition to the qualifications, duties, and responsibilities noted in Article 5, specific

details regarding each subcommittee can be found in the following sections. Each subcommittee will schedule its own meetings and elect its own trusted servants, but is encouraged to work in conjunction with the Regional Meeting Coordinator to avoid any possible scheduling conflicts.

Section A: Hospitals & Institutions

The purpose of the H & I subcommittee is to provide a forum for Area H&I Subcommittees to share their experience, strength, and hope in order to better carry the message and to promote the growth and strength of all H&I efforts within the Colorado Region. Some of the qualifications, duties, and responsibilities of the H&I Chairperson include:

1. Presides over and organizes all meetings of the H&I subcommittee.
2. Prepares a report to be presented at each CRSCNA meeting detailing the activities of the subcommittee.
3. Coordinates and is responsible for all work done by the subcommittee.
4. Maintains communication with the WSC H&I Committee and informs Area H&I subcommittees of its activities.
5. Maintains an updated list of all appropriate facilities within the geographic boundaries of the Colorado Region, noting which ones are served by which Area subcommittee.
6. Suggested clean time: 4 years

Section B: Public Information

The purpose of the PI subcommittee is to provide a forum for Area PI Subcommittees to share their experience, strength, and hope in order to better inform the public about NA and to promote the growth and strength of all PI efforts within the Colorado Region. Some of the qualifications, duties, and responsibilities of the PI Chairperson include:

1. Presides over and organizes all meetings of the PI subcommittee.
2. Prepares a report to be presented at each CRSCNA meeting detailing the activities of the subcommittee.
3. Coordinates and is responsible for all work done by the subcommittee.
4. Maintains communication with NA World Services and informs Area PI subcommittees of its activities.
5. Maintains a close working relationship with the Regional H&I subcommittee in order to coordinate efforts and avoid duplication of services.
6. Provides Outreach needs to groups and meetings in locations without Area coverage.
7. Suggested clean time: 4 years

Section C: Colorado Regional Convention of NA (CRCNA)

1. As a standing subcommittee of the CRSCNA, CRCNA Chair, Vice Chair, and Treasurer will attend at every scheduled CRSCNA meeting. CRSCNA is responsible for final approval of the CRCNA program (marathon meeting topics and workshops).
2. The CRSCNA elects all CRCNA administrative members (Chair, Vice-Chair, Secretary and Treasurer).

3. The administrative members are elected at the November CRSCNA. Please refer to CRCNA Guidelines for suggested clean time requirements for all administrative positions.
4. The CRCNA chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent CRCNA. This report shall be given at the January CRSC meeting.
5. CRCNA shall operate under the most current guidelines/policy for conventions established by the CRSCNA/CRCNA subcommittee and approved at the Regional Assembly.

Section D: Budget

The purpose of the Budget subcommittee is, after soliciting and receiving input from individual addicts, Areas, CRSC subcommittees and CRSC members, to prepare and present an annual budget to the CRSC for approval using the timelines shown in Section D 2.c) below.

1. Subcommittee Members. Notwithstanding any other election procedures stated for the members of CRSC subcommittees, the Budget subcommittee will be composed of at least five, but not more than seven persons, as follows:
 - The basic five members will be the CRSC Vice-Chairperson (who will serve as chairperson of the subcommittee), the CRSC Treasurer (who will serve as vice-chairperson of the subcommittee), and three Regional Committee Members, none of whom may be the chairperson or vice-chairperson of any CRSC standing subcommittee or be a designated Resource Person, from three different Areas in the Colorado Region. The three RCMs will be appointed by the CRSC Chairperson from among those RCMs who volunteer to serve.
 - These five members will then choose two members of the Colorado Fellowship, who are not RCMs and who are otherwise not affiliated with or members of the CRSC, to serve as At Large members on the Budget subcommittee.
 - Once selected, the three RCMs who serve as subcommittee members will serve for one year on the subcommittee, regardless of when their RCM terms may expire. The term of each At Large member will be one calendar year, January 1 through December 31. The chairperson and vice-chairperson of the subcommittee shall occupy those positions concurrent with and for as long as they hold the positions of CRSC Vice-Chairperson and CRSC Treasurer.
 - The outgoing subcommittee chairperson and vice-chairperson will mentor the incoming subcommittee chairperson and vice-chairperson each year with regard to any work in process for the subcommittee.
 - Any member of the subcommittee who accepts another CRSC elected or appointed position will be deemed to have immediately resigned from the subcommittee.

2. Project Submission and Approval Process.

- All proposed expense items will be considered and the subcommittee's recommendation will be reported to the Colorado fellowship.
- All proposed expense items will be categorized by the subcommittee into one of the following three categories: Required, Important or Discretionary. The subcommittee will then prioritize each item within its category.
- The following annual timeline will be utilized by the subcommittee in compiling data for the budget:

January	April	July	September	November
"Projects" (i.e., expense items) to be solicited from Areas and individual addicts via a solicitation form (to be prepared by the subcommittee) to be distributed and then collected by RCMs.	Projects to be forwarded to the subcommittee without prior or intermediate review; Subcommittee forwards projects to other CRSC sub-committees and Resource Persons, as appropriate, and retains for its review and action those proposals which do not fit into other categories. Projects submitted after the April cutoff will be considered on an item-by-item basis as time permits.	Proposed project amounts to be submitted to the subcommittee by CRSC sub-committees and Resource Persons; all projects to be placed in a general priority category and be further prioritized by component items within each general category and individual project.	Subcommittee to present proposed budget to CRSC; CRSC to review, discuss and revise as necessary.	Final budget for coming fiscal year to be submitted by the subcommittee to CRSC for approval.

