



Narcotics Anonymous®

**GREATER PHILADELPHIA REGIONAL
SERVICE COMMITTEE**

Policy Guidelines

Revised October 2015

GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE POLICY GUIDELINES

Table of Contents

ARTICLE I

PURPOSE.....	1
PARTICIPANTS AND TERMS	2
QUALIFICATIONS AND DUTIES.....	3
A. Regional Committee Member (RCM).....	3
B. Chairperson.....	3
C. Co-Chairperson.....	4
D. Secretary.....	4
E. Treasurer	5
F. Regional Delegate (RD) and RD Alternate.....	6
THE REGIONAL MEETING	7
A. Date, time, location and quorum	7
B. Meeting format and the agenda	8
MOTION/PROPOSALS, DISCUSSION, & VOTING.....	9
A. MOTION/PROPOSALS.....	9
B. DISCUSSION.....	10
C. VOTING	11
RULES OF PROCEDURE	12
NOMINATIONS AND ELECTIONS	14
A. NOMINATIONS.....	14
B. ELECTIONS.....	15
INFORMATIONAL MEETING	15
EMERGENCY MEEETING	16
CONDUCT OF TRUSTED SERVANTS	16
COMPREHENSIVE THEFT POLICY	17
REMOVAL FROM OFFICE	18

Table of Contents (continued)

SUB-COMMITTEES.....	19
A. DEFINITION.....	19
B. PURPOSE.....	19
C. FUNCTIONS.....	19
D. DUTIES OF THE SUB-COMMITTEE CHAIRPERSON.....	20
E. QUALIFICATIONS OF A SUB-COMMITTEE CHAIRPERSON.....	20
F. REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:	20
G. FORMING OR REACTIVATING A STANDING SUB-COMMITTEE.....	21
H. ELIMINATING A SUB-COMMITTEE.....	21
I. WORK GROUPS.....	21
J. DESCRIPTIONS, PURPOSES, FUNCTIONS & DUTIES	22
1. ADMINISTRATIVE COMMITTEE	22
2. HOSPITALS AND INSTITUTIONS (H&I).....	22
3. POLICY COMMITTEE	23
4. PUBLIC RELATIONS (PR)	23
5. WEBSITE COMMITTEE	24
6. UNITY COMMITTEE.....	30
7. NEWSLETTER COMMITTEE (CLEAN SHEET).....	30
8. LITERATURE REVIEW COMMITTEE	30
9. PHONELINE COMMITTEE.....	31
10. MEETING LIST COMMITTEE	31
11. CONVENTION (GPRCNA)	32
12. JOINT ADMINISTRATIVE COMMITTEE (JAC).....	33
GREATER PHILADELPHIA REGIONAL SERVICES, INC (GPRS, INC).....	34
GRIEVANCE PROCEDURES.....	38

ARTICLE I PURPOSE

- a. The primary purpose of the Greater Philadelphia Regional Service Committee (GPRSC) is to unify the Areas within the region and help carry the message to the addict who still suffers.
- b. The GPRSC provides a meeting place for all the Regional Committee Members (RCM's) within the region to express their collective group consciences.
- c. The GPRSC meeting is the center of communications to share information and ideas between each area and other regions. It is the intermediate position linking our area services with the worldwide services of NA
- d. The GPRSC provides and promotes more active service committees to fulfill the common needs of the areas they serve and the communities they service.
- e. The GPRSC participates in the continuation and growth of NA by initiating and contributing to the worldwide services of NA each year. The GPRSC will send the Regional Delegate (RD) and RD-ALT to the biennial WSC meeting and other World Services and NAWS, Inc functions, when funding is available. The GPRSC will also participate in World Service by involving itself in literature review and development and all other World Service projects requiring fellowship wide input and support.
- f. The GPRSC is a service committee created by the Areas within. The elected officers are but trusted servants to the areas a loving and caring Higher Power has the ultimate authority to guide all the regional meetings. The Twelve Traditions, Twelve Concepts and Guide to Local Service are the foundation by which the region operates.
- g. The GPRSC is responsible for bringing together all members within the region to promote unity and harmony by celebrating our mutual recovery in NA. At least once each year, the region will accomplish this goal by holding activities such as conferences, conventions, campouts, unity days, etc. The planning and implementation of these events is left to a regional sub-committee specifically established to carry out this purpose.

ARTICLE II PARTICIPANTS AND TERMS

- A. The participants of the Greater Philadelphia Regional Service meeting are:
1. Regional Committee Members (RCM's) and RCM-ALT's from the Area Service Committee that they serve.
 2. The GPRSC Administrative Committee which is composed of the following:
 - a. Chairperson
 - b. Co-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Regional Delegate (RD)
 - f. RD Alternate
 - g. Policy Chairperson
 - h. GPRS, Inc. Chairperson
 - i. GPRCNA Chairperson
 3. GRPSC Sub-Committees which are, but not limited to the following:
 - a. Hospitals & Institutions (H&I)
 - b. Public Relations (PR)
 - c. Website Committee
 - d. Policy
 - e. Literature Review
 - f. Convention (GPRCNA)
 - g. Meeting List
 - h. Unity
 - i. Hotline
 - j. Cleansheet Newsletter
 - k. Work Groups
 - l. Others and miscellaneous
 - i. Greater Philadelphia Regional Services, Inc. (GPRS, Inc) Advisory Committee members.
 - ii. Members of the NA Fellowship as a whole.
 - m. The terms of service for the regional officers are as follows:
 - i. The GPRSC Administrative committee, Sub-Committees chairpersons and the GPRS, Inc. Advisory Committee will serve a two (2) year term.
 - ii. The Co-Chairperson and the RD-ALT will serve a two (2) year term then will receive a vote-of-confidence from the RCM's to fulfill the two (2) year term of the Chair and RD respectively.
 - iii. Absolutely no regional member may serve more than two (2) consecutive terms of office.
 - iv. No regional member may serve in more than one (1) position concurrently except, at the will of the RCMs, in a temporary acting capacity. The position being temporarily filled shall remain open to the fellowship until a member is elected to fill the remainder of the term.

ARTICLE III QUALIFICATIONS AND DUTIES

A. Regional Committee Member (RCM)

1. An RCM is qualified by the area that they serve.
2. When an RCM or RCM-ALT cannot attend the regional meeting, a proxy RCM will be allowed to participate providing that they have their area's vote of confidence in writing.
3. It is important that the RCM and RCM-ALT attend all regional meetings. They are the communication link between the region and the Group Service Representative (GSR) at the area.
4. The RCM should prepare a written report turned in to the regional secretary. Reports generally include the following:
 - a. Attendance
 - b. Meeting Status
 - c. Growth
 - d. Needs
 - e. Upcoming Events
 - f. New Area Officers
 - g. Contact Numbers
 - h. Motions from the Area
 - i. Other Issues of Importance
5. The acting RCM's are the only voting member at the regional meetings.
6. The acting RCM's shall serve as the voting members of the GPRS, Inc. Board of Directors. (To Be Determined as Per Regional Service Committee)
7. RCM's shall have a suggested minimum clean time of three years and shall be free of theft related felony convictions for the past five years.

B. Chairperson

1. The qualifications of the Regional Chairperson includes a suggested minimum of five (5) years continuous clean time, prior NA service experience on the group and area levels, time and resources to fulfill the commitment, and a sound understanding of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of NA and the Guide to Local Service.
2. Duties of the Chairperson include the following:
 - a. Conducting the regional meetings in an orderly manner with a firm yet loving hand.
 - b. Keeping the meeting focused on one issue at a time.
 - c. Arranging an agenda to follow at the regional meeting.

- d. Handling correspondence within the region, with other regions, and the world services of NA
- e. Maintains the regional archives and files.
- f. Provides information and experience to the region as a whole.
- g. Being a co-signer on the RSC and GPRS, Inc bank accounts.
- h. Remain objective during the regional meeting. (No opinions)
- i. Voting in the case of a tie: for, against or abstain.
- j. Serves on the GPRS, Inc. Advisory Committee

C. Co-Chairperson

1. The qualifications of the Regional Co-Chairperson include a suggested minimum of four (4) years of continuous clean time, and virtually all the same qualifications as the Chairperson.
2. Duties of the Co-Chairperson include the following:
 - a. Overseeing and coordinating the regional sub-committees.
 - b. Chairs the Joint Administrative Committee (JAC) meetings.
 - c. Chairs the regional meeting in the absence of the Chairperson.
 - d. Being a co-signer on the RSC bank account.
 - e. Handling correspondence in the absence of the Chairperson.
 - f. Making proposals concerning the JAC or the region.
 - g. When acting as Chairperson, votes to break a tie.

