

**THE
NORTHERN CALIFORNIA REGIONAL
GUIDELINES**

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ARTICLE I. BOUNDARIES

This body shall be known as the Northern California Region. This group shall serve all of California that falls to the North of the Tulare-Kings County lines. The Region is comprised of Areas located within the geographic boundaries described above.

ARTICLE II. REGIONAL SERVICE STRUCTURE

The Region supports the Areas and Groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. The service structure of the Region consists of the Regional World Service Assembly and the Regional World Service Committee, hereafter referred to as the RWSA and the RWSC respectively.

The members of this body shall perform the duties prescribed by these guidelines and any parliamentary procedures (Rules of Order) adopted by the Assembly. The body must be able to work for the common good of Nar-Anon as a whole, bearing in mind that the membership's group conscience at the meeting level is our ultimate authority, and that we must strive to place principles above personalities. All actions of members and officers should be bound by Nar-Anon's Twelve Traditions and Nar-Anon's Twelve Concepts of Service.

Section A. PURPOSE of RWSA

The RWSA is a vital link between the groups and the Region and as such is responsible for the following:

1. Sets Area boundaries within the Region.
2. Sets policy for the Region.
3. Acts as a liaison between the Region and the World Service Conference (WSC) Agenda Committee.

4. Reviews the WSC agenda.
5. Approves the Region's Budget developed by the RWSC.
6. Hears Area Reports.
7. Hears the Delegate's report of the proceedings and decisions at the WSC.
8. Elects Officers of the Assembly.

Section B. Purpose of RWSC

The RWSCs primary function is to plan for the general improvement of both the Assembly and the group. The RWSC:

1. Hears Regional matters.
2. Discusses Delegate's report.
3. Equalizes travel expenses.
4. Reviews ways of keeping the groups informed and unified.
5. Establishes subcommittees.
6. Develops policy for Assembly approval.
7. Hears Subcommittees reports and reviews activities.
8. Develops Regional Budget

Voting members of this committee are the officers of the Assembly, the Area Representatives (ARs), Subcommittee coordinators and others as the committee may deem appropriate.

Section C. General Membership

Attendance at the RWSA /RWSC shall be open to all individuals who share the group's stated purpose. Members are welcome to attend as non-voting members using ARs/Alternate ARs as a channel by which to communicate. At the discretion of the Chairperson, non-voting members may be asked to speak.

ARTICLE III. ASSEMBLIES

A full Assembly is comprised of the Officers, the Delegate, Area Representatives (ARs), and Area Group Representatives (GRs).

Section A. Group Representatives

At the assembly level only the GRs/Alternate GRs have the voting power. This is consistent with one vote per group. Only recognized GRs are considered voting members. This recognition is gained by filing a GR form with the Administrative Body prior to the vote being taken.

Paragraph 1. Group Representative Form

The RWSC will provide a form to each Area within the Region for registering GRs and Alternate GRs. Each Area is responsible for reproducing and completing a form for each GR/Alternate GR within the Area. Only those names appearing on this form will be recognized at the Assembly as voting members.

If a GR or Alternate GR is not able to attend an Assembly and a group sends a substitute, a substitution form must be filled out and presented to the Administrative Body before that representative can be recognized as a voting member.

Section B. Interim Assemblies

The Chairperson shall call interim assemblies whenever there is a need to decide matters affecting Regional policy, the RWSC Agenda, to vote on

Conference related decisions, and to address matters that need to be sent to the Conference Agenda Committee.

To conduct business, a majority vote of the Regional GRs voting their groups conscience, will be necessary. A tie vote will be taken back to the Area for their consideration. In those cases where this is not possible, such as just prior to the WSC the Regional Delegate, being a trusted servant, and having a vote of confidence from the RWSA, may vote his/her conscience, in accordance with the Twelve Steps and Traditions.

Section C. Election Assemblies

Every three years at the Fall Assembly, the Region shall hold an election assembly; this assembly shall call all GRs to attend. The purpose for this assembly is to install the new officers, Delegate and Alternate Delegate.

