

Rock River Area Group Service Policy & Procedure

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.rragsna.org

IV. **STRUCTURE**

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

- A.) RRAGS
 - a. 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
 - b. Subcommittees of RRAGS:
Archives, Digital Information, Functions, Hospitals & Institutions, Literature Review, Outreach, Policy & Procedure, Public Information, RRCNA, Spiritual in Nature
- B.) RRCNA
 - a. Executive Officers of RRCNA:
Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, and Secretary
 - b. Subcommittees of RRCNA
Arts & Graphics, Convention Information, Funding & Entertainment, Hotels & Hospitality, Merchandise, Program, Registration, and Serenity Keepers.
- C.) Spiritual in Nature
 - a. Executive Officers of Spiritual in Nature:
Chairperson, Vice-Chairperson, Secretary
 - b. Subcommittees of Spiritual in Nature:
Food & Beverage, Funding & Merchandise, Logistics, Programming & Entertainment, Public Information & Attraction, Registration, and Serenity Keepers

V. FINANCIAL

- A.) RRAGS has established a \$1000.00 General Working Reserve.
 - a. This reserve will be replenished at the end of each month if funds are available.
- B.) Contracts
 - a. 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.
 - i. RRCNA is exempt from this policy.
- C.) Banking
 - a. RRAGS will maintain one bank account with a Federal ID Number
 - i. RRAGS checking account must require two signatures.
 - ii. The signers of the checking account will be the Facilitator, Co-Facilitator, Secretary, and Regional Committee Member.
 - iii. All checks issued must have a dollar amount applied.
 - b. All financial statements will be sent to the RRAGS P.O. Box.
 - c. RRAGS expenditures will not exceed RRAGS funds.
- D.) Budgets
 - a. 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:
 - i. 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.
 - ii. 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:
 - a. Requesting said funds from the ASC during their report and:
 - b. Turning their request in to the Treasurer.
 - 2. Requests for funds in excess of any given month's budget requires approval from RRAGS.
 - b. The following per diems have been established.
 - i. Regional Committee Member attending RSC: \$30.00
 - ii. Alternate Regional Committee Member attending RSC: \$30.00
 - iii. Trusted Servants attending RSC Subcommittee Meetings: \$30.00
- E.) Funds
 - a. All individuals that handle RRAGS/RRCNA funds must be an NA member and have 2 years of continuous clean time.
 - i. Trusted Servants of RRAGS, Trusted Servants of RRCNA, and Subcommittee Chairperson of RRCNA are exempt from this requirement.
 - b. All persons requesting funds must complete a Funds Request Form and turn it into the Treasurer after funds have been approved during RRAGS meeting.
 - c. All RRAGS Funds spent must be accounting for by receipts or invoice.
 - i. Turn the receipt/invoice in to the Treasurer.
 - 1. Hand-written receipts will only be accepted in situations where actual receipts are not possible.
 - a. Examples include purchases made from vending machines.

- b. Home-printing of minutes, flyers, etc.
 - d. 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.
 - i. 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 7th Tradition collection.
 - e. All donations made to RRAGS are to be given to the Treasurer and a receipt will be written.
 - f. Deposits of funds collected at the RRAGS meeting are to be made within 7 days of the date of the RRAGS meeting.
 - g. Working Reserves
 - i. Subcommittees: \$20.00
 - ii. Secretary: \$30.00
 - iii. Treasurer: \$20.00
 - iv. Regional Committee Member: \$20.00
 - v. Literature Stockpile Person: \$20.00
 - vi. Given in advance and are replenished upon the collection of receipts.
 - vii. Subcommittee working reserves can only be made out to the Chairperson of the subcommittee.
 - viii. Must be signed for, archived by the Treasurer, and returned to RRAGS at the end of the recipient's term in office.
 - h. Access to Funds
 - i. An itemized budget must be presented to RRAGs before funds can be requested and/or used.
 - ii. Must have RRAGS approval to access budgeted funds.
- F.) RRAGS Fund Flow
- a. 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 7th Tradition will be sent as a donation.
- G.) RRAGS Financial Responsibilities
- a. RRAGS will purchase all literature to fill the approved literature stockpiles for the Hospitals & Institutions and Public Information Subcommittees.
 - b. RRAGS will pay for rental of storage locker to store RRAGS property.
 - i. The storage locker can be used by any RRAGS subcommittee.
 - c. RRAGS will purchase Conference Agenda Reports (hereinafter referred to as CAR) (when available).
 - i. 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.
 - ii. One CAR will be purchased for both the Regional Committee Member and the Alternate Regional Committee Member.
 - iii. Five CAR will be purchased for sales purposes.
- H.) Merchandise & Literature
- a. All merchandise needs RRAGS approval before purchase or request for reimbursement, regardless of whether it has been budgeted for or not.
 - i. No credit will be extended with merchandise.
 - b. RRAGS literature stockpile and pricing requires approval.
 - c. Literature Availability

- i. Groups are required to place orders and pay for their literature one month in advance.
- ii. 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.
- iii. 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.
- iv. 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

- a. The Treasurer's Report must include: Bank Statement, Reconciliation Statement, Beginning Balance, Income, Expenses, Ending Balance, and Reserve Totals.
 - i. Copies must be distributed at each RRAGS meeting to all RRAGS Trusted Servants and GSRs.
- b. RRAGS Subcommittees are required to provide financial reports of expenditures and income when applicable.

J.) Financial Audit

- a. RRAGS will conduct a Financial Audit each January.
 - i. The audit will be chaired by the Treasurer.
 - ii. The audit must include all RRAGS transactions.
 - iii. The treasurer must provide copies of the report at the June RRAGS meeting.
 1. This report must be approved.

K.) Property Audit

- a. RRAGS will conduct a Property/Inventory Audit each January.
 - i. The audit will be chaired by the Co-Facilitator.