D. Secretary

1. The qualifications of the Regional Secretary include a suggested minimum of two (2) years of continuous clean time, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services, prior NA service experience on the group and area levels, time and resources to fulfill the commitment faithfully, and general office and clerical skills.
2. Duties of the Secretary include the following:
 - a. Keeps accurate minutes of each regional meeting. . Minutes shall include an updated schedule of meetings for the next regional weekend; an agenda for the next RSC meeting; all area, subcommittee and trusted servant reports; old business, new business and disbursements; monthly line item financials from the RSC, GPRS, Inc, GPRCNA, and subcommittees; bank statements excluding account information (i.e. account and routing numbers and any information allowing unauthorized person to access the accounts); **a Regional Calendar of Events, NA related announcements; other items deemed important by a majority of the RCM's.**
 - b. Makes an audio recording of all RSC, Administrative, and JAC meetings and files tapes in the archives.
 - c. Distributing of the minutes to all regional officers, sub-committee chairs, RCM's, RCM-ALT's, and ASC chairpersons.
 - d. The minutes will be sent out within (15) days of the region.

- e. Skills should include an understanding of what is and what isn't important to include into the minutes. The Secretary should review the minutes with the Chairperson prior to making the distribution.
- f. If no written report is turned into the Secretary this does not allow the Secretary to report nothing in the minutes.
- g. The Secretary will record each verbal report to the best of their ability and make a note in the minutes regarding that there was no written report turned in.
- h. All reports will be entered "VERBATIM" to the minutes.
- i. Handles correspondence if the Chairperson or Co-Chairperson cannot.
- j. Will keep an updated list of all RSC members including their addresses phone numbers and date first served.
- k. Keeps an orderly file of all RSC minutes.

E. Treasurer

1. The qualifications of the Regional Treasurer includes a suggested minimum of five (5) years of continuous clean time, prior NA service experience on the group and area levels, time and resources to fulfill the commitment faithfully, a good track record of responsibility to service commitments, working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts, the Guide to Local Services, and a steady source of income.
2. Duties of the Treasurer include the following:
 - a. Collecting, disbursing and keeping accurate records of all regional funding transactions.
 - b. Have available a general ledger and banking statements in their possession at all regional meetings.
 - c. Being a co-signer on the RSC and GPRS, Inc bank accounts.
 - d. In order to withdraw any funds two (2) out of three (3) co-signers are required on all checks.
 - e. All monies leaving the RSC bank account will transact at the regional meetings with the RCM's in attendance and approval. Under special circumstances checks may only be disbursed outside the regional meeting if a "phone vote" has been established and a majority of the RCMs are in approval.
 - f. The Treasurer shall work with JAC and the Treasurers of the GPRS, Inc and the GPRCNA to produce annual unified budgets for the RCM's approval. The budget shall include:
 - i. Line itemized projected income from all sources (i.e. RSC, GPRCNA, GPRS, Inc and Subcommittees).
 - ii. Line itemized projected expenses from all sources.
 - iii. Prudent Reserve funding and needs.
 - iv. Additional fund flow activities if any.
 - v. Comparison with actual revenue statement from the previous year.
 - g. The RSC Treasurer shall also serve as the Co-Treasurer or the GPRS, Inc.

3. The Treasurer should prepare a written report turned in to the Regional Secretary generally including the following:
 - a. Donations to the region
 - b. Expenditures
 - c. WSC contributions
 - d. Starting and ending balances
 - e. Outstanding transactions
4. The Treasurer must be presented a receipt for any expenses that need to be reimbursed.
5. The Treasurer may fund the following expenses without Group Conscience or procedural vote of the RSC, each item and subject will be listed in the Treasurer's report:
 - a. Copying, postage and mailing expenses of RSC minutes.
 - b. Rent for regularly scheduled RSC and sub-committee meetings.
 - c. Any sub-committee needs under \$50.00 per month.
 - d. Special Worker.
 - e. Disbursements from approved budgetary items prioritized by the JAC, if funds allow.

F. Regional Delegate (RD) and RD Alternate

1. The qualifications of the RD and RD-ALT includes a suggested minimum of five (5) years of continuous clean time, prior NA service experience on the group, area and regional levels, time and resources to fulfill the commitment, a solid foundation of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Guide to Local Services and the ability to effectively communicate.
2. Duties of the RD and RD-ALT include the following:
 - a. Attend all Greater Philadelphia Regional Service meetings.
 - b. Attend the biennial World Service Conference (WSC) meeting and other World Service and NAWS, Inc events when funding is available.
 - c. Keep continual contact with other regions, the WSC and Narcotics Anonymous World Services, Inc (NAWS).
 - d. Prepares the WSC Agenda Report workshops for this region.
 - e. Attend this region's activities whenever possible.
 - f. Conduct at least one (1) annual Regional Assembly or more if needed.
3. The RD and RD-ALT should prepare a written report turned into the Regional Secretary generally including the following:
 - a. WSC and NAWS, Inc activities, concerns and work in progress.
 - b. WSC Agenda Report items.
 - c. Regional activities outside of this region.
 - d. Common welfare of NA as a whole.
 - e. Budgets, expenses and receipts.

4. The RD and RD-ALT should prepare a written report** turned into the biennial WSC meeting generally including the following:
 - a. The strengths and successes of this region.
 - b. The struggles that this region is experiencing.
 - c. The learning experiences of this region.
 - d. Summary of past and upcoming events.
 - e. Anticipation of regional and world service participation.
 - f. Regional concerns toward World Service and fellowship wide matters.

**This report will be read and approved by the RCM's at the Greater Philadelphia Regional Service meeting before the presentation at the World Service Conference meeting.

5. The RD and RD-ALT may serve on WSC and NAWS, Inc committees providing that the following conditions are followed:
 - a. The RD and RD-ALT can be available to the region.
 - b. That their WSC service does not conflict with their own duties.
 - c. That they receive a vote of confidence from the RCM's before accepting a nomination or selected to serve on the WSC.

ARTICLE IV THE REGIONAL MEETING

A. Date, time, location and quorum

1. The regional meeting will be held on the first Sunday of every even month; 2-February, 4-April, 6-June, 8-August, 10-October, and 12-December.
2. The time of each regional meeting will be 10:00 am.
3. The location of each regional meeting will be announced prior to the close of the previous regional meeting and will be reflected in the minutes. If emergency circumstances occur after the previous meeting it is the responsibility of the RSC Administrative Committee to find a location and inform the RSC participants, giving as much advance notice as possible considering the circumstances.
4. The quorum of the regional meeting shall be fifty percent (50%) plus one of the active areas within the region in order to conduct business. An inactive area is defined as an area that has not been represented by an acting RCM for two (2) consecutive regularly scheduled RSC meetings (emergency meetings not withstanding). The area will be restored to the quorum after attending one (1) RSC meeting. This inactivation shall not be applied to voting privileges but only to establishing quorum.
5. The Chairperson will not start the regional meeting until a quorum of RCM's is present. If the quorum is not met one-half (1/2) hour past the scheduled start time then the regional meeting will transform into an Informational Meeting. (Refer to Article VIII).

B. Meeting format and the agenda

1. The Regional Chairperson will call the meeting to order at the scheduled time!
 2. Open the meeting with a moment of silence for the addict who is still suffering followed by the Serenity Prayer.
 3. Read the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 4. Ask the participants to introduce who they are and to identify their service commitment if they are in service.
 5. Read the minutes from the previous regional meeting.
 - a. Additions
 - b. Deletions
 - c. Corrections
 - d. Approvals
 6. The chairperson will present the agenda to the regional meeting in the order in which it is to be acted upon.
 - a. Any regional servant may ask that additions, deletions or corrections be made to the agenda with a majority of RCM's approval.
 7. A roll call of areas present will be taken. **RCM's will give area reports in writing only to the Secretary.** RCM's will hold all motion/proposals and important items contained in the reports for New Business.
 8. The reports will be given as follows:
 - a. RD report by the RD and/or RD-ALT.
 - b. GPRS, Inc report by Advisory Committee Chairperson or Advisory Committee member or Office Manager.
 - c. GRPS, Inc Treasury report by the GPRS, Inc Treasurer or Co-Treasurer.
 - d. GPRCNA report by GPRCNA Chair.
 - e. GPRCNA Treasury report by the GPRCNA Treasurer or GPRCNA Executive Committee Member (designated by the Convention Committee in event of the Treasurers absence).
 - f. Sub-committee reports by Sub-committee chairpersons or co-chairs.
 - g. RSC Treasury report ONLY by the RSC Treasurer or Acting Treasurer.
- **NOTE:** If the reports do not come from any of the above then the individual must receive the RCM's approval to make the report and the secretary will make a note in the minutes reflecting this matter.
9. A brief five (5) minute question and answer period will follow each report. There may be a need for longer than five (5) minutes.

