

**APPROVED
CRSC 2004
POLICY**

**Approved by CRSC
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ARTICLE ONE: MISSION STATEMENT

The Chicago Region Service Committee (CRSC) is dedicated to servicing the member Area Service Committees (ASCs) in the Chicagoland Region Narcotics Anonymous (NA). The CRSC facilitates its member ASC's primary purpose of carrying the message of recovery from the disease of addiction through the program of NA upholding the Twelve Traditions and Twelve Concepts. It also serves as a liaison between Narcotics Anonymous World Service (NAWS), the member ASCs, and their fellowship members.

ARTICLE TWO: PURPOSE

The purpose of the Chicago Region Service Committee (CRSC) shall be to respond to the needs and collective conscience of its member Area Service Committees (ASCs). It establishes a structure in which services and education can be provided.

ARTICLE THREE: MEMBERSHIP QUALIFICATIONS

A. In order for an Area to seek membership into CRSC, the Area must demonstrate its ability to sustain itself by providing the following to the CRSC at the time that it requests admittance to CRSC. The Area will send a representative to the Region notifying the Region that it is the intent of the Area to request admittance to the Region. The Area representative will provide the Regional Secretary with a completed Area report providing the name of the Area Facilitator, Alternate Facilitator, Secretary, Treasurer and the Area representative. A complete list of meeting and groups that are serviced by the Area will be attached. This report will be given to the body of the RSC after all other Area reports have been given.

B. During New Business, one of the member Areas will make a topic to recognize the potential Area. In order for the Area to be recognized, consensus must be reached approving the Area's recognition. At this time, the Area representative will not have a voice on the floor, unless the Facilitator wishes; nor will they have voting privileges.

C. During Old Business of the second consecutive CRSC meeting that the Area representative attends, the Regional Facilitator will seek Consensus to accept the Area as a member of the Region. Upon approval, the Area representative will have full voting privileges and be recognized as a Regional Committee Member (RCM).

D. In the event that an ASC has not been represented at two consecutive CRSC meetings, the ASC should be contacted.

E. If a member misses three Roll Calls, it loses its voting privileges. It must attend two consecutive RSC meetings to regain voting privileges.

ARTICLE FOUR: DEFINITION OF CONSENSUS

Consensus is defined as the decision making process used by those members of the CRSC that are allowed to vote in which discussion and compromise are used to reach agreement within the body. **HOW IT WORKS:**

1. Any attendee of the CRSC may fill out a topic or proposal form.
2. The author explains his or her topic or proposal.
3. Any attendee of the CRSC may discuss the topic or ask questions on the proposal. The Facilitator shall call on members one at a time, no cross talk. Each attendee has 5 minutes to discuss the topic or question the proposal.
4. In the event that a specific proposal emerges, the Facilitator may ask for a Straw Poll to assess the degree of support or lack of support for the proposal. Only Members Allowed to Vote may participate in the Straw Poll. The Facilitator asks each Member Allowed to Vote whether he or she supports the proposal.
 - A. If all support the proposal, it is accepted.
 - B. If there