Paragraph 1. Nominations

Slate of nominees should be drafted by RWSC before election assembly. Names may be added from the floor. Any member of the Committee may nominate a qualified individual for a position.

The following members are eligible for nomination to a service position:

- a. Past or current officers of an Area or the Region.
- b. Past or current RWSC Sub-Committee Chairperson.
- c. Any GRs/ARs showing an interest in service that meet the suggested time requirements of the position.

No member shall hold more than one (1) Office at a time, no member shall serve more than two (2) consecutive terms in the same position.

ARTICLE IV. OFFICERS

Section A. Terms

Officers shall be elected to serve for three (3) years. The term of service shall begin following the election.

Section B. Removals

Regional Officers and Delegate/Alternate Delegate may be removed from their position for Non-compliance after due written notification. A two-thirds (2/3) vote of the RWSA is required for removal. Non-compliance includes, but is not limited to:

1. Non-fulfillment of the duties of their position.
2. Non-attendance at two (2) consecutive regular meetings without prior notification to the Chairperson. The officer/Delegate shall submit a written report to the Chairperson if an alternate is not available.

In cases of removal or resignation of an officer/Delegate, an interim service member shall be elected to serve the remainder of the term.

When removal or resignations occur between regularly scheduled meetings, the Chairperson shall appoint an interim service member. An election will be held at the next regular RWSA to fill the position on an interim basis until the next election assembly.

Removals or resignations that occur during a meeting shall have that position filled on an interim basis at that meeting.

Section C. Positions

Paragraph 1. Chairperson

Suggested minimum of three (3) years of continuous service in Nar-Anon.

Duties:

- (1) Resides over all regular business meetings of the RWSC/RWSC. Must be capable of conducting a business meeting with a firm yet understanding hand.
- (2) Arranges the next RWSC/RWSC meeting agenda with the rest of the administrative Body immediately following the current RWSC meeting.
- (3) Co-signer on the RWSC bank account.
- (4) Holder of the P.O. Box key.
- (5) Handles correspondence.
- (6) Maintains archives.

Paragraph 2. Vice Chairperson

Suggested minimum of two (2) years continuous service in Nar-Anon; willingness to become the Chairperson, upon approval of the RWSC, at the end of the current Chair's term.

Duties:

- (1) In the absence of the Chairperson, the Vice Chairperson, will perform the duties of the Chairperson, as outlined in these guidelines.
- (2) In the event that the current Chairperson is unable to fulfill the duties of the position, assumes the Chairperson position for the duration of the term or until an election assembly can be called.
- (3) Stays informed of all Sub-Committee activities and is available for any Sub-Committee problems.
- (4) Co-signer on the RWSC bank account.

- (5) Maintains an index of approved motions made at the RWSC/Assembly meetings for the current and previous years.
- (6) Acts as parliamentarian for the RWSC.

Paragraph 3. Secretary

Suggested minimum of one (1) year of service in Nar-Anon.

Duties:

- (1) Responsible for keeping accurate minutes of each regular RWSC/RWSC meeting.
- (2) Prints and distributes minutes of all RWSC/RWSC meetings.

A draft will be sent for Regional Chairperson's review within 30 days following each meeting. Final minutes will be distributed to members within 60 days.
- (3) Notifies World Service Office (WSO) at the end of the election assembly of the names and addresses of the new officers.
- (4) Provides copies of the approved Assembly minutes to the WSO.
- (5) Keeps minutes on hand at each RWSC/RWSC meeting of current year's meeting. At the end of office term, passes the previous year's minutes to the RWSC Chairperson for compilation for RWSC archives and passes the current year's minutes on to the incoming secretary.
- (6) Maintains an up-to-date telephone number and mailing list of RWSC/RWSA participants, and distributes at regularly scheduled assembly meetings.
- (7) Co-signer on the RWSC bank account.

Paragraph 4. Treasurer

Suggested minimum of two (2) years continuous service in Nar-Anon.