L.) Spiritual in Nature

- a. Funds raised by the Spiritual in Nature subcommittee serve to compliment, not compose their budget.

VI. PARTICIPATION & VOTING STATUS

A.) Quorum

- a. Quorum is established at the beginning of the RRAGS meeting.
 - i. 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:
 - a. A group asks to be a non-reporting group.
 - b. The group's second consecutive absence.
 - c. A group will be considered active again when they return to the RRAGS meeting.
 - ii. Quorum is required for any motion to be voted on except for the approval of minutes and the treasurer's report.

- iii. In the absence of a quorum, the only business that can take place is financial housekeeping that does not require a vote.

B.) Voting

- a. 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.
 - i. Only GSR's or the GSR-A acting in place of the GSR will have voting privileges, no matter what other positions they hold.
- b. Trusted Servants and Subcommittee Chairpersons do not have voting privileges.
- c. 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.
 - i. The Facilitator can only entertain motions.
- d. 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 C)

B.) Motions

- a. All motions must be presented on a motion form (Addendum B) to the Secretary.
 - i. Motions that originate in a Subcommittee or a Group do not require a second.
 - ii. Trusted Servants and Subcommittee motions are to be presented at the end of their report.
 - iii. 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.
 - iv. 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, Spiritual in Nature Trusted Servant/Subcommittee Chairperson Position, goes back to groups automatically following discussion of the motion.
 - v. 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.
 - vi. 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

- a. A motion is made and seconded (if required) and the intent of the motion is read.
- b. The Facilitator states the motion.
- c. The Facilitator will ask if there are any objections to the motion
 - i. No Objections
 1. If there are no objections to the motion, the facilitator announces that the motion carries by unanimous consent.
 - ii. 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.
- d. 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 Spiritual in Nature are to be elected by the RRAGS committee.
 - a. RRAGS Trusted Servant & Subcommittee Chairpersons
 - i. Elections occur in June.
 - ii. They are held during the Old Business portion of the RRAGS meeting.
 - iii. 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.
 - iv. Term Limits
 1. No individual can hold the same position for 2 consecutive years.
 - v. Vacancies
 1. All vacant positions must be sent to the groups before election of said position.
 - vi. 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.
 - vii. 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 the candidates to state their qualifications in the order of record.
4. Questions
 - a. The Facilitator will open the floor for questions and/or concerns of each candidate.
 - 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.
- b. RRCNA Chairperson, Trusted Servants, and Subcommittee Chairpersons
 - i. Elections occur the month following the closure of the previous RRCNA's financial books.
 - ii. They are held during the Old Business portion of the RRAGS meeting.
 - iii. 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.
 - iv. Election Procedure
 1. Follow the policy for RRAGS Trusted Servant Elections
- c. Spiritual in Nature Chairperson, Trusted Servants, and Subcommittee Chairpersons
 - i. Elections occur in October
 - ii. They are held during the Old Business portion of the RRAGS meeting.

iii. Terms

1. All positions have 12 month terms from October to October.
 - a. All trusted servants will mentor their replacement from October to November
 - b. All elected trusted servants are expected to assist the newly elected member to their position during the month after election and attend the Spiritual in Nature meeting to support the newly elected member for their first meeting in the new position.

iv. 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
 - a. Relapse
 - b. Failure to fulfill requirements and/or carry out duties as prescribed by RRAGS Policy & Procedure
 - c. Misappropriation of working reserves or funds.
- C.) Resignation
 - a. 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)
 - a. The individual must be an NA member.
 - b. The individual must meet continuous clean time requirements as of the date of election.
 - c. The individual must possess a willingness and desire to serve the position.
 - d. The individual must attend RRAGS monthly meetings.
 - e. The individual must possess the time and resources necessary to fulfill the position.
 - f. The individual must have previous service experience.
 - g. 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.
 - h. The individual must securely forward all usernames and passwords relevant to the position to their successor.
 - i. The successor must immediately change the password.
- B.) Common to all Subcommittee Chairpersons.
 - a. The individual must prepare agenda for and preside over Subcommittee meetings.
 - b. The individual must attend and report to RRAGS all ongoing activities of the Subcommittee and submit a written report to RRAGS Secretary.
 - c. The individual must carry the conscience of the Subcommittee to RRAGS and bring the conscience of RRAGS to the Subcommittee.
 - d. The individual must be responsible for archives of the Subcommittee.
 - e. The individual must initiate all necessary correspondence.
 - f. The individual must provide RRAGS with financial information, including a budget, expenditures, income, and receipts.
 - g. The individual must attend as many learning days and workshops as possible.
 - h. The individual must assure the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.

- i. The individual must be able to organize and give the Subcommittee direction and incentive.

C.) Facilitator – 5 years of continuous clean time

- a. Prepare agenda for and preside over RRAGS meetings.
- b. Submit a written report to the Secretary
 - i. Attend and report on any activities that are not reported on by another RRAGS Trusted Servant.
- c. Maintain responsibility for RRAGS committee archives.
- d. Initiate all necessary correspondence.
- e. Co-signer of RRAGS checking account.
- f. Obtain liability insurance for RRAGS functions by May 31st of each year.
 - i. Liability insurance must cover RRCNA and Spiritual in Nature.
- g. Assures that RRAGS Policy & Procedure is upheld and adhered to in all matters.
- h. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors
- i. Capable of conducting the RRAGS meeting with a firm, yet understanding hand.
- j. Maintain key to RRAGS and RRCNA storage locker.
- k. Has a general knowledge of WSC Rules of Order

D.) Co-Facilitator – 5 years of continuous clean time

- a. Coordinates RRAGS Subcommittees.
- b. Submit a written report to the Secretary.
- c. In the absence of the Facilitator, they will perform the duties of the Facilitator.
- d. Co-signer of RRAGS checking account.
- e. Support any Subcommittee that requests it.
- f. Coordinate an Annual RRAGS Inventory/Audit each January.
 - i. This audit will take place in conjunction with the Financial Audit that is conducted by the Treasurer.
- g. Coordinate an Annual RRAGS Learning Day each May.