10. All reports will be legibly written and turned into the Regional Secretary before the close of the meeting.
11. There will be a break before the Treasurer's report. Length of the break will be determined by a majority of the RCM's
12. Nominations, qualifications and elections follow reports.
13. Old Business is any unfinished business from a previous regional meeting or motion/proposals brought back from the areas.
 - a. Motion/Proposals brought up in old business will be made by the original RCM or RCM-ALT, RD or RD-ALT, GPRS, Inc, GPRCNA, Administrative or Sub-committee trusted servant to the region.
14. New Business will follow this order:
 - a. Areas
 - b. RD and/or RD-ALT
 - c. GPRS, Inc
 - d. GPRCNA
 - e. Subcommittees
 - f. Administrative Committee

**See Section V. dealing with motion/proposals, discussions, and voting.
15. Open Forum (if time allows):
 - a. Announcements
 - b. Discuss concerns openly
 - c. Give NA members as a whole time to be heard
16. Close with a moment of silence followed by the Serenity Prayer.

**ARTICLE V
MOTION/PROPOSALS, DISCUSSION, & VOTING**

A. MOTION/PROPOSALS

1. Every proposal must be presented in writing on the proposal form and contain the name of the maker.
2. Proposals will be made by the following:
 - a. RCM or RCM-ALT
 - b. RD or RD-ALT
 - c. GPRS, Inc
 - d. GPRCNA
 - e. Subcommittees
 - f. Administrative

3. Motion/Proposals from group consciences (i.e. areas, standing subcommittees, GPRS, Inc Advisory Committee, GPRCNA, and Work Groups) shall automatically be considered.
4. When a motion/proposal is made the Chairperson will state the motion/proposal in its entirety and then ask if the participants understand the motion/proposal or if clarity is needed. If the motion/proposal remains unclear it is TABLED and sent back to the maker for clarity.
5. The Chair will ask if any GPRSC trusted servant would like to object to considering the motion/proposal. The objection requires a second from an RCM. If so, one pro and one con will be heard, the pro coming from the objector. Majority vote is necessary to carry the objection.
6. These motions/proposals must go back to the areas:
 - a. Motion/Proposals from other areas (except those outlined in paragraph 8 below)
 - b. Regional Policy (excluding GPRS, Inc, GPRCNA, and subcommittee internal policies.) All policy motion/proposal shall be reviewed by the Policy Committee for conflicts with existing policy. The Policy Committee shall then give recommendations to the RSC on the motion/proposal merit.
 - c. WSC Agenda items
7. These Proposals may voted on directly without **being sent out:
 - a. All GPRS, Inc matters
 - b. All GPRCNA matters
 - c. Disbursements
 - d. Budgets
 - e. Subcommittees and trusted servants

****Note:** The exception to this paragraph is that motions/proposals do not conflict with paragraph 7 above.

8. A proposal may be withdrawn at any time by the maker.

B. DISCUSSION

1. When a member is about to speak in discussion they shall raise their hand until the Chairperson recognizes them. RCMs shall be recognized first.
2. The time period will be based on the overall impact the proposal will have on the region. The Chairperson, when deemed necessary, will allow a proposal to be discussed for no longer than (15) minutes.
3. No individual may speak longer than three (3) minutes on a proposal for each time they are recognized by the Chairperson, nor more than twice on the same proposal.

4. The Secretary shall include in the minutes a brief summary of the stated individuals the justification for their positions. This is intended to give the Fellowship insight into the RSC's decision making process.
5. All members will confine themselves to the proposal being discussed and avoid personalities.
6. Discussion on proposals affecting GPRS, Inc, GPRCNA, Subcommittees or other Regional Officers shall not end until the member representing the affected committee or commitment has had the opportunity to state their position.
7. No member is permitted to disturb the meeting in any way during discussion, i.e. whispering, talking out of turn, etc. The Chairperson will give one warning to the individual, and then if the disturbance continues the individual will be asked to leave.

C. VOTING

1. Each Area has one vote at the regional meeting. The acting RCMs are the only voting members or the Alternate in the absence of the RCM.
2. The Chairperson breaks ties by one of the following:
 - a. Voting in favor of the motion/proposal carries the motion/proposal.
 - b. Voting against the motion/proposal fails the motion/proposal.
 - c. Abstaining to vote fails the motion/proposal.
3. After the motion/proposal has been brought to a close of discussion, the Chairperson will state the motion/proposal in its entirety and will ask the RCM's to decide on how they want to vote:
 - a. Vote on the motion/proposal immediately.
 - b. Send the motion/proposal back to the Areas.
 - c. Refer the motion/proposal to a sub-committee. (policy motions/proposals must be reviewed by the Policy Committee)
 - d. Table the motion/proposal to a future regional meeting.
 - e. If no decision is reached, the motion/proposal is TABLED.
4. When a motion/proposal returns from the Areas with more than one amendment the RCM's will vote for one way:
 - a. In favor of the original motion/proposal.
 - b. In favor of the amended motion/proposal #1, #2, etc.
 - c. Send the motion/proposal back to the originator.
5. The majority of the votes cast from the quorum present are required to pass, fail or table any motion/proposal. If there are more abstentions than votes to pass, the motion/proposal fails. Certain motions/proposals such as change to policy or removal from office shall require 2/3 majority of the quorum present to pass.
6. The Chairperson will announce the results of each motion/proposal to the regional meeting.

7. The Secretary will record the motion/proposal's disposition onto the motion/proposal form, and in the minutes, all motions/proposals whether they carry, fail or are tabled.
8. In keeping with the principles of the Ninth Concept any RSC participant may move to revisit any decision made at a previous RSC meeting for the following reasons:
 - a. New pertinent information comes available that may require an alternate solution.
 - b. Decision after review was found to be against NA principles.
 - c. Decision especially in corporate matters was found to be illegal or in violation of government regulations.
 - d. The conscience of a member area has requested it.

ARTICLE VI RULES OF PROCEDURE

1. **Point of Order:**

When a member thinks that the rules of the GPRSC are being violated, the member can rise to make a "Point of Order" directed to the Chairperson to obtain recognition. The Chairperson will (in consultation with the Policy Chair, if needed) make a determination as to whether or not the procedure has violated.
2. **Point of Information:**

The member raising the "Point of Information" is required to raise the issue in the form of a question directed to the Chairperson. The Chairperson will respond to or have another member respond to ONE (1) POINT that would provide additional information on the subject being considered.
3. **Appeal the Chair:**

The decision of the Chair may be appealed by any GPRSC Officer and acquiring a second from an RCM. The member making the appeal will speak for the appeal while the Chair will speak opposed to the appeal. Majority vote is required.
4. **Call the Question:**

When a member wishes discussion to stop immediately the member may "Call the Question". This motion/proposal is in order after any speaker is finished. The maker is to be immediately by the Chair. This motion does not require a second and is not debatable. An immediate vote is taken. If a 2/3 majority are in favor, the body will proceed to a vote on the main motion/proposal.
5. **Remove From the Table:**

A member wishing to revisit a tabled item may move to "Remove From the Table" the item in question. The item in question then becomes the next item of business. This motion requires a second and simple majority to pass. A proposal does not require a second.

6. Refer:
When a member feels that the RSC does not have enough information to make an immediate decision on a main motion/proposal or item of business, the member may make a motion/proposal to “Refer”. Referral shall be made to a Standing or Work Group Committee for further research or study. The subcommittee shall include its recommendations in its report at the next RSC meeting. This motion must have a second and requires simple majority to pass. A proposal does not require a second.
7. Request to Withdraw:
Once a main motion/proposal is made and discussion begins, a member may ask the maker to withdraw the motion/proposal. The Chair will ask for objections. If the maker refuses or if there is even one (1) objection discussion continues.
8. Amend:
During discussion if a member believes the motion/proposal may benefit from a change in its language, the member may make a proposal to “Amend”. A proposal does not require a second. Therefore, the Amendment does not require a second from an acting RCM and is debatable. Once discussion on the amendment is exhausted it requires a simple majority to pass. Then the body may vote on the main motion/proposal as amended.
9. Substitute Motion/Proposal:
A “Substitute Motion/Proposal” is similar to an amendment with one difference. Substitution differs in that this amendment will replace the entire motion/proposal instead of revising it in part. It is handled in the same manner as an amendment.
10. Point of Parliamentary Inquiry:
If a member wants information about where an item of business fits into the agenda or what is the correct procedure to accomplish a task, the member may raise a “Point of Parliamentary Inquiry”. The Chair must immediately recognize the member and then respond (in consultation with the Policy Chair, if needed) to the point raised.
11. Point of Personal Privilege:
This point is usually raised if the room is too hot or cold, too noisy, etc. A member who is personally uncomfortable may raise “Point of Personal Privilege” to ask the Chair if it can be rectified. If at all possible this point should not interrupt the speaker.
12. Order of the Day:
If the committee gets too far astray from business at hand, a member may raise “Order of the Day” to get back on track. The Chair is then required to bring the meeting back in order according to the agenda and the business at hand. This requires no second and is not debatable.