Duties:

- (1) Custodian of the RWSC bank account.
- (2) Responsible for maintaining an accurate financial ledger of RWSC transactions.
- (3) Responsible for disbursements to cover RWSC expenditures.
- (4) Responsible for reporting RWSC financial status, in the form of a written report at each regular business meeting.
- (5) Responsible for the preparation of current financial statements prior to each assembly meeting and a final report at the end of office term.
- (6) At the final assembly meeting of each year, a separate summary report shall be prepared as a recap of the two prior assemblies/committee meetings. This report will be used as the basis for future budget planning.
- (7) Co-signer of the RWSC bank account.
- (8) Holder of the P.O. Box key.

ARTICLE V. Regional World Service Delegate (RD)

RD should be a current Area Representative. If not feasible the Region may select from members who have held a three year term of AR, and who is currently chairing one of the RWSC subcommittees. When elected as Delegate, can no longer be a Area Representative. Suggested minimum of three (3) years of continuous service in Nar-Anon.

Duties:

- (1) The primary responsibility is to work for the good of Nar-Anon, providing two-way communication between the Region and the rest of Nar-Anon as a whole.
- (2) Speaks for the Members, Groups and Areas within the Region, at the World Service level and makes every effort to keep the Region informed of the WSC Agenda as soon as it becomes available, prior to the WSC.
- (3) Attends all regular meetings of the RWSC/RWSA the WSC, and when invited, Area meetings.
- (4) Contacts inactive Areas to determine their status within the Region.
- (5) Works closely with the ARs and the RWSA and sub-committee representatives and is a source of information regarding the Twelve Traditions/Concepts and provides input in matters concerning them (may serve on one or more of the RWSA/RWSC Sub-Committees, although not as a chairperson).
- (6) Prior to the WSC, obtains a vote of confidence from the RWSA to vote on items not on the Agenda and will obtain a group conscience from the RWSA for items that are on the WSC Agenda.
- (7) Coordinate and facilitate as many WSC Agenda, study groups as the RWSC requests.

Section A. Alternate Regional Delegate

Should have prior service as a Group/Area Representative or Subcommittee Chairperson. Suggested minimum of two (2) years continuous service in Nar-Anon and willing to become the RD, upon approval of the RWSA, at the end of the current RDs term.

Duties:

- (1) In the absence of the RD, performs the duties of the RD previously listed.
- (2) In the event that the RD is unable to fulfill the duties of the position, assumes the RD duties until an election assembly can be called.
- (3) Attends the WSC with the RD the last year of the RD's term, in order to become familiar with the WSC process. This is conditional upon Assembly and WSO approval.
- (4) Attends all regular RWSA/RWSC meetings and Area meetings when invited.
- (5) May serve on one or more of the RWSA/RWSC Sub-Committees.

ARTICLE VI. POLICY

Section A. Minutes

All meetings will be recorded and the resulting minutes distributed to the members of the RWSA/RWSC. Any member of Nar-Anon can be given a copy of the minutes upon request. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

Section B. Post Office Box

The Chairperson, or Treasurer may establish a post office box to be a point of contact with the Region. This box may be shared with an Area if convenient and the cost split. This P. O. Box may be changed as deemed necessary by the current administrative body. Notice shall be sent to Regional ARs and GRs when current information has been changed.

Section C. Bank Account

The Region shall establish a prudent reserve to cover the budgeted business expenses of the Region. Funds shall be maintained in a bank account. The account shall be readily available to the persons with signature authority. Deposits to the account of donations made to the Region shall take place no later than 30 days from the date of receipt. Funds shall be disbursed in accordance with Article VII.

Section D. Convention/Activities

The Region will encourage and support an annual Convention within the Region. Other activities supported by the various Areas will be encouraged by the Region as well; by publication in the Regional Newsletter when information is submitted prior to cutoff; and by providing current GR/ARs mailing addresses when requested.

Section E. World Service Conference (WSC)

The Region will support Nar-Anon as a whole by sending the Regional Delegate and/or Alternate, to the WSC when the conference has been scheduled, and proper notification has been received to submit the Delegate's matching funds. Until this occurs, the Region will continue to support the concept of a WSC and what that means to the fellowship as a whole.

Section F. Contributions to World Service Office (WSO)

The Region will make regular donations to the WSO of all funds over the established prudent reserve for the Region.

