

**COLORADO REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**



**ARCHIVE AND HISTORICAL DISPLAY
SUBCOMMITTEE GUIDELINES**

[Proposed] March 26, 2026

APPROVED APRIL 2026 ASSEMBLY

ARTICLE I: Name

Section 1.

The name of this committee shall be the Archive and Historical Display Subcommittee (“Archive Subcommittee”) of the Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA).

Section 2.

The Archive Subcommittee is a standing subcommittee of CRSCNA.

ARTICLE II: Purpose

Section 1.

The purpose of the Archive Subcommittee is to collect, collate, categorize, and make ready for display historical materials relevant to the Colorado Region of NA, the Colorado Regional Convention of NA (CRCNA), the various Areas of the Colorado Region, and the World Service Organization (WSO).

ARTICLE III: Spiritual Guidance

Section 1.

The Archives Subcommittee shall be guided by, and shall not make any proposal or take any action that conflicts with, the Twelve Traditions or the Twelve Concepts of NA Service.

Section 2.

The Archives Subcommittee shall comply in all its actions with the following documents:

1. CRSCNA Guidelines
2. These Archive Subcommittee Guidelines

ARTICLE IV: Function of the Subcommittee

Section 1. Core Responsibilities

1. Maintains in an orderly fashion the Colorado Regional Archive Collection (“Archives”) at a separate and dedicated storage unit per the CRSCNA Guidelines (the “Archive Subcommittee Storage Unit”);
2. Maintains a written inventory of archived historical items;

3. The Archive Subcommittee will review requests for display of the Archives (or portions of) at events and will commit to specific events (“designated events”) at the Subcommittee’s discretion.
4. Maintains written instructions for hardware construction and display setup at designated events;
5. Sufficiently instructs members of the Archive Subcommittee to create, build, maintain, and set up displays and related hardware for the safe and effective display of the Archives at designated events.
6. The Archives Subcommittee meets at least quarterly;
7. Arranges and coordinates the transport of the Archive materials to and from the Archive Subcommittee Storage Unit for display at designated events;
8. Coordinates with CRCNA Subcommittee and CRCNA trusted servants for display of the Archives at CRCNA events, including meeting CRCNA timelines;
 - a. Must make contact with CRCNA Subcommittee within their first three regular CRCNA meetings for each annual cycle;
 - b. Coordinates with CRCNA Subcommittee to contact hotel/venue staff and ask for space, tables, and other needs for display of the Archives.
9. Coordinates with trusted servants for display at any other designated events;
10. Monitors the Archives display during CRCNA or other designated events;
11. Regularly requests donations of relevant historical materials from the NA fellowship at large;
12. Submits a proposal or budget to CRSCNA for estimated expenses associated with transport or display of Archive materials at designated events, and provides receipts for funds spent to the CRSCNA Treasurer at the next regular CRSNA meeting after the designated event has occurred.

ARTICLE V: Subcommittee Membership

Section 1.

Membership on the Administrative Committee of the Archive Subcommittee of CRSCNA shall consist of:

1. Chairperson
2. Vice Chairperson

3. Secretary
4. Dinosaur-Advisor
5. Instructor-Fabricator

ARTICLE VI: Qualifications and Responsibilities of Subcommittee Members

Chairperson

1. Is nominated and elected at the Regional Assembly in April of every odd-numbered year;
2. Is elected for a two-year term for a maximum of two (2) consecutive terms;
3. Suggested five (5) years uninterrupted clean time;
4. Should have prior Archives Subcommittee service experience;
5. Must express a willingness to serve;
6. Facilitates all meetings of the Archive Subcommittee with a general understanding of parliamentary procedure and consensus-based decision-making as is defined on the NA.org website;
7. Holds a key to the Archive Subcommittee Storage Locker or the code to the lockbox;
8. Prepares a report for each CRSCNA meeting and makes all proposals on behalf of the Archive Subcommittee;
9. Prepares a budget with the Subcommittee to be submitted in July for approval by the CRSCNA for the upcoming year, according to CRSCA Guidelines;
10. If necessary, may be removed by the CRSCNA as outlined in the regional guidelines.

Vice Chairperson

1. Is nominated and elected by members of the Archive Subcommittee;
2. Is elected for a two-year term for a maximum of two (2) consecutive terms;
3. Suggested three (3) years of uninterrupted clean time;
4. Should have prior Archive Subcommittee service experience
5. In the absence of the Archive Subcommittee Chairperson: (i) fulfils all responsibilities of the Chairperson; and (ii) attends all meetings of the CRSCNA. If directed, will all submit proposals on behalf of the Archive Subcommittee.
6. Collaborates with the Chairperson to ensure the smooth operation of the Archive Subcommittee;
7. Assume the duties of the Chairperson in the absence of the Chairperson;
8. Fill in for and assume the responsibilities of any vacant Administrative Committee positions.

Secretary

1. Is nominated and elected by members of the Archive Subcommittee;

2. Suggested three (3) years of uninterrupted clean time;
3. Works with the Chairperson to prepare a budget to be submitted in July for approval by the CRSCNA, and manages and accounts for any funds allocated by CRSCNA to the Archive Subcommittee.
4. Maintains an inventory of items in the Archive, including any excess items as defined in Article VII;
5. Prepares and makes available minutes of each Archive Subcommittee meeting.