MOTION	SECOND REQUIRED	DEBATABLE	AMENDABLE	INTERRUPT SPEAKER	VOTE REQUIRED
Main Motion	YES	YES	YES	NO	MAJ
Amend	YES	YES	YES	NO	MAJ
Substitute	YES	YES	YES	NO	MAJ
Point of Order	NO	NO	NO	YES	CHAIR
Point of Info	NO	NO	NO	YES	CHAIR
Point of Parliamentary Inquiry	NO	NO	NO	YES	CHAIR
Point of Personal Privilege	NO	NO	NO	YES	CHAIR
Appeal Chair	YES	1 PRO/CON	NO	YES	MAJ
Change Policy	YES	YES	YES	NO	2/3
Table Motion	YES	NO	NO	NO	MAJ
Remove from Table	YES	NO	NO	NO	MAJ
Refer	YES	YES	YES	NO	MAJ
Request to Withdraw	NO	NO	NO	NO	UNAN
Object to consider motion	YES	NO	NO	NO	MAJ
Call the Question	NO	NO	NO	NO	2/3
Re-vote	YES	NO	NO	NO	MAJ
Reconsider	NO	YES	NO	NO	2/3
Remove from Office	YES	NO	NO	NO	2/3
Order of the Day	NO	NO	NO	YES	CHAIR

Note: Amendments to the motion must be made by the maker of main motion and seconded by the original RCM who seconded the original motion.

ARTICLE VII NOMINATIONS AND ELECTIONS

A. NOMINATIONS

1. All Areas must be notified of any open regional service position at least (2) months in advance. Nominations may only be made at regularly scheduled RSC meetings.
2. Before the nominations, the Policy Chair will announce the qualifications, duties and length of term.
3. Nominations maybe made by anyone attending the regional meeting providing they receive a second from an acting RCM or the backing of any Area.

4. Nominations may be received immediately following the vacancy of any service position.
5. The nominee(s) must be present and give a qualifying statement, including past service, followed by a short question and answer period by the RCM's. Nominees for positions of financial responsibility must be questioned by the Policy Chair according to Section A of Article XI "Comprehensive Theft Policy".
6. General nominations are held for all positions in the month of April every two years.

B. ELECTIONS

1. General elections for all regional officers are conducted in the month of June every two years.
2. In the event a vacancy occurs before the general elections, a special election will be held to elect someone to serve the remainder of the term. This will not be considered a full term of office.
3. All Co-Chairs and the ALT-RD that have successfully completed their term in office must still be nominated and receive the majority vote-of-approval from the RCM's in order to move up to Chair or RD.
4. The RCM's may only vote "FOR" one nominee, and the majority of those votes cast are required to win the election. If there are more abstentions than votes in favor, the motion/proposal fails.
5. The Chairperson will announce the election results.

ARTICLE VIII INFORMATIONAL MEETING

1. The GPRSC Informational Meeting will consist of the exchange of information and ideas between the participants that are present. There will be no voting or business conducted at this meeting.
2. If neither the Chairperson nor the Co-Chairperson is present, the Policy Chair will chair the meeting. If all three are absent, any member of the Administrative Body of the GPRSC can chair the meeting.
3. Minutes will be recorded at this meeting.

**ARTICLE IX
EMERGENCY MEETING**

1. The Chairperson may call for an emergency meeting in the event of a crisis. However, at least 1/3 of the active RCM's must second this meeting.
2. The Chairperson will contact the RCM's to inform them of the crisis. The meeting will then be held immediately, without further delay, wherever possible.
3. A quorum is necessary to conduct any business.
4. Minutes will be recorded at this meeting.

**ARTICLE X
CONDUCT OF TRUSTED SERVANTS**

- A. The purpose of this article is to keep an atmosphere of love, understanding, and respect and to uphold the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- B. The following will not be tolerated during the RSC meeting:
 1. Continued meeting disruption (i.e. whispering, outbursts, side conversations)
 2. Speaking without being recognized
 3. Use of abusive language toward other individuals or the body as a whole
 4. Use of personal threats toward other individuals or the body as a whole
 5. Intentional or reckless false accusations or unwarranted attacks on the character of individual members or the body as a whole
- C. If such actions occur the Chair shall issue one (1) warning. If there is a reoccurrence by the same individual that individual will be asked to leave the meeting. Repeat violations over more than one meeting may, at the will of the RCM's, be considered grounds for removal from office.
- D. Any acts of physical violence committed on regional property will not be tolerated and shall be handled by the appropriate authorities with which the RSC and the GPRS, Inc shall cooperate fully. If the act is committed by an RSC trusted servant this shall be, at the will of the RCM's, grounds for removal from office.

**ARTICLE XI
COMPREHENSIVE THEFT POLICY**

- A. Selection of trusted servants who handle NA related and/or property at the regional level.
1. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall have at least three (3) years continuous clean time, be completely free of any criminal convictions for theft and/or fraud for the past five (5) years and shall not have been determined to have committed the theft or misappropriation of NA fund (at any level, e.g. group, area, region or world) for the preceding three (3) years.
 2. Prior to the election or appointment of any trusted servant to any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall, in addition to the requirements of paragraph one (1) above, be asked the following questions:
 - a. Do you have an NA Sponsor?
 - b. Do you a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service?
 - c. Do you have a stable source of employment?
 - d. Do you have a bank account?
 - e. Do you have current loans and/or credit accounts in your name?
 - f. How would you describe your credit history over the last three (3) years?
 - g. Are you currently delinquent or past due in any financial obligations to any creditor?
 - h. What other service positions have you held in the past three years, especially those involving any responsibility over NA related funds and/or property?
 - i. Did you complete your term in these positions?
 - j. Were there any problems whatsoever concerning the money or property in these positions?
- B. Responsible management of NA related funds and/or property at the regional level.
1. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall at all times adhere to the following mandatory prudent practices for the handling of NA related funds and/or property:
 - a. All checking accounts shall have at least three (3) authorized signatures, and all checks shall require at least (2) authorized signatures.
 - b. At least two (2) trusted servants shall count all funds, inventory all merchandise and promptly make all deposits.
 - c. There shall be monthly reporting to the RSC of the activities of any trusted servant at the regional level whose duties will or may include any responsibility over NA related funds and/or property.
 - d. There shall be yearly audits of all activities involving NA related funds and/or property.

- C. Remedies and sanctions for the theft and/or misappropriation of NA related fund and/or property at the regional level.
1. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property, who is determined to have committed theft or misappropriation shall:
 - a. Immediately be removed from all trusted servant positions at the regional level.
 - b. Immediately be served with a written demand for prompt repayment with interest, at twelve percent (12%) per annum, or at the rate subsequently established by the RSC, along with a Promissory Note and a Confession of Judgement for signature.
 - c. Be barred from all future service at the regional level for at least three years from the date of full restitution.
 2. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property who is determined to have committed theft or misappropriation of the same may also be:
 - a. Sued in a civil action to recover any and all damages caused by the trusted servants theft or misappropriation.
 - b. Prosecuted criminally.
 3. In the event of a reported theft or misappropriation of NA related funds or property, the RSC Administrative Committee shall promptly commence an investigation of the allegations. In the event the Administrative Committee determines by a majority vote that the vote is true, they shall temporarily take the remedial actions outlined in paragraph B (1) above and shall prepare a detailed report to the RSC of their investigation. The RSC shall thereafter by a majority vote accept, modify or reject the findings of the Administrative Committee. In addition to the mandatory sanctions specified in paragraph B (1) above, the RSC may also impose the sanctions specified in paragraph B (2).
 4. Any trusted servant found to have committed the theft or misappropriation of NA related funds or property may appeal the decision(s) of the RSC by invoking Article 14.02 "DUE PROCESS AND RESOLUTION" of the GPRS, Inc bylaws.

ARTICLE XII REMOVAL FROM OFFICE

- A. GPRSC servant may be removed from their position by the following:
1. Submitting a letter of resignation sixty (60) days prior to end of service.
 2. Relapse by using any mind or mood altering substance that will result in immediate removal from service.
 3. Violations of Article XI "Comprehensive Theft Policy" (permanent removal shall require a vote of 2/3 of the quorum present by the RCM's).

4. When acquiring a two-thirds vote of the quorum present by the RCM's on any of the following:
 - a. Missing two consecutive GPRSC meetings, without notification.
 - b. Continued, documented tradition violations as noted by GPRSC.
 - c. Other misappropriation of GPRSC funds or literature.
 - d. Failure to perform the duties of the commitment.
 - e. Repeat of gross violations of Article X "Conduct of Trusted Servants".

ARTICLE XIII SUB-COMMITTEES

A. DEFINITION

1. A Regional Sub-Committee is an autonomous committee created by the Regional Service Committee designated for a specific purpose to fulfill a specific common need of the member Areas.
2. **The Chairperson of a Sub-Committee is elected by and is directly responsible to the Regional Service Committee for all of the Sub-Committee's actions.**

B. PURPOSE

3. The purpose of a Regional Sub-Committee is to carry the NA message through its actions to serve the common needs of its member Areas.