E.) Treasurer – 5 years of continuous clean time

- a. Maintains accurate records of all RRAGS's money transactions.
- b. Attend and distributes Treasurer Report at the RRAGS meeting.
- c. Ability to balance RRAGS's checkbook accurately.
- d. Ensures that all deposits are made within seven days of the RRAGS meeting.
- e. Chairperson of the annual financial audit.
 - i. This audit will take place in conjunction with the Property/Inventory Audit that is conducted by the Co-Facilitator.
- f. Ability to follow set procedures in recording RRAGS transactions.
- g. To pick up mail and distribute to appropriate Trusted Servants, Groups, and Subcommittees.
- h. 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.

F.) Alternate Treasurer – 2 years of continuous clean time

- a. Assists and learns all Treasurer's activities.
- b. Co-Chairperson of the annual financial audit.
- c. Capable of conducting the Treasurer's duties when necessary.

- G.) Secretary – 2 years of continuous clean time**
- a. Keeps accurate minutes of each RRAGS meeting.
 - b. Attend RRAGS meetings, submits report, and collects all reports.
 - c. Types and distributes minutes to RRAGS Trusted Servants, Subcommittee Chairpersons, GSRs, and any individual who request them.
 - d. Co-signer of RRAGS checking account.
 - e. Maintains RRAGS phone / mailing / e-mail list.
 - f. 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.
 - g. Ability to follow set procedures in recording RRAGS minutes.
- H.) Alternate Secretary – 1 year of continuous clean time**
- a. Assist and learns all Secretary’s activities.
 - b. Capable of conducting the Secretary’s duties when necessary.
- I.) Regional Committee Member – 3 years of continuous clean time**
- a. 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.
 - b. Attend and report to RRAGS all ongoing activities of the RSC and submit a written report to RRAGS Secretary.
 - c. Attend and report to the RSC all ongoing activities of RRAGS and submit a written report to the RSC Secretary.
 - d. Co-signer of RRAGS checking account.
 - e. Initiates all necessary correspondence.
 - f. Assures accountability of funds.
 - g. Plans and presides over the Conference Agenda Report review and conscience collection.
- J.) Alternate Regional Committee Member – 2 years of continuous clean time**
- a. Assists and learns all RCM’s activities.
 - b. Attends RSC meeting.
 - c. Capable of conducting the RCM’s duties when necessary.
- K.) Literature Stockpile Person – 2 years of continuous clean time**
- a. Handles, distributes, and orders all ASC literature needs.
 - b. Attend and reports all literature transactions at the ASC meeting and submits written report to the ASC Secretary.
 - c. Provides the ASC with financial reports of literature sales and purchases.
 - d. Has literature available at ASC meetings from Noon till 1:30 pm.
 - e. 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**
- a. Assists and learns all the Literature Stockpile Person’s activities
 - b. Capable of conducting the Literature Stockpile Person’s duties when necessary.
- M.) Archives Chairperson– 1 year of continuous clean time**
- a. Research, preserve, and maintain an archive of RRAGS Minutes, Newsletters, Literature, and the like.
- N.) Digital Information Chairperson – 1 year of continuous clean time**
- a. Familiarity with or desire to learn website maintenance and construction.
 - b. Access to a computer with internet access.
 - c. Working knowledge of Sections A, B and C of the Handbook for NA Newsletters
 - d. 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.

- e. To assist any Trusted Servant, Subcommittee, or member group in Digital content, updates, and usage.
- O.) Functions Chairperson – 2 years of continuous clean time**
- a. Plan the following RRAGS functions.
 - i. February – Valentine’s Function
 - ii. Summer – RRAGS Picnic
 - iii. October – Halloween Function
 - iv. November – Gratitude Dinner
 - b. Select site, entertainment, and recovery activity for each function.
 - c. Present a budget to RRAGS for each function.
 - d. Present a financial report to RRAGS from each function.
 - e. Hold key to ASC storage locker.
 - f. Adhere to state laws regarding raffles.
- P.) Hospitals & Institutions Chairperson – 2 years of continuous clean time.**
- a. Carry the Narcotics Anonymous message recovery to individuals housed in hospitals, treatment centers, and institutions.
 - b. Maintain contact and coordinate services with all institutions RRAGS currently serves.
- Q.) Literature Review Chairperson – 1 year of continuous clean time**
- a. Coordinate the creation, development, and revision of literature for the Fellowship of Narcotics Anonymous.
- R.) Outreach Chairperson – 1 year of continuous clean time**
- a. 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.
 - b. 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.
 - c. Work with Public Information, Hospitals and Institutions, or any other RRAGS Subcommittee whose responsibilities may overlap with Outreach.
- S.) Policy and Procedure Chairperson – 2 years of continuous clean time**
- a. Review and maintain archives of the RRAGS Policy & Procedure.
 - b. Maintain RRAGS Policy & Procedure as directed by RRAGS member groups.
 - c. Have an updated policy packet printed and available for all RRAGS Trusted Servants and GSR’s at the June RRAGS meeting each year.
 - d. Maintain a list of motions that failed.
- T.) Public Information Chairperson – 2 years of continuous clean time**
- a. Respond to outside requests for information about Narcotics Anonymous and RRAGS.
 - b. Maintain all services for the RRAGS 24-hour helpline.
 - c. Produce, revise, and maintain RRAGS meeting directory/schedule.
- U.) RRCNA Chairperson – 5 years of continuous clean time**
- a. Organize and hold RRAGS annual convention known as RRCNA.
- V.) Spiritual in Nature Chairperson – 2 years of continuous clean time**
- a. Organize and hold RRAGS annual Spiritual Retreat known as Spiritual in Nature.
- W.) Any Ad-Hoc Chairperson – 1 year of continuous clean time**
- a. An Ad Hoc subcommittee is formed by the appointment of an Ad Hoc chairperson by the ASC Facilitator to perform a set of duties.
 - b. An Ad Hoc subcommittee is dissolved by the ASC Facilitator when the purpose of the Ad Hoc subcommittee has been fulfilled.