- Proposed budget presentations by the subcommittee will include prior year actual expenses, current year budget, current year-to-date actual expenses, and next year's budget request.
3. Current Budget Maintenance. While budget construction for the next fiscal year is happening, the subcommittee is to maintain a continuous review and overview of the current year's actual financial situation and, as necessary, make further recommendations to the CRSC to amend that current year's operating budget --- based upon actual income, expenditure experience, change in personnel, change in program emphasis, etc.

Article 8: Regional Assemblies

Section A: Time, Date, Location

The Regional Assemblies in April and ~~July~~ September will rotate alphabetically to each of the Areas of the Colorado Region. Regional Assemblies will be open for any addict to attend.

Section B: Collective Conscience of the Colorado Region

One purpose of holding a Regional Assembly (usually in April) shortly before the biennial meeting of the World Service Conference is to bring representatives of NA groups (GSRs) and areas (RCMs) together with the RD and RDA for the purpose of developing a collective conscience concerning issues affecting Narcotics Anonymous worldwide.

- The World Service Conference Agenda Report (CAR) comes to us in motions not proposals therefore it is Roberts Rules of Order not Consensus Based Decision Making.
- Groups can vote by proxy at Regional Assemblies on CAR Motions only.
- Proxy votes should be written down and signed by GSR or person that ran group conscience.
- The Regional Delegate or assembly facilitator will poll the attendees to determine the number (if any) of participants that will be voting by proxy before collecting the conscience of the Assembly.
- It is not merely to tabulate votes on the motions in the Conference Agenda Report (CAR). Open discussion about the CAR motions is more valuable to the RD than a simple "yea" or "nay" vote. It is these discussions which will give the delegate clear indications of the region's collective conscience concerning world issues. And it is these indications that will guide the RD when participating at the World Service Conference.

Section C: Elections

Another purpose of holding a Regional Assembly (usually in April) is to elect members of the CRSCNA administrative committee and standing subcommittee Chairpersons. Only CRSCNA members and GSRs in attendance will cast a vote. Only groups on the most current Regional meeting list or registered with the WSO will be permitted to send a GSR or elected designate.

Section D: RD Report from World Service Conference

The purpose of holding a Regional Assembly shortly after the World Service Conference is to go over the events of the World Service Conference as reported by the RD and RDA.

Section E: Non-Conference Years

During years where there is no World Service Conference (every other year) Regional Assemblies will be scheduled as needed.

Article 9: Financial Procedures

The Eleventh Concept states "NA funds are to be used to further our primary purpose, and must be managed responsibly." The CRSCNA may decide to do an inventory on the way it handles money and out of that inventory, establish new guidelines for this section. Until then, this paragraph is the only change or addition made to the old guidelines regarding finance.

Section A: Travel Reimbursements

CRSCNA officers may be reimbursed for expenses for travel on official CRSCNA business. Regular CRSCNA meetings are not included. In the event of a financial hardship, CRSCNA officers may request reimbursement for fuel used to attend the CRSCNA meeting using the formula listed below. Every effort should be made to carpool with other members whenever possible to avoid the expense to the region. This provision does not apply to RCM's, unless an area is unable to pay. It is important that all areas are involved in the regional decision making process. The region will assist any area that is having financial difficulties and is unable to send its representatives to the CRSCNA. The RCM can submit a proposal to request a reimbursement for expenses incurred while traveling to the CRSCNA. The reimbursement formula is miles to the CRSC meeting traveled divided by 15 times current common cost for gasoline on the date of the reimbursement request with 15 representing an average for miles per gallon that various cars travel.

Section B: General Guidelines

1. All monies collected are to be accounted for then deposited in the CRSCNA bank account in two weeks. The CRSC Treasury will have a ceiling amount of \$5000.00. Any amount above \$5000.00, after all receipts have cleared CRSC's bank, will automatically be sent to NA World Services. All automatic disbursements; i.e., Rent, Website, Secretarial, etc. shall be paid one month in advance whenever possible.
2. The PO Box and storage shed will be an automatic disbursements when it occurs. All CRSCNA check disbursements should be made to organizations, businesses, etc. rather than to an individual addict wherever practical and approved by the CRSCNA. No reimbursements will be made without a receipt and/or CRSCNA approval.

Article 10: Miscellaneous

Section A: Logo



Section B: P.O. Box/ Storage Shed

1. CRSCNA shall maintain a post office box within the regional membership populous. Post office keys should be held by Regional Treasurer and CRCNA Treasurer.
2. CRSCNA shall maintain a storage shed for archives and CRCNA. Storage shed keys to be held by regional chair and CRCNA chair
3. The P.O. Box will be maintained and checked by the CRSCNA Treasurer and CRCNA Treasurer as needed.

Section C: The Twelve 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.*

Section D: The Twelve 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 nonprofessional, but our service centers may employ special workers.*
9. *NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.*
10. *Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.*
11. *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*
12. *Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.*