C. FUNCTIONS

1. Will do the actual work initiated by the Regional Service Committee.
2. Helps co-ordinate and communicate the service efforts of the Area Service Sub-Committees within the region, with other regional subcommittees, the World Service Conference and NAWS, Inc working groups responsible for their individual area of service.
3. Exchanges information and experience with ASC Sub-Committee members about our Twelve Traditions, Twelve Concepts, the Guide to Local Service, the applicable handbooks and guidelines, and approved methods.
4. Help minimize the discussions at the regional meetings.
5. Meets at least once monthly between every regional meeting.
6. Follow the approved guidelines and handbooks to the best of their ability.

D. DUTIES OF THE SUB-COMMITTEE CHAIRPERSON

1. Attends all Regional Service Committee meetings, or sends a representative of the committee when unable to attend.
2. Presides over Sub-Committee meetings with a firm but understanding hand in the same manner as the Regional Chairperson.
3. Establishes lines of communications with the appropriate WSC/NAWS, Inc personnel and other Areas and Regions.
4. Is sensitive to the needs of the groups, areas, local community, the region and NA as a whole.
5. Forms a working membership within the Sub-Committee.
6. Performs administrative duties such as typing, copying, files etc. (unless subcommittee has a secretary)
7. Establishes a bank account and makes it known to the region. (GPRS, Inc and GPRCNA only)
8. Attends all Joint Administrative Committee meetings.
9. Prepares monthly line-by-line financials as well as works with JAC and the RSC Treasurer to produce annual unified budgets.
10. Serves as point of contact on subcommittee credit account with GPRS, Inc.

E. QUALIFICATIONS OF A SUB-COMMITTEE CHAIRPERSON

1. A suggested minimum of three (3) years of continuous clean time.
 - a. The exception being the GPRCNA Chairperson and GPRS, Inc Advisory Chair which is five (5) years.
2. Prior NA service experience on an Area or Regional Sub-Committee.
3. Time and resources to fulfill the commitment.
4. Good working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Services.
5. Good organizational and communication skills needed to chair meetings and submit reports.
6. Must NOT be an active Regional Committee Member.

F. REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:

1. All Sub-Committee activities since the last regional meeting.
2. Status of the current Regional Service Committee directives.
3. Current financials, updates of budget items, expenses and receipts.
4. Proposals for initiation, finalization, and/or implementation of projects and other activities.
5. Proposals for disbursement of non budgetary items.
6. Discussion of plans, ideas and outside experiences within the Sub-Committee.
7. A schedule of upcoming Sub-Committee activities, meetings and events usually accompanied by flyers.
8. Brief summary of the WSC/NAWS, Inc work-in-progress, activities, etc (pertaining to the individual subcommittee).

G. FORMING OR REACTIVATING A STANDING SUB-COMMITTEE

1. The Regional Policy Committee will draft proposed guidelines as per input received from the region outlining:
 - a. Description of the committee
 - b. Purpose and scope of the committee
 - c. Functions and responsibilities of the participants
2. The proposal will be brought forth as a proposal under new business.
3. The proposal may be sent back to the Areas for further consideration.
4. A two-thirds majority of the quorum present, from active member areas is necessary for approval.
5. The normal nomination and election guidelines will then be followed.
6. This shall not apply to Work Group committees.

H. ELIMINATING A SUB-COMMITTEE

1. A proposal is made under new business.
2. A proposal may be made at this time to send it back to the areas for further consideration.
3. A two-thirds majority of the quorum present from active member areas is necessary to dissolve the Sub-Committee.

I. WORK GROUPS

1. The purpose of a Work Group Committee is to fulfill special functions outside the scope of the standing subcommittees.
2. The functions of a Work Group Committee:
 - a. Work Group Committees are appointed by the RSC Chair with the approval of the RCM's.
 - b. The purpose, scope, authority, resources and duration of the committee will be determined by the RSC at the time of appointment.
 - c. The RSC Chair may, with the approval of the RCM's, appoint the Work Group Chair or the entire membership depending upon the situation.
 - d. The qualifications for Work Group Chairs are the same as Standing Subcommittee Chairs.
 - e. The RSC, as needed, may change any function of the committee if warranted.
 - f. Upon completion of the committees work it shall be automatically disbanded.

J. DESCRIPTIONS, PURPOSES, FUNCTIONS & DUTIES

1. ADMINISTRATIVE COMMITTEE

- a. This committee consists of the Regional Chairperson, Co-Chairperson, Secretary, Treasurer, RD and ALT-RD, Policy Chair, GPRS, Inc Advisory Chair and GPRCNA Chair.
- b. The purpose of this committee is to serve the administrative needs of the regional service meeting, coordinate and schedule the affairs of the committee, to assist the RSC in overseeing the GRPS, Inc and the GPRCNA in between RSC meeting and to settle affairs of the region which do not fall under the description of the remaining Sub-Committees.
- c. None of the actions of this committee shall be in conflict with the Twelve Traditions or the Twelve Concepts of NA or any other committee.

2. HOSPITALS AND INSTITUTIONS (H&I)

- a. The purpose of the H&I committee is to serve as a resource to the members, groups and areas in efforts to carry the NA message of recovery to those unable to attend NA meetings; such as hospitals, jails, rehabs, detoxs, prisons, etc.
- b. The definition of an H&I meeting is a special meeting or introductory meeting held within a facility in which a regular NA meeting cannot be held or where the facility's restrictions make it impossible for a regular group to operate freely.
- c. The duties of the H&I committee include the following:
 1. **Provides experience and guidance to area H&I sub-committees in the forming and operating H&I meetings.**
 2. Attempts to make NA available to any addict seeking recovery from the disease of addiction by mutual cooperation with these facilities and of the area H&I committee's attempts to start NA meetings, arranges forums and makes literature available.
 3. Works on the WSC H&I guidelines from time to time.
- d. The H&I committee develops and maintains the following:
 1. List of all the regional H&I commitments.
 2. Name and address of each facility.
 3. Type of H&I meeting being held or type of format.
 4. Contact phone numbers of the group conducting the meeting as well as the contact for each facility.
 5. List of which area is servicing each commitment and which facility is not presently being serviced by anyone.
 6. Brief history of the strengths and struggles of the commitment.

3. POLICY COMMITTEE

- a. The purpose of the policy committee is to develop and maintain the guidelines of the Greater Philadelphia Regional Service Committee.
- b. The guidelines should include the following:
 - 1. A description of the regional service committee.
 - 2. Purpose and scope of the regional committee services.
 - 3. Define the functions and responsibilities of its participants, officers and sub-committees and GPRS, Inc.
 - 4. Incorporate the principles of the Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- c. The duties of the Policy committee include the following:
 - 1. Will make recommendations concerning violations of the Twelve Traditions and Twelve Concepts within the region when it cannot be resolved at the group, area or the regional levels. The final decision will come from the NAWS, Inc Board of Directors when deemed necessary by the region.
 - 2. Will research and seek guidance to better understand the application of the Twelve Traditions and Twelve Concepts as they relate to the RSC.
 - 3. The Policy Committee Chairperson will chair the regional meeting in the event of the Regional Chairperson or Co-Chairperson's absence.
 - 4. Will evaluate the validity of personal grievances filed against the RSC and present those deemed in order to the RSC.
 - 5. The Policy Chair shall assist the RSC Chair by acting as a resource on regional policy and rules of procedure.

4. PUBLIC RELATIONS (PR)

- a. The purpose of the PR committee is to interface the efforts of public relations and relations inside and outside the NA Fellowship about recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- b. The duties of the PR committee include the following:
 - 1. Develop and maintain a contingency plan on how to handle all requests for information about the NA Fellowship.
 - 2. Coordinates PR workshops to assist area PR committees in making contact with outside organizations and in understanding WSC approved PR guidelines.
 - 3. Provides community awareness of what NA is, as well as how, when and where NA is available.
 - 4. Coordinates with the efforts of the H&I committees.
 - 5. Open and maintain lines of communication between NA and the public.
 - 6. Provide review and input on WSC PR guidelines as needed.
 - 7. Oversee the Regional Website and Website policy and coordinate content with the RSC, GPRS, Inc, GPRCNA and RSC Subcommittees.

5. WEBSITE COMMITTEE

The following outlines policy and guidelines for the website "<http://www.naworks.org>", is a service of the Webmaster Service Committee of the Greater Philadelphia Regional Service Committee of Narcotics Anonymous.

SECTION 1: PURPOSE, NAME AND ACCOUNTABILITY:

- a. The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Greater Philadelphia Regional Service Committee of Narcotics Anonymous (GPRSCNA).
- b. The name of the group of trusted servants responsible for publishing the GPRSCNA website is the GPRSCNA Webmaster Subcommittee.
- c. The Uniform Resource Locator (URL) for this site is <http://www.naworks.org>
- d. The Webmaster subcommittee is accountable to NA Fellowship through the (GPRSCNA).
- e. The "Web-servant" is the point of accountability for the website, and is accountable to the GPRSCNA.
- f. The GPRSCNA chooses the Web Servant and the Web Servant Alternate. Area web contact members are chosen by their respective areas. In addition to these committee members, volunteers are encouraged to participate.