XI. MEETINGS

- A.) RRAGS will meet on the first Sunday of the month, unless otherwise directed by its member groups.
- a. Cancellation of RRAGS Meeting
 - i. In case of life threatening inclement weather 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. The Facilitator will document which groups were contacted and their vote on cancellation.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - b. RRAGS Subcommittees
 - i. RRAGS subcommittees will meet monthly in order to maintain their function and responsibilities.
 - c. RRAGS Meeting Information
 - i. 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.
 - ii. The Treasurer and Alternate Treasurer will be available from 12:00 pm until the end of the meeting.
 - iii. The Literature Stockpile Person and the Alternate Literature Stockpile Person will be available to take orders from 12:00 pm until 1:30 pm.
 - iv. 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.
 - v. RRAGS meetings are non-smoking.
 - vi. Only service animals are allowed at RRAGS meetings and/or events.

- d. RRCNA Meeting Information
 - i. 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.

XII. 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.
 - a. 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.
 - b. Failure to notify the RRAGS of absences for two consecutive meetings is considered an act of resignation.
- C.) GSRs and/or GSR-A's should attend all RRAGS meetings.

XIII. 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.

XIV. RRAGS MEETING FORMAT

- A.) Opening
 - a. Open the meeting with a moment of silence and the "We" version of the Serenity Prayer.
 - b. Have volunteers read the Twelve Traditions of NA, the Twelve Concepts of NA, the Service Worker's Prayer.
 - c. Ask for any clean time birthdays celebrated since last RRAGS meeting.
 - d. Welcome newcomers to the RRAGS meeting.
 - e. Read Statement of Purpose.
 - f. Take roll call of Trusted Servants and GSRs.
 - g. Confirm location of the next RRAGS
 - h. Recognize new groups
 - i. Explain voting procedures
 - j. Review minutes from last RRAGS meeting (requires RRAGS approval)
- B.) Trusted Servant Reports
 - a. Facilitator
 - b. Co-Facilitator
 - c. Secretary
 - d. Alternate Secretary
 - e. Treasurer
 - f. Alternate Treasurer
 - i. Pass the 7th Tradition basket so individuals can donate to RRAGS.
 - g. Regional Committee Member
 - h. Alternate Regional Committee Member

- i. Literature Stockpile Person
- j. Alternate Literature Stockpile Person
- C.) Subcommittee Reports
 - a. Archives Chairperson
 - b. Digital Information Chairperson
 - c. Functions Chairperson
 - d. Hospitals & Institutions Chairperson
 - e. Literature Review Chairperson
 - f. Outreach Chairperson
 - g. Policy & Procedure Chairperson
 - h. Public Information Chairperson
 - i. RRCNA Chairperson
 - j. Spiritual in Nature Chairperson
- D.) Ten Minute Break
- E.) Open Forum – 15 Minutes
 - a. Conducted by the Co-Facilitator
- F.) Old Business
- G.) New Business
- H.) Group Reports
- I.) Announcements
- J.) Closing
 - a. Gather in a group hug and say the 12th Tradition

XV. MINUTES

- A.) Format
 - a. See Addendum I for approved RRAGS Minutes Format
- B.) Guidelines & Other Information
 - a. The Treasurer's report is distributed at the RRAGS meeting.
 - i. 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.
 - b. 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.
 - c. 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 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 Archives Subcommittee will meet monthly in order to maintain its duties and responsibilities.
 - i. 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 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
 - i. Preserve whatever archival can be obtained.
 1. If possible preserve the physical material and a digital copy.
 2. 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.

- iv. The Chairperson will announce if the motion was approved or rejected.

V. DUTIES & QUALIFICATIONS OF RRAGS ARCHIVES SUBCOMMITTEE TRUSTED SERVANTS

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Member – no continuous clean time requirement
 1. Attend subcommittee meetings and is a voting member.

VI. MEETING FORMAT

- a. Opening

- i. Open the meeting with a moment of silence and the "We" version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
 - b. Trusted Servant Reports
 - i. Chairperson's Report
 - ii. Vice-Chairperson's Report
 - iii. Secretary's Report
 - c. Old Business
 - d. New Business
 - e. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
 - ii. Attendance
 - iii. Time
 - iv. Trusted Servant Reports
 - v. Old Business
 - vi. New Business
 - d. 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.
 - i. 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.rragdna.org)
 - i. Review and update the website as directed by its member groups.
- e. Assist any RRAGS member with website content, updates, and usage.
- f. 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
 - iv. The Chairperson will announce if the motion was approved or rejected.