Dinosaur-Advisor

1. Is nominated and elected by the members of the Archive Subcommittee;
2. Suggested twenty (20) years of uninterrupted clean time;
3. Should have prior Archives Subcommittee Service experience;
4. Advises the Archive Subcommittee regarding historical significance, importance and relevance of Archive material and suggested additions to the Archives pursuant to Article VII of these guidelines;

Instructor-Fabricator

1. Is nominated and elected by the members of the Archive Subcommittee;
2. Suggested two (2) years of uninterrupted clean time;
3. Should have prior experience with building and setting up archives displays or similar construction experience;
4. Maintains written instructions for hardware construction and display setup at designated events;
5. Sufficiently instructs members of the Archive Subcommittee to create, build, maintain, and set up displays and related hardware for the safe and effective display of the Archives at designated events;

ARTICLE VII: Addition and Removal of Items from the Archives

Section 1.

Process for addition of items to the Archive:

1. Items will be included in the Archives at the discretion of the Archive Subcommittee, and the Subcommittee will determine the historical significance of such items. Any disagreement regarding inclusion of an item or items shall be resolved by consensus in accordance with CRSCNA Guidelines;
2. Items may be donated to the Archives; provided, however, that any items donated shall become property of the Archives and the Archive Subcommittee shall clearly communicate to potential donors regarding same; all donations to the Archives shall be unconditional;

3. Where there are more than two (2) duplicates of a single item, any “excess item” (the third or more of the same item) may, at the discretion of the Archive Subcommittee, be donated to CRSCNA or any subcommittee thereof, to be auctioned and the resulting funds dedicated to support the specific CRSCNA subcommittee or the CRSCNA service structure.

Section 2.

Process for removal of items from the Archive:

1. Items may be removed from the Archive at the discretion of the Archive Subcommittee, and the Subcommittee will make a determination the historical significance, or lack thereof, of such items. Any disagreement regarding removal of an item or items shall be resolved by consensus in accordance with CRSCNA Guidelines;
2. Items removed from the Archive may be delivered back to the care and control of CRSCNA, with approval from CRSCNA, and stored in the regular CRSCNA storage locker, or may be offered to the fellowship, donated, auctioned, or destroyed. Provided, however, no items shall be destroyed except upon approval by the CRSCNA of a proposal to destroy such items;
3. Notwithstanding anything to the contrary herein, the Archive Subcommittee shall obtain approval from CRSCNA before disposing of any business records (including but not limited to minutes, budgets, contracts, and bank records) of the CRSCNA.

ARTICLE VIII: Attendance and Reporting

Section 1.

Attendance at Archive Subcommittee meetings will be on site and/or virtual and as outlined in Article IV, Section 9.

ARTICLE IX: Voting

Section 1.

Voting members of the Archive Subcommittee shall be the the members of the Administrative Committee and any NA member after attendance for at least two (2) consecutive Archive Subcommittee meetings.

Section 2.

Voting members lose their vote upon absence without notice from two (2) or more consecutive Archive Subcommittee meetings. Voting privileges will be reinstated after attendance at two (2) consecutive Archive Subcommittee meetings.

Section 3.

The Archive Subcommittee Chairperson only has a vote in the case of a tie.

ARTICLE X: Elections

Section 1.

Any voting member of the Archive Subcommittee may nominate a qualified individual for an Archive Subcommittee position;

Section 2.

A simple majority is required for positions elected by the Archive Subcommittee;

Section 3.

Nominees will state qualifications, answer questions from the Subcommittee, and leave the room or virtual meeting for the Subcommittee to vote by a show of hands. Note- no further discussion will be made once the nominated person has left the room.

Section 4.

Any member may be removed from their position for non-compliance. Two thirds (2/3) majority of voting members present are required for removal. Non-compliance includes, but is not limited to: (i) Interruption of clean time; or (ii) Continual non-performance of their position.

Section 5.

No member shall hold more than one Archive Subcommittee position at a time, and no member shall be eligible to serve more than two consecutive terms in the same member position.

Section 6.

In case of mid-year removal or resignation of an Archive Subcommittee member, other than the Subcommittee Chairperson, a member who meets the qualifications shall be appointed by the Archive Subcommittee Chairperson at the time of removal or resignation. Elections to fill the open position will be held at the next Archive Subcommittee meeting. In the event of the removal or resignation of the Archive Subcommittee Chairperson, refer to the CRSCNA Guidelines.

ARTICLE XI: Ad Hoc Committees

Section 1.

Special Ad-Hoc committees may be appointed by the Archive Subcommittee Chairperson.

Section 2.

The Ad-Hoc committee will be tasked with a specific purpose, is disbanded once the purpose is achieved and a final verbal and written report is submitted to the Archive Subcommittee.

ARTICLE XII: Budget and Financial Procedures

Section 1.

The committee shall adhere to CRSCNA Guideline articles and all other approved CRSCNA financial procedures.

Section 2.

All proposals requiring new budget expenditure require a two-third (2/3) majority of voting members present.

ARTICLE XIII: Amendment to the Archive Subcommittee Guidelines

Section 1.

Any voting member of the Archive Subcommittee may propose an amendment to these guidelines at a regular meeting of the Subcommittee. The proposal must be seconded and submitted in writing, then referred to the CRSCNA for approval at any regular CRSCNA meeting. A two-third (2/3) majority of the voting members is necessary to amend.

Section 2.

The amendment shall go into effect upon its approval by CRSCNA, unless the motion to adopt specifies a time otherwise.

ARTICLE XIV: Suggested Agenda for Archive Subcommittee Meetings

1. Opening Serenity Prayer or Service Prayer
2. The Twelve Traditions of Narcotics Anonymous
3. The Twelve Concepts for NA Service.
4. Welcome new members and/or visitors
5. Recognize Clean Time Birthdays since last Archive Subcommittee meeting.
6. Roll call
7. Approval of the last Meeting Minutes
8. Chairperson report
9. Old business
10. New business
11. Announcements
12. Closing Prayer of choice

CONCLUSION OF ARCHIVE SUBCOMMITTEE GUIDELINES