SECTION 2: FINANCES AND OWNERSHIP:

- a. Costs for web hosting and domain registration are the responsibility of the Greater Philadelphia Regional Service Committee of Narcotics Anonymous. Costs for Internet access by members of the Public Information subcommittee are not included.
- b. The Webmaster Subcommittee is responsible for communicating all financial needs and consequences to GPRSCNA.
- c. The GPRNA Inc. is the owner of the domain name "<http://www.naworks.org>" and is responsible for maintaining ownership.
- d. The Webmaster Subcommittee is responsible for investigating and choosing a vendor for hosting the GPRSCNA web site. Final responsibility rests with the GPRSCNA for distribution of funds.
- e. All budget considerations will be addressed as outlined in the Greater Philadelphia Regional Service Committee's own policy.

SECTION 3: WEBMASTER REPORTING AND COMMUNICATIONS

- a. The Webmaster will submit a written report to the GPRSCNA at each quarterly meeting. This report communicates all financial, technical, and correspondence related to the operation of the website. The Webmaster and Alternate Webmaster are required to attend the Public Information quarterly service meeting.
- b. The Webmaster is responsible for downloading and distributing e-mail and website feedback communications. E-mails will be distributed to regional and area service committees' point(s) of responsibility (See Section 6: General Guidelines and Policies #3). It is the responsibility of GPRSCNA and all Regional service committees to designate their point(s) for distribution. It is also the responsibility of GPRSCNA and all Regional service committees to work out such details with the Webmaster.
- c. Personal e-mail addresses are not to be used on the GPRSCNA web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications.
- d. The GPRSCNA quarterly meeting minutes will be posted on the website for downloading and review by any Fellowship member as they become available (See Section 6: General Guidelines and Policies #9).

SECTION 4: WEBSITE CONTENT AND COMPONENTS

The purpose of this section is to outline the baseline content of the GPRSCNA website.

- a. The suggested sections or pages for the website are:
 - 1) Only Information concerning Group, Area, and Regional events held within the Philadelphia Region will be posted on the Regional website.
 - 2) Contact Info - Contact information for the Greater Philadelphia Region: address, phone numbers, and e-mail addresses for the GPRSCNA, Area Service Committees and NA World Services.
 - 3) Downloads - All available download files for the website (meetings, convention or gathering forms, service committee communications, etc).
 - 4) Feedback – E-mail link.
 - 5) Greater Philadelphia Region Service Committee pages – Links to Area Service Committee web pages.
 - 6) GPRSCNA Page(s) Communications content for the GPRSCNA (announcements, meeting minutes, and the newsletter, for example).
 - 7) Help/info line - A listing of all help/info lines telephone numbers in the Greater Philadelphia Region.
 - 8) Home Page - Entry page to website, normally the index.htm file, may be another page if desired.

- 9) Links - List of external hyperlinks to the Greater Philadelphia Regional Committee approved websites. At the top of the links page, the following disclaimer will be posted.

***Disclaimer:** The Greater Philadelphia Region of Narcotics Anonymous has no control over external web sites and we don't necessarily endorse the information or content of those sites we have linked to, nor do we necessarily endorse the information or content of any external site linked to our own. Each site is independent and operates under its own guidelines. The links here are provided only as a courtesy to you, the surfer of the web, and to the providers of the linked pages.*

- 10) Meeting Directories - Meeting lists for all Areas of the Philadelphia Region as well as the Regional Meeting List
- 11) Privacy - Notice of privacy of communications.
- 12) Site Index - Table of contents component used for viewing website in hierarchy format
- 13) "What is NA" Public Relations content excerpted from "Narcotics Anonymous: A Society of Recovering Addicts" that is approved for Internet usage by NA World Services.

- b. The index or homepage will have the following content, in addition to the standard page information:

- 1) A welcoming paragraph (with announcements when necessary).
- 2) A navigation bar component for the first tier of child pages under the index or homepage. (optional).
- 3) Clear text stating that this is an official website for Narcotics Anonymous in the Philadelphia Region through the administration of the Greater Philadelphia Regional Service Committee of Narcotics Anonymous.
- 4) Text containing hyperlinks for sections of the site deemed necessary by the Greater Philadelphia Regional Service Committee of Narcotics Anonymous. (i.e. newsletters, Area meeting directories, events.) These sections may be further broken down into links for sub-pages to these sections.

SECTION 5: TECHNICAL GUIDELINES

This section describes technical design, philosophy and guidance information.

- a. The username and user password to publish the website will be held by the Webmaster, the alternate Webmaster, and the Greater Philadelphia Region of Narcotics Anonymous, INC.
- b. Internet browser compatibility will be as universal as possible when considering design elements of the website.
- c. Website design should be tailored to the download rate of 56Kps.

- d. The site will be designed for a browser window of 800X600 pixels.
- e. The use of Java Script will be curtailed to basic website components.
- f. The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.
- g. The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.
- h. Files for downloading should be scanned for viruses before posting to the website.
- i. External hyperlinks should be checked on a monthly basis for integrity and site content examination.
- j. Accessibility of the website through search engines should be reviewed periodically.
- k. Text font size will be chosen for easier reading for all platforms.

SECTION 6: GENERAL GUIDELINES AND POLICIES

- a. External hyperlinks will be only to official NA websites. The Greater Philadelphia Regional Committee of Narcotics Anonymous will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
- b. A single point of contact for each Area Service Committee is established for the purpose of communications to the Regional Webmaster. This communications liaison is utilized for the purpose of updating information on the website.
- c. Each Area Service Committee may request to post information concerning local Area activities, meetings or other Narcotics Anonymous related information, excluding personal recovery communications. In the event of questionable content, the Webmaster shall contact two members of the Public Information Subcommittee for review and input. If the three of them feel the flyer is inappropriate, the Webmaster shall not post the flyer; but will contact the sender for revised content.
- d. The newsletters page shall have the following disclaimer;

Note: The opinions and views shared in this publication do not necessarily reflect those of The GPRSCNA staff, or NA as a whole.

*Thank you,
The Staff*

- e. Images of any identifiable person, whether an NA member or not, are never used.
- f. Sales of merchandise are not done on the website.

- g. Requests for literature purchases will be referred to Narcotics Anonymous World Services.
- h. Copy righted material will not be used on the website without specific permission from the owner of the material.
- i. No personal contact information, including last names, e-mails, addresses, and phone numbers will be posted directly on the website. However, any information found on flyers, newsletters and other such material is included at the discretion of the posting party.

SECTION 7: QUALIFICATIONS FOR WEBMASTER AND ALTERNATE:

- a. The minimum clean time for Webmaster and Webmaster alternate is four (4) years.
- b. An understanding of the Twelve Traditions is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.
- c. These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the internet. The costs for these requirements are borne by the trusted servants.
- d. The Webmaster and Webmaster alternate are elected by the Greater Philadelphia Regional Service Committee of Narcotics Anonymous.
- e. Removal of these trusted servants from their positions are covered by the GPRSCNA policy for the removal of officers.
- f. The term for each position is to be two (2) years in length and it is suggested that the position shall not be held for more than two (2) consecutive terms.

SECTION 8: PRIVACY POLICY

This section describes the current privacy policy of the website.

- a. Privacy policy on communications with the NA service structure is an important aspect of our
 - 1) Twelfth Tradition of anonymity.
- b. The Public Relations Subcommittee will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a Privacy Policy for the GPRSCNA website.
- c. This privacy policy will evolve as needed and be approved by the Public Relations
- d. Subcommittee before posting on the website.

e. The following is the current Privacy Policy (to be posted) as posted on the GPRSCNA website:

- 1) Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
- 2) Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to his website. You may take this promise of anonymity for granted as a Narcotics Anonymous member and wonder why we need to bring this issue up. We do so because of our experience with a few Narcotics Anonymous related websites that use "cookies" to track your usage of their websites. Even more objectionable is the use of cookies by outside organizations on these Narcotics Anonymous websites. For further information on "cookies", consult your Internet browser's help utility or other Internet resources.
- 3) Communications: Any communication submitted to the GPRSCNA website will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback take their own precautions if they desire to remain anonymous.
- 4) All communications considered to be official Narcotics Anonymous business requires some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
- 5) There are alternative methods for communicating with service committees within the GPRSCNA. These alternatives are listed in our meeting lists and the newsletter. Please utilize this information if it is necessary to fulfill your needs.
- 6) Personal Requests: Under no circumstances will we forward mail of a personal nature to any Narcotics Anonymous member here in the Greater Philadelphia Region. This is an official website of the GPRSCNA and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.
- 7) Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the GPRSCNA, and the Webmaster subcommittee. Your comments are welcome on this topic so please e-mail us.

6. UNITY COMMITTEE

- a. The purpose of the Unity Committee is to hold events to promote NA unity throughout the region and to attract members to the services of NA
- b. The duties of the Unity Committee include the following:
 - 1. Hold events in each of the member areas on a rotating basis or an equivalent manner.
 - 2. Provide a minimum of two (2) annual learning days promoting the service areas of the NA Fellowship on all levels.
 - 3. Carefully prepares the anticipated revenues vs. the projected expenses of each event in hopes of breaking even and keeping total revenue to a minimum. Whenever possible, Unity events shall be held at no cost to members.
 - 4. At the will of the RSC and only as a last resort the Unity Committee will coordinate fundraisers to finance our regional services.