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

- i. 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.
- ii. Chairperson – 2 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.
- iii. 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.
- iv. 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.
- v. 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.
 - i. Carry the message of recovery.
 - ii. Facilitate communication between groups, subcommittees, and RRAGS as a whole.
 - iii. Encourage member participation while preserving anonymity.
- b. Content
 - i. Meeting List
 1. Updated after every RRAGS meeting.
 2. Include maps to every member group meeting location.
 3. RRAGS Meeting rotation.
 - ii. Function List
 1. Updated after every RRAGS meeting.
 2. Includes RRAGS Functions, Group Functions, Links to Regional Functions.
 - iii. Email Accounts
 1. E-mail information will be posted for all RRAGS Trusted Servants, Subcommittee Chairpersons.
 2. E-mail accounts and passwords will be created and maintained in such a manner as to preserve anonymity.
 - iv. Literature Stockpile order forms
 1. Form will be created and maintained for literature orders in advance through the website.
 2. Links will be made to WSO for information regarding literature not carried by RRAGS.
 - v. RRAGS Minutes
 1. Minutes can be posted to the website pre-approval (labeled as such) for download prior to RRAGS monthly meeting.
 2. If approved (labeled as such) they can be posted for 1 year as a central digital archive.
 - vi. Policy and Procedure.
 1. An updated copy of RRAGS Policy & Procedure to be available in .pdf format for download from the website.
 2. Links to WSC rules of order on NA.org
 - vii. Literature Review Subcommittee
 1. Links to the CAR
 2. Updates on current material being reviewed by subcommittee.
 - viii. Hospitals & Institutions
 1. H&I Guidelines
 2. Requirements to serve H&I
 3. Listing of current H&I commitments (not to include names of panel members)
 - ix. RRCNA
 1. Schedule of RRCNA meetings.

2. Schedule of RRCNA functions.
3. Contact information for registration submission.
4. Contact information for speaker tape/cd submission.
5. Posting of RRCNA minutes.
6. Forms for submission of artwork and themes for upcoming conventions.
- x. Spiritual in Nature
 1. Schedule of Retreat meetings.
 2. Contact information for registrations submission.
 3. Registration flyer.
- xi. Links
 1. Links to Region, World, Other ASCs.
 2. Helpline info.
- xii. Future Content to be decided by ASC

VII. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Old Business
- d. New Business
- e. Hospitals & Institutions Subcommittee Contact
- f. Closing
 - i. Gather in a circle and say the 12th Tradition.

VIII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- e. 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.
 - i. These meetings must be announced at the monthly RRAGS meeting.
- b. 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
 - i. Select sites, entertainment, and recovery activity for each function.
 - ii. Present a budget for each function
 - iii. Decorate, clean up, collect money, refreshment sales
 1. One-year continuous clean time required to collect money at any RRAGS function.
 - iv. Present a financial report to RRAGS for each function which includes expenditures, income, and receipts on the RRAGS Function Expense/Income Form. (Addendum A)
 - v. Report to RRAGS all actions and needs of this subcommittee on a timely basis.
 - vi. Negotiate more favorable rates at venues by committing to multiple dates.
 - vii. \$5 is the maximum admission fee for any RRAGS function.
 1. No addict will be turned away because of inability to pay.
 2. The committee may accept one NA auction item in lieu of admission.
 - viii. Any prepaid registration or admission is non-refundable.
 1. The only exception is when a scheduled function is cancelled.
- c. To plan and host RRAGS annual functions
 - i. February – Valentine's Function
 - ii. Summer – RRAGS Picnic
 - iii. October – Halloween Function
 - iv. November – Gratitude Dinner
- d. Member/Guest Responsibility Statement
 - i. Each function must display a responsibility statement poster.
 1. "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. "

- ii. 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
 - i. The word “fundraiser” cannot be used on any function flyer.
 - ii. 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 - 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 - 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 - 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
 - iv. The Chairperson will announce if the motion was approved or rejected.

VI. DUTIES & QUALIFICATIONS OF RRAGS FUNCTIONS SUBCOMMITTEE TRUSTED SERVANTS

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Member – no continuous clean time requirement
 1. Attend subcommittee meetings and is a voting member.

VII. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Old Business
- d. New Business

- e. Closing
 - i. Gather in a circle and say the 12th Tradition.

VIII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- f. 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.
 - i. 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.
- 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 Information 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.

- iv. The Chairperson will announce if the motion was approved or rejected.

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

- i. 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.
 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson's Report
 - ii. Vice-Chairperson's Report
 - iii. Secretary's Report
 - iv. Panel Coordinator's Report(s)
- c. Old Business
- d. New Business
- e. Public Information Subcommittee contact
- f. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- g. Next Meeting Location

VIII. LITERATURE STOCKPILE

- a. The Hospitals & Institutions Subcommittee should maintain a literature stockpile of the following items
 - i. Books & Booklets
 1. 10 copies of The Basic Text – Softcover

2. 10 copies of It Works: How & Why – Softcover
3. 200 copies of the “White Book” – No Staples
4. 20 copies of “Behind the Walls”
- ii. Informational Pamphlets
 1. 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”
- iii. Paper Key tags
 1. 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)
 - i. “Who Is an Addict?”
 - ii. “What Is The NA Program?”
 - iii. “Why Are We Here?”
 - iv. “How It Works”
 - v. “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.

Literature Review Subcommittee Policy & Procedure

I. PURPOSE

- a. The purpose of the RRAGS Literature Review Subcommittee is to coordinate the creation, development, and revision of literature for the Fellowship of Narcotics Anonymous.

II. MEETINGS

- a. The RRAGS Literature Review Subcommittee will meet monthly in order to maintain its duties and responsibilities.
 - i. 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 LITERATURE REVIEW 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 work on literature, based on Fellowship input, prior to presentation for World Service Conference (WSC) approval.
- d. Report to RRAGS all actions and needs of this subcommittee on a timely basis.

IV. MOTIONS AND VOTING PROCEDURES

- a. Motions can only be made and seconded by active voting members of this subcommittee.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
 - iv. The Chairperson will announce if the motion was approved or rejected.