Section G. Sub-Committees

The Region will create and support Sub-Committees, such as Hospitals & Institutions (H&I), Public Information (PI), Literature, Activities, and AD-Hoc Committees to respond to the needs and directives of the membership of the Region as they arise and to serve as a platform for the initiation of work to be reviewed at the RWSC level.

Section H. Quorum (Committee)

A quorum shall consist of 51% of the voting members, or business will not be conducted.

Section I. Motions/Discussion

Only voting members may make a motion or participate in discussion. Motions may be amended at any time prior to voting. A motion to amend must have a second.

Section J. Tie Breakers

In case of a tie vote on any motion of election, the triumvirate (**body of three**) (Vice Chairperson, Treasurer, and the RD) shall cast one vote each to decide the issue. If one or more of these officers are absent, the RD Alternate, and recording Secretary in that order shall replace the officer(s) missing, retaining the triumvirate. Triumvirate privileges do not apply in actions requiring two-thirds majority.

Article VII. FUNDS

All moneys accumulated from Area contributions and other Nar-Anon sources shall be maintained in a bank account.

Section A. Disbursement

Paragraph 1. Budget

- a. Sub-Committee's expenses as budgeted.
- b. A Chairperson/RD mileage, postage and phone calls as budgeted.
- c. Yearly WSC and Workshop expenses as budgeted.
- d. Copy expenses as budgeted. Includes Article X documents, RWSC meeting agendas, data/facts reports and pre-conference materials.

- e. Unbudgeted expenses will not be reimbursed without an approved motion of the RWSC.
- f. Newsletter.

Paragraph 2. Non-budgeted funds.

Funds not budgeted shall be disbursed to the WSO Treasurer, yearly.

Paragraph 3. Expenditures.

All expenditures made by the Committee shall be recorded.

No expenditure shall be made from the Treasury without receipt or proof of payment if over \$25. Minor expenses may be requested and described by written statement.

Paragraph 4. Signatures.

All checks shall require two (2) signatures, of the following:

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Secretary

Paragraph 5. RD/Alternate RD expenses.

The committee shall make funds available to assist the RD and Alternate RD with the designated expenses incurred due to attendance at the WSC Workshops each year.

Paragraph 6. Budget changes.

All motions requiring modifications to the budget require a two-thirds (2/3) majority vote of the RWSA.

Paragraph 7. Absence of the Treasurer.

In the absence of the Treasurer at the RWSC/RWSA meeting the Chairperson, Vice Chairperson, or Secretary shall:

- a. Obtain the check book prior to meeting.
- b. Take custody of all moneys collected.

ARTICLE VIII. SUB-COMMITTEES

The Region may establish Sub-Committees from time to time to carry on the work of the committee. These Sub-Committees shall perform the duties prescribed by these guidelines.

Section A. Sub-Committee Duties:

1. Responsible for electing their own officers, including representatives to the RWSC and to have a written report for the regular RWSC meeting.
2. Responsible for developing written guidelines for their committee, and to submit them to RWSC for approval.
3. Responsible for preparation of an itemized yearly budget which will be submitted to the RWSA for approval. A written financial report will be presented at each regular RWSC meeting.
4. Responsible for holding regular business meetings at central locations.

5. Submit a written agenda of proposed activities for approval and support to the RWSA/RWSC meetings, respectively.

Section B. Standing Sub-Committees

Standing sub-committees shall be formed upon approval by the voting members. The Sub-Committee's shall include, but not be limited to, H&I, PI, Literature, Convention and Activities. Standing sub-committees shall consist of a Regional coordinator and Area Appointee(s). Regional Coordinator shall be elected at the Assembly.

Paragraph 1. Hospitals and Institutions

Acts as a resource to groups and members in their efforts to carry the message into hospitals and institutions. Its mission is to carry the message to those who may not be aware of Nar-Anon, keeping in mind the twelve traditions.

Paragraph 2. Public Information

Acts as a vital link between individuals seeking help and those who are in a position to share their experience, strength, and hope. Its mission is to act as a vehicle to provide information to agencies and the public regarding the Nar-Anon message, within the Region, avoiding tradition violations. PI will be responsible for keeping up-to-date the Regional meeting location information form provided by the ARs. Proof of this information is presented to the RWSC for approval and then published by the sub-committee.

Paragraph 3. Literature

Under the direction of the Literature Chairperson, this committee will meet regularly to develop new ideas and new literature proposals. Its mission is to be a instrument to produce literature for the Nar-Anon fellowship as a whole, thereby helping the overall unity. In an effort to involve all members, the committee will hold workshops at the annual Northern Area Convention.

Literature developed by this committee will be submitted in final draft form to the RWSC. The RWSC will distribute the final draft literature to the

Regional fellowship for review and Group Conscience. The GRs shall vote that Conscience at the following Assembly, prior to the literature being submitted to the WSO.

The Literature Committee will act as the RWSC review committee for literature submitted to the Region by the WSO, for review prior to the annual Conference. Upon completion of that review, the committee will bring their recommendation to the RWSC for discussion. A determination will be made at that time regarding additional review processes within the Regional fellowship. Following final recommendation by that committee to the RWSC the recommendation will be set forth on the Assembly Agenda for approval.

Paragraph 4. Convention

The coordinator for conventions convenes the first planning committee meeting for the host Area. The host Area elects the convention officers. In lieu of a host Area, the responsibility shall fall back on the coordinator.

Paragraph 5. AD-HOC or Special Sub-Committees

Ad-hoc or Special Sub-Committees may be formed by the Chairperson, or by motion and approval by the voting members. Special Sub-Committee members shall be appointed by the RWSC Chairperson, unless otherwise specified in the motion to commit.

Purpose

Ad-hoc or Special Sub-Committees are formed to carry out some short term goal as requested by the RWSC. These committees shall present a verbal and written report to the RWSC, upon completion of the goal. The committee dissolves upon request.

Article IX. SPIRITUAL GUIDANCE

The Region shall not make any motion or take any action that conflicts with the Twelve Traditions or Concepts of Service.

Article X. Compliance

The Region shall comply in all actions with the following documents:

- a. The Twelve Traditions.
- b. Nar-Anon's Twelve Concepts of Service.
- c. The guidelines of the Northern California Region.
- d. A current edition of parliamentary procedures.
- e. Past Regional motions.

All new trusted servants at Regional level will get a copy of Items a. through d. above, following notification to the Regional Secretary by the Administrative Committee.

Article XI. AMENDMENT OF GUIDELINES

In order to amend these guidelines, a written motion must be submitted to the Assembly, specifying Article No., Section No., and intent. After this motion has been seconded, it will further be reviewed by an AD-HOC committee. The results of this review and the exact wording of the amendment(s) will be voted on at the next regular Assembly.

Article XII. SPECIAL RULES OF ORDER

1. New Business resulting from a member's report or recommendation is to be taken up in new business.

ACRONYMS

RD	Regional Delegate
RWSA	Regional World Service Assembly
RWSC	Regional World Service Committee
AR	Area Representative
GR	Group Representative
H&I	Hospitals & Institutions
PI	Public Information
WSC	World Service Conference
WSO	World Service Office

GROUP/ALTERNATE GROUP REPRESENTATIVE
REGISTRATION FORM

The Area submits the following name to the Region for acknowledgment as an authorized Group/Alternate Group Representative, until notified otherwise.

CHECK ONE:

GROUP REPRESENTATIVE [] ALTERNATE []

NAME _____

ADDRESS _____

PHONE NUMBER _____

DISTRICT _____

GROUP _____

EMAIL _____

Complete the following if registering a new Group Representative:

PREVIOUS GROUP REPRESENTATIVE

EFFECTIVE DATE

SUBMITTED BY: _____

DATE: _____

GROUP/ALTERNATE GROUP REPRESENTATIVE
SUBSTITUTION FORM

For purposes of group representation at the Assembly, the Area hereby submits the following name(s), acting on behalf of the Group(s) in place of the Group Representative/Alternate Group Representative(s) for the following meetings:

Name _____

Group _____

Name _____

Group _____

Name _____

Group _____

Signed by: _____ Date: _____