7. NEWSLETTER COMMITTEE (CLEAN SHEET)

- a. The purpose of the Newsletter Committee is to provide a written message of recovery to addicts seeking recovery and to build NA unity through communications.
- b. The duties of the Newsletter committee include the following:
 - 1. Publishing a newsletter called “The Greater Philadelphia Regional Cleansheet” every other month.
 - 2. Providing a disclaimer stating that the nature of the material includes expressions of NA members that do not necessarily reflect those of NA as a whole.
 - 3. Soliciting as many articles, stories, poems, etc. from this region.
 - 4. Providing a dependable way to complete and to distribute each issue in a timely manner.

8. LITERATURE REVIEW COMMITTEE

- a. The purpose of the Literature Review Committee is to initiate and review all new and upcoming NA literature to provide and carry the message of recovery in written form to the addict who still suffers.
- b. The duties of the Literature Review Committee include the following:
 - 1. Provide workshops open to the entire regional fellowship.
 - 2. Collect and disseminate to all the Literature Review Committees on the area level, the literature needing input, review and/or approval.
 - 3. Develop and maintain a list of the status of all literature that is in the literature process of approval, review, etc.
 - 4. Coordinate with other regions, the WSC and NAWS, Inc on literature review and development.

9. PHONELINE COMMITTEE

- a. The primary purpose of the Phonenumber Committee is to get the prospective newcomer to an NA meeting.
 1. This committee provides and maintains a telephone number of a helpline, hotline or infoline for the addict and/or public to reach Narcotics Anonymous.
- b. The duties of the Phonenumber Committee include:
 1. Providing a list of volunteers to answer the phonenumber and to take Twelfth Step calls.
 2. Facilitating contact between the addict calling an answering service to the recovering addict.
 3. Providing the times, places and locations of NA meetings throughout the region.
 4. Assisting the efforts of the Public Relations and Hospitals & Institutions Committees by answering questions about NA and responding to requests for NA services.
 5. Providing frequent workshops to train phonenumber volunteers on how to answer a phonenumber call.

10. MEETING LIST COMMITTEE

- a. The purpose of the Meeting List Committee is to provide and maintain an accurate Regional Meeting List for all NA groups in the Greater Philadelphia Region.
- b. The duties of the Meeting List Committee are:
 1. To provide a meeting list to include:
 - a. All regularly scheduled NA meetings within the region.
 - b. All RSC and Subcommittee meetings with day and times.
 - c. All ASC and Subcommittee meetings with day and times.
 - d. Regional Phonenumber number
 - e. Area Phonenumber numbers
 - f. GPRS, Inc contact information
 - g. Suggested Literature
 2. To maintain an accurate electronic database of days, times, formats, and contact information of lines a. through g. listed above.
 3. To update the meeting list, at least quarterly, in cooperation with GPRS, Inc office staff. Other updates shall be on an as needed basis at the will of the RSC.
 4. Maintain communication with all member areas to gather changes to the meeting list in a timely manner.

11. CONVENTION (GPCNA)

- a. The purpose of the Greater Philadelphia Regional Convention of NA (GPCNA) Committee is to operate, at the will of the RCM's a convention that will create a collective demonstration of unity and a celebration of recovery. The GPCNA will operate under the legal umbrella of and take direction from GPRS, Inc, subject to the will of the RCM's.
- b. Duties of the Convention Committee:
 1. To operate an annual Regional Convention in a fiscally responsible manner.
 2. To provide monthly reporting to the RSC, RSC Administrative Committee, JAC and The GPRS, Inc Advisory Committee. These reports shall include overall status of the GPCNA and its subcommittees and monthly line item financials (i.e. bank statements, purchase orders, receipts and records of all transactions). These reports shall be made by the GPCNA Chair and Treasurer.
 3. To submit an annual Final Report, including final reports from all the subcommittees and Executive Committee, and a final line item financial report. The Final Report shall be submitted at the RSC meeting immediately following the convention. The financial report shall also include a line item comparison with the previous year.
 4. To follow RSC, GRPS, Inc and GPCNA policy in the function of its duties. Any GPCNA Trusted Servant who deviates from policy without the knowledge and consent of the Convention Committee will be removed from their service position.
 5. In addition to the theft provisions in RSC policy, the GPRS, Inc Bylaws and GPCNA policy any GPCNA Trusted servant who causes the loss of NA funds as a result of their irresponsible behavior will be immediately removed from their service position.
 6. The Committee shall elect the banquet speaker from the membership of the Greater Philadelphia Region at least once every three (3) years.
- c. Officers
 1. The GPCNA Chairperson shall be elected by the RSC according to RSC policy "Qualifications of a Subcommittee Chair". Additional qualifications shall include:
 - a. Suggested minimum five (5) years clean
 - b. Being free of theft or fraud related felony convictions for the past five (5) years
 - c. .Prior convention experience
 2. The GPCNA Co-Chairperson, Secretary, Treasurer and all Subcommittee Chairs shall be elected by the Convention Committee according to GPCNA policy.

3. The Chairperson is required to be and to be an active member of and report to the RSC, the RSC Administrative Committee and JAC. In the absence of the chair, the Co-Chair or other Executive Committee member (designated by the Convention Committee) will attend.
4. The GPRCNA Treasurer is required to be an active member of and report to the RSC. The Treasurer shall also attend the meetings of and report to the GPRS, Inc Advisory Committee.
5. The GPRCNA Treasurer shall work with the JAC, the RSC Treasurer and the GPRS, Inc Treasurer to produce an annual unified budget.
6. All GPRCNA officers (Executive Committee and Subcommittees) shall serve two (2) year terms in the same manner as the RSC.

12. JOINT ADMINISTRATIVE COMMITTEE (JAC)

- a. The purpose of the JAC is to increase the unity and communications between regional sub-committees.
- b. The function of the JAC is to coordinate the services provided by the sub-committees to meet the overall needs of the member areas.
- c. The membership of the JAC shall include the Regional Chair, Co-Chair, Treasurer and all the Sub-Committee Chairpersons. The Regional Co-chair shall chair the JAC.
- d. The duties of the JAC shall include:
 1. Attempting to prioritize the expenses incurred by the region based on the funds available throughout the year.
 2. Working with the RSC Treasurer, GPRS, Inc Treasurer and the GPRCNA Treasurer to submit an annual unified budget for approval by the region including the following:
 - a. Line itemized list of projected revenues from all sources
 - b. Line itemized list of projected expenses from all sources
 - c. Prudent reserve funding and needs
 - d. Additional fund flow activities, if any
 - e. Comparison with previous year's budget and actual income statement.

Proposal: From the Inner City Area: RSC Marathons, Speaker Jams, and Events

That the RSC and all its subcommittees contact the group, area or region before scheduling any/all events in the member Area or Group.

Reason: To promote unity, cooperation, and accountability

APPROVED BY THE RSC 10/04/15

ARTICLE XIV
GREATER PHILADELPHIA REGIONAL SERVICES, INC (GPRS, INC)

A. Purpose of the Corporation

1. Greater Philadelphia Regional Services, Inc (GPRS, Inc) was created, by the will of the RSC, to form an organization exempt under Internal Revenue Code 501(c) (3) to assist and support the Greater Philadelphia Regional Fellowship of NA and the GPRSC in carrying the message to the addict that still suffers.
2. GPRS, Inc shall provide advisory, organizational, and logistical support to the GPRSC, to the Regional Fellowship at large, and in other capacities at the will of the RSC.

B. Purpose of the GPRS, Inc Advisory Committee

1. The purpose of the is to manage the day to day operations of the corporation.
2. This committee shall consist of a Chairperson, Co-Chairperson, Secretary and Treasurer.
3. The Advisory Committee shall assist the RCM's in developing direction, goals, operations and policies for the corporation.
4. This committee shall act according to the Twelve Traditions, Twelve Concepts, the Guide to Local Service, the Articles of Incorporation, the corporate bylaws, the policies of the RSC and the GPRS, Inc and all laws and precedents (pertaining to the operation of GPRS, Inc) set down by federal, state and local authorities.
5. The Advisory Committee shall, through use of legal counsel if needed, keep the RCM's apprised of all federal, state and local guidelines governing corporations exempt under Internal Revenue Code 501(c) (3) as well as all other laws, guidelines and regulations applicable to this corporation.
6. The Advisory Committee shall follow the will of the Board of Directors.