V. DUTIES & QUALIFICATIONS OF RRAGS LITERATURE REVIEW SUBCOMMITTEE TRUSTED SERVANTS

- i. Common to all Literature Review 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.
- ii. Chairperson – 1 year of continuous clean time/elected by RRAGS
 1. To prepare agenda for and preside over the Literature Review 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.
 - iii. 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.
 - iv. 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.
 - v. Member – no continuous clean time requirement
 1. Attend subcommittee meetings and is a voting member.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports

- i. Chairperson's Report
 - ii. Vice-Chairperson's Report
 - iii. Secretary's Report
- c. Old Business
- d. New Business
- e. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- h. Next Meeting Location

Outreach Subcommittee Policy & Procedure

I. PURPOSE

- a. 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.
 - i. 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
 - i. Maintain contact with groups not attending RRAGS monthly meeting.
 - ii. 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.
 - i. Public Information
 - ii. Hospitals & Institutions

IV. MOTIONS AND VOTING PROCEDURES

- a. Motions can only be made and seconded by active voting members of this subcommittee.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections

- a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
- iv. The Chairperson will announce if the motion was approved or rejected.

V. DUTIES & QUALIFICATIONS OF RRAGS OUTREACH SUBCOMMITTEE TRUSTED SERVANTS

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. Member – no continuous clean time requirement
 - 1. Attend subcommittee meetings and is a voting member.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Old Business
- d. New Business
- e. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- i. Next Meeting Location

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.
 - i. 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.
 - i. 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. Present an updated policy packet at the June RRAGS meeting.
 - i. 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections

- a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
- iv. The Chairperson will announce if the motion was approved or rejected.

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

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Member – no continuous clean time requirement
 1. Attend subcommittee meetings and is a voting member.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Old Business
- d. New Business
- e. Hospitals & Institutions Subcommittee Contact
- f. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- j. Next Meeting Location

Public Information Subcommittee Policy & Procedure

I. PURPOSE

- a. The purpose of the RRAGS Public Information 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 Information Subcommittee will meet monthly in order to maintain its duties and responsibilities.
 - i. 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 PUBLIC 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. 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
- 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
 - i. The Public Information Subcommittee should strive to open and maintain lines of communication between the following entities.
 1. Narcotics Anonymous and the general public.
 2. This subcommittee and RRAGS.
 3. This subcommittee and its regional counterpart.
 4. This subcommittee and the World Service Office (WSO).
 - ii. Respond to all requests for information in a timely and effective manner.
 1. Ensure that those requests are handled at the appropriate level of service.
 - iii. Refer any public information 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
 - i. To be responsible for and maintain communications with our helpline answering service.
 1. 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.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 - 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 - 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 - 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
 - iv. The Chairperson will announce if the motion was approved or rejected.

V. DUTIES & QUALIFICATIONS OF RRAGS PUBLIC INFORMATION SUBCOMMITTEE TRUSTED SERVANTS

- i. Common to all Public 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.
- ii. Chairperson – 1 year of continuous clean time/elected by RRAGS
 - 1. To prepare agenda for and preside over the Public 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. 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.
- iii. 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.
- iv. 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.
- v. Member – no continuous clean time requirement
 1. Attend subcommittee meetings and is a voting member.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Old Business
- d. New Business
- e. Hospitals & Institutions Subcommittee Contact
- f. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- k. Next Meeting Location

VIII. LITERATURE STOCKPILE

- a. The Public Information Subcommittee should maintain a literature stockpile of the following items
 - i. Books & Booklets
 1. 7 copies of The Basic Text
 - a. 5 in English – 4 Hardcover, 1 Softcover
 - b. 2 in Spanish – 1 Hardcover, 1 Softcover
 2. 2 copies of It Works: How & Why
 - a. 1 in English Hardcover
 - b. 1 in Spanish Hardcover
 3. 2 copies of Just for Today
 - a. 1 in English
 - b. 1 in Spanish
 4. 75 copies of the “White Book”
 - a. 65 in English
 - b. 10 in Spanish
 - ii. 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 #1)
 4. 50 copies of “Welcome to NA” (IP #22)
 5. 100 copies of “Am I an Addict?” (IP #7)
 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 #3)
 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 Information Subcommittee.
- b. The Helpline List should be updated quarterly.
- c. The requirements for serving are:
 - i. You must be a member of Narcotics Anonymous.
 - ii. You must have one year of continuous clean time.
 - iii. You must have resources and willingness to serve.
 - iv. You must read and understand our Phone Line Response Information Package.
 - v. If a member relapses, their name is taken off the list.
 - vi. If a member refuses to take a call, their name is taken off the list.
 - vii. If a member changes their contact time or phone number, it is their responsibility to contact member of the Public Information 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.
 - i. 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.
 - i. 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.
 - i. Select site (within boundary of RRAGS) and date of the following year's annual convention.
 1. Multi-year contracts require approval from RRAGS.
 - ii. Select site, entertainment, and recovery activity for functions.
 - iii. Host workshops during the convention on specific NA recovery topics.
 1. Must have one year of continuous clean time to chair/share.
 - iv. Host marathon meetings during the convention.
 1. Must have 90 days of continuous clean time to chair.
 - v. Select Speakers to share at convention.
 1. Must have 5 years of continuous clean time to be selected as a speaker.
 2. Prepare speaker meeting format.
 3. Find individual speakers for Friday night, Saturday afternoon, Saturday night, and Sunday morning
 4. Provide a complete convention package (registration, travel, room, and meals) to the Friday night, Saturday night, and Sunday morning speakers.
 5. Provide a registration package for the Saturday afternoon speaker.
 - vi. Create a format and plan a State and Clean-Time Countdown to precede the Saturday night speaker.
 1. There will be no recognition of individual clean-time during speaker meetings.
 - vii. Plan a Saturday Banquet.
 1. If financially feasible/based on hotel/convention center amenities, plan a Sunday brunch.
 - viii. Plan and have an NA Auction on Saturday evening following the speaker meeting.
 - ix. Donate an NA gift at each banquet table on Saturday evening.
 - x. Plan and provide entertainment events for Friday and Saturday nights following the speaker meetings.
 - xi. Provide newcomer packets at RRCNA to members who meet the following requirements
 1. Less than 6-months clean and the inability to pay.

- xii. Obtain a storage locker to keep all RRCNA supplies and merchandise.

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, and Secretary.
- 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. All merchandise needs RRCNA approval.
 - i. No credit extended with merchandise.
- j. RRCNA Subcommittees provide financial budgets, with reports of expenditures and income when applicable.
- k. 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.
- l. RRCNA will present a final financial report to RRAGS which includes all Convention Committee transactions. This report needs ASC approval.
- m. Prudent Reserve/Seed Money
 - i. \$7500.00 plus any newcomer donations and pre-registration funds are to be retained as seed money for the upcoming convention.
- n. RRCNA will make a donation of all excess funds to RRAGS upon closure of the financial books.
 - i. This donation is to be distributed in the form of 12 equal monthly checks to RRAGS.
- o. RRCNA will fund the printing of the Convention Edition of RRAGS meeting schedule.
- p. Any merchandise donated by a vendor is to be archived or sold by RRCNA
- q. 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.
- r. All logos made from RRCNA belong to RRAGS and can only be distributed or sold at RRCNA functions.
- s. Payment for storage locker holding RRCNA merchandise and supplies will be paid from RRCNA funds.

V. MOTIONS AND VOTING PROCEDURES

- a. Motions can only be made and seconded by active voting members of this subcommittee.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.

1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.
 - iv. The Chairperson will announce if the motion was approved or rejected.

VI. DUTIES & QUALIFICATIONS OF RRAGS RRCNA COMMITTEE TRUSTED SERVANTS

- i. 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.
 6. Have worked all 12 steps of Narcotics Anonymous with an NA Sponsor.
- ii. 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.
- iii. 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.
 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 RRCNA storage locker.
 12. Capable of conducting RRCNA meeting with a firm, yet understanding hand.
 13. General knowledge of WSC Rules of Order.
- iv. 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.
 - v. 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.
 - vi. 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.
 - vii. 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.
- viii. 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.
 4. Responsible to send out confirmations for pre-registrations.
 5. Make registration available at all Convention functions.
- ix. 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.
- x. Arts and Graphics / Two years of continuous clean time/elected by RRAGS
1. Responsible for artwork for Convention activities and products.
 2. Designs and produces all posters, flyers, tickets, and banner for the Convention.
- xi. 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.
- xii. 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.
- xiii. 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.
 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 (one year 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)
- xiv. 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)
- xv. 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 Information Subcommittee on requests outside the Fellowship and phone line services and with RRAGS Digital Information Subcommittee for posting and online registration.

VII. MEETING FORMAT

- a. Opening
 - i. Open with a moment of silence followed by the "WE" version of the Serenity Prayer.
 - ii. Have volunteers to read the Twelve Traditions of NA, the 12 Concepts for NA Service, the Service Prayer.
 - iii. Take roll call of Officers and Subcommittee Chairs.
 - iv. Explain voting procedures.
 - v. Welcome newcomers.
 - vi. Review minutes from last Committee meeting (requires Committee approval).
- b. RRCNA Officer's Reports
 - i. Chairperson's Report
 - ii. Vice-Chairperson's Report
 - iii. Secretary's Report
 - iv. Treasurer's Report
 1. Requires Committee approval
 2. Take Seventh Tradition

- v. Vice-Treasurer's Report
- c. Subcommittee Reports
 - i. Registration Report
 - ii. Merchandise Report
 - iii. Hotel and Hospitality Report.
 - iv. Art and Graphic Report.
 - v. Funding and Entertainment Report.
 - vi. Program Report.
 - vii. Serenity Keepers Report.
 - viii. Convention Information Report.
- 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

Spiritual in Nature Subcommittee Policy & Procedure

I. PURPOSE

- a. The purpose of the RRAGS Spiritual in Nature Subcommittee is to organize and hold RRAGS annual Spiritual Retreat known as Spiritual in Nature.

II. MEETINGS

- a. The RRAGS Spiritual in Nature Subcommittee will meet monthly in order to maintain its duties and responsibilities.
 - i. 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 SPIRITUAL IN NATURE 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 annual Spiritual Retreat as directed by its member groups.
 - i. Select the date, site, entertainment, and recovery activity.
 - ii. Decorate, collect money, sell refreshments, and cleaning for the Spiritual Retreat
 1. One year of continuous clean time required to collect money.
 - iii. Present a budget for the Spiritual Retreat
 1. Present a financial report to RRAGS that includes income/expenses and receipts on the Spiritual in Nature Income/Expense Form.

IV. MOTIONS AND VOTING PROCEDURES

- a. Motions can only be made and seconded by active voting members of this subcommittee.
 - i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.
 - ii. 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.
 - i. Motions require a majority voting YES to be carried.
 1. All policy motions require a supermajority (2/3s) voting YES to be carried.
 - a. Carried policy motions must be forwarded to RRAGS for final approval.
- c. Debate & Voting Procedure
 - i. A motion is made and seconded and the intent of the motion is read.
 - ii. The Chairperson states the motion.
 - iii. The Chairperson will ask if there are any objections to the motion
 1. No Objections
 - a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.
 2. Objections
 - a. 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.
 - i. When debate has ended, the Chairperson will call the motion to a vote.

- iv. The Chairperson will announce if the motion was approved or rejected.