C. Functions of the GPRS, Inc

1. The functions of the committee shall be:
 - a. To assist the fellowship in providing meeting for addicts seeking recovery and educating the general public about the nature of recovery in NA.
 - b. To distribute approved NA literature and merchandise.
 - c. To assist in the operation of the Phonenumber.
 - d. To assist in the production of the Meeting List.
 - e. To store archives and records.
 - f. To maintain office space, phone and fax numbers, mailing address, electronic mail address and web site.
 - g. To provide an umbrella for conducting and assisting conventions and fundraisers not limited to the annual GPRCNA.
 - h. To assist the RSC with direct and indirect communication with addicts, organizations, agencies, governments and the public at large.

- i. To publish and distribute periodicals written or prepared by and for the Fellowship as directed by the RSC.
- j. To assist in operating the GPRCNA and performing the actions necessary to make it a celebration of unity and recovery, including the sale of commemorative items.
- k. To hold and manage in a fiduciary capacity the revenue produced in the above manner in the Spirit of the Twelve Steps, Traditions and Concepts.
- l. Providing a meeting place for the RSC in the GPRS, Inc principle office or elsewhere at the will of the RSC.

D. Participants

- 1. All participants of the GPRS, Inc Advisory Committee (except the Office Manager) are members of and elected by the RSC and serve two (2) year terms in the same manner.
- 2. The Office Manager (referred to in the corporate bylaws as Executive Director) is a compensated position employed by GPRS, Inc. The Office Manager is hired by the Advisory Committee (and ratified by the board at the will of the RSC) to supervise all special workers, perform the administrative duties of the corporation, and to be a point of contact between the staff (special workers) and the Advisory Committee. Exact job descriptions are subject to the needs of GPRS, Inc and the will of the RSC. This position will be filled as needed and as funds allow. The RSC may also, in special circumstances, elect a trusted servant to fill this position in a non-compensated capacity. If this occurs the qualifications shall be the same as the Advisory Committee Chair. The Office Manager shall report to the Advisory Committee Co-Chairperson. When an Office Manager is not employed, all duties of this position fall to the Advisory Committee Co-Chairperson. The RSC may, if warranted, elect a trusted servant to fulfill this position in a non-compensated capacity. If this occurs the qualifications shall be the same as the Advisory Committee Co-Chair.

E. Duties and Qualifications of the Advisory Committee:

1. Advisory Committee Chairperson

a. Qualifications

- i. Suggested minimum five (5) years clean time.
- ii. Prior NA service experience on the group, area and regional levels.
- iii. Time and resources necessary to fulfill the commitment.
- iv. Sound understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- v. Business or organizational experience outside of NA.
- vi .Free from any theft related felony convictions for the past five (5) years.

b. Duties

- i. Conduct Advisory Committee meeting with a firm but loving hand.
- ii. Keep meeting focused on one issue at a time.
- iii. Arrange the meeting agenda.
- iv. Handle GPRS, Inc correspondence.
- v. Be a cosigner on corporate accounts.
- vi. Serve as General Manager of GPRS, Inc supervising and directing corporate daily affairs and activities.
- vii. Exercise all other powers or duties granted by the RCM's.

2. Advisory Committee Co-Chairperson

a. Qualifications

- i. Suggested minimum four (4) years clean time.
- ii. All other qualifications same as Chair.

b. Duties

- i. Conduct Advisory Committee meetings in the absence of the chair.
- ii. Handle GPRS, Inc correspondence in the absence of the chair.
- iii. Be a cosigner on corporate accounts.
- iv. Assist Chair in managing day to day operations, specifically supervising the Office Manager.
- v. Exercise all other powers or duties granted by the RCM's.

3. Advisory Committee Secretary

a. Qualifications

- i. Suggested minimum three (3) years clean time.
- ii. Prior NA service experience on the group, area and regional levels.
- iii. Time and resources necessary to fulfill the commitment.
- iv. Sound understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- v. Business or organizational experience outside of NA.
- vi. Basic clerical or office skills.
- vii. Free from any theft related felony convictions for the past five (5) years.

b. Duties

- i. Conduct Advisory Committee meetings in the absence of the chair and co-chair.
- ii. Keep accurate minutes of Advisory Committee meetings and distribute them to participants.

- iii. Keep corporate archives of all RSC and former RSO minutes, corporate correspondence and files, audio recordings of meetings, copies of the Articles of Incorporation, bylaws, policies and procedures and employee files. The Archive shall be maintained at the principle office of GPRS, Inc.
- iv. Bear the Corporate Seal.
- v. Exercise all other powers or duties granted by the RCM's.

4. Advisory Committee Treasurer

a. Qualifications

- i. Suggested minimum five (5) years clean time.
- ii. Prior NA service experience on the group, area and regional levels.
- iii. Time and resources necessary to fulfill the commitment.
- iv. Sound understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- v. Business or organizational experience outside of NA.
- vi. Have a job or steady source of income.
- vii. Free from any theft related felony convictions for the past five (5) years.

Must be bondable. Bond will paid for by GPRS, Inc.

b. Duties

- i. Collect, disburse, deposit and keep accurate records of all financial transactions and properties for inspection by any RCM, Advisory Committee or RSC Administrative Committee Member at all times.
- ii. Generate monthly line item financial reports to the RSC and Advisory Committee.
- iii. Serve as a cosigner on the GPRS, Inc and GPRCNA accounts. Two cosigners are required on all checks and fund withdrawals to be accepted by the bank.
- iv. Manage and assist in negotiating, if needed, all fiduciary contracts entered into by the corporation and GPRCNA. Unless otherwise specified, the RCM's must approve all contracts that cumulatively result in expenditures exceeding five hundred dollars (\$500.00) US, except for authorized budget expenditures.
- v. Work with the JAC, RSC and GPRCNA Treasurers to create annual unified budgets.
- vi. Exercise all other powers or duties granted by the RCM's.

ARTICLE XV GRIEVANCE PROCEDURES

A. Purpose

1. In keeping with the spiritual principles of the Tenth Concept, the RSC shall address all personal grievances according to the guidelines outlined in the following paragraphs.

B. GPRS, Inc Related Grievances

1. Any grievances filed due to actions taken by the GPRS, Inc Board of Directors or the GPRS, Inc Advisory Committee relating to corporate matters shall be handled according to the procedures outlined in Article 14.02 "DUE PROCESS AND RESOLUTION" of the GPRS, Inc bylaws.

C. Special Worker Grievances

1. All grievances filed by special workers of GPRS, Inc are to be resolved according to the grievance procedures outlined in GPRS, Inc Office Manual.

D. RSC and Other Regional Grievances

1. All grievances filed against the RSC, its subcommittees or trusted servants not covered under the above paragraphs are to be resolved in the following manner:
 - a. All grievances must be filed in writing to the Policy Committee within ninety (90) days of the incident for which redress is being sought.
 - b. The written notice should include the following:
 - i. A short, concise statement of facts pertaining to the offense and the redress.
 - ii. The remedy sought and the basis for that remedy.
 - c. If the grievance is not properly filed it will be deemed out of order. Any aggrieved party may seek assistance from the Policy Committee in drafting a proper written grievance.
 - d. Once a written grievance has been deemed in order the Policy Chair will present the grievance to the RSC and it shall be placed on the agenda as New Business. The aggrieved party must be present when the grievance is heard or it shall be tabled until the next RSC meeting. If the aggrieved party is not present from that meeting then the grievance shall be dropped.
 - e. Once the grievance has been presented and the individual is present, the RSC will hear the grievance and resolve it in New Business.

- f. If no solution can be reached to the mutual satisfaction of the RSC and the aggrieved party, an Arbitration Panel of five (5) trusted servants shall be selected.
- g. The Arbitration Panel shall consist of one (1) member designated by and representing each of the following:
 - i. The Administrative Committee of the RSC
 - ii. The RCM's
 - iii. The Area Service Committee of the aggrieved individual
 - iv. The aggrieved individual.
 - v. The fifth member shall be chosen from the Fellowship as a whole by the other four (4). If the four (4) cannot agree on five (5) within seven (7) days, then five (5) shall be chosen by the Regional Delegate. If the RD is the aggrieved individual then the RD-ALT shall act. The fifth individual shall serve as the panel chairperson.
- h. The Arbitration Panel will hold a hearing within thirty (30) days after its formation to fully investigate the dispute. The Panel shall have the power to mandate the attendance of all witnesses related to the dispute and to direct the production of any relevant documentation, correspondence or records. Upon request, if deemed reasonable, the Panel shall act in the interest of the aggrieved party in mandating witnesses and securing documents. An audio recording shall also be made of the hearing.
- i. The findings of a majority (3) of the panel members shall be binding. The findings shall be made available to the RCM's within ten (10) days of the hearing and shall be formally presented at the next meeting as a Work Group committee report to be included in the minutes.
- j. If the aggrieved party chooses to take further action (i.e. legal or criminal, if warranted) copies of all documentation, witness statements and the audio recording shall be released to the individual.
- k. In order to protect the Fellowship, the RSC, GPRS, Inc and the aggrieved party, release statements (reviewed by GPRS, Inc counsel) agreeing to the proceedings shall be signed by panel members, witnesses, the Advisory Committee Chair, the RSC Chair, and the aggrieved individual prior to the hearing.