V. DUTIES & QUALIFICATIONS OF RRAGS SPIRITUAL IN NATURE SUBCOMMITTEE TRUSTED SERVANTS

- i. Common to all Spiritual in Nature 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.
- ii. Common to All Spiritual in Nature Subcommittee Chairpersons
 1. Meet the continuous clean time requirement as of the date of election.
 2. To prepare agenda for and preside over Subcommittee meetings.
 3. Attend and report to the Spiritual in Nature Subcommittee all ongoing activities of the Subcommittee and submit a written report to the Spiritual in Nature Secretary.
 4. Carry the conscience of the Subcommittee to the Spiritual in Nature Committee and bring the conscience of the Spiritual in Nature Committee to the Subcommittee.
 5. Responsible for archives.
 6. Initiates all necessary correspondence.
 7. Develop and present budget to the Spiritual in Nature Committee.
 8. Provides the Spiritual in Nature Committee with financial reports including expenditures, income, and receipts.
 9. Attend as many learning days and workshops as possible.
 10. Assure traditions are upheld in all endeavors.
 11. Organize and give the Subcommittee direction and incentive.
 12. Elect a Subcommittee Vice-Chairperson – to be elected by the specific Subcommittee after the election of a Chairperson / One-year of continuous clean time.
 13. Elect a Subcommittee Secretary - to be elected by the specific Subcommittee after the election of a Chairperson / Six months of continuous clean time.
- iii. Chairperson – 2 years of continuous clean time/elected by RRAGS
 1. To prepare agenda for and preside over the Spiritual in Nature 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 Spiritual in Nature

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.
- iv. Vice-Chairperson – 1 year of continuous clean time/elected by RRAGS
 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.
- v. Secretary – 6 months of continuous clean time/elected by RRAGS
 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.
- vi. Attraction/Information Chairperson – 6 months of continuous clean time/elected by RRAGS
 1. Promote Spiritual in Nature within RRAGS and the Chicagoland Region.
 - a. Design, print, and distribute flyers.
 2. Work with the Hospitals & Institutions Subcommittee to contact facilities in the RRAGS area.
 3. Work with the Digital Information Subcommittee to have a digital presence on the RRAGS website.
- vii. Food & Beverage/Hospitality Chairperson - 1 year of continuous clean time/elected by RRAGS
 1. Plan group meal menu
 2. Ensure that food and beverage needs are met.
 - a. Maintain an inventory of Pop, Water, & Coffee.
 - b. Ensure that main speakers/workshop speakers have water.
- viii. Logistics – 90 days of continuous clean time/elected by RRAGS
 1. Clean up after meals/large group gatherings.
 2. Assist the other subcommittees with any requests.
- ix. Merchandise/Funding Chairperson – 2 years of continuous clean time/elected by RRAGS
 1. Plan all Spiritual in Nature functions to generate funds for Spiritual in Nature expenditures.
 - a. Funds raised through these functions will supplement this Spiritual in Nature budget provided by RRAGS.
 2. Create merchandise to sell at the retreat.
- x. Programming/Entertainment Chairperson – 1 year of continuous clean time/elected by RRAGS
 1. Select Main Speakers
 2. Select Entertainment
 3. Select Workshop Topics
 - a. Select Workshop Speakers
 4. Select Meditation Leaders

5. Create a program of events.
- xi. Registration Chairperson – 2 years of continuous clean time/elected by RRAGS
 1. Create registration package.
 - a. The package should have a RRAGS meeting directory and the Spiritual in Nature program amongst other items.
 2. Make registration available at all Spiritual in Nature functions.
 3. Assist with the check-in process.
 - a. Collect registration money from members.
 - i. One year of continuous clean time required.
 - b. Coordinate with the venue for sleeping arrangements.
- xii. Serenity Keepers
 1. Responsible for security and communication within the venue during Spiritual in Nature and all Spiritual in Nature functions prior to the retreat.
 2. Select individuals who are willing to volunteer.

VI. MEETING FORMAT

- a. Opening
 - i. Open the meeting with a moment of silence and the “We” version of the Serenity Prayer.
 - ii. Welcome newcomers
 - iii. Explain voting procedures
 - iv. Review the minutes from the previous meeting
- b. Trusted Servant Reports
 - i. Chairperson’s Report
 - ii. Vice-Chairperson’s Report
 - iii. Secretary’s Report
- c. Subcommittee Reports
 - i. Attraction/Information
 - ii. Food & Beverage/Hospitality
 - iii. Logistics
 - iv. Merchandise/Funding
 - v. Programming/Entertainment
 - vi. Registration
 - vii. Serenity Keepers
- d. Old Business
- e. New Business
- f. Closing
 - i. Gather in a circle and say the 12th Tradition.

VII. MINUTES FORMAT

- i. Date, Hosting Group, Location
- ii. Attendance
- iii. Time
- iv. Trusted Servant Reports
- v. Old Business
- vi. New Business
- I. Next Meeting Location

Addendum A

RRAGS Yearly Budget

Addendum B

RRAGS MOTION FORM

Motion Information

Name:

Position:

Comes from? Individual

Group Subcommittee

State the motion:

- Requires
- Affects Policy

Intent:

- Passed Failed
- Back to Groups Postponed

Results:

Please submit this form to the Secretary

Addendum C

RRAGS SUBCOMMITTEE REPORT FORM

Subcommittee Name:

Chairperson: Vice-Chairperson:

Phone: Phone:

E-Mail: E-Mail:

Report:

Goals:

Problems/Issues/Concerns?

Next Meeting?

Please submit this form to the Secretary

Addendum H

RRAGS FUNDS REQUEST FORM

Trusted Servant or Subcommittee Name:

Name: Funds Requested:

Phone: Date of Event:

E-Mail: Budget:

Proposal for Use of Funds:

Specific Expenditures:

Miscellaneous Information

Please submit this form to the Treasurer
Attach all receipts/contracts/proposals to this form.
ALL MERCHANDISE or CONTRACTS require RRAGS approval before funds can be requested.

Addendum I

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.

Literature Review Chair: (name) report goes here.

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

Public Information 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.

Spiritual Retreat 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 J

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 Information 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 J (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 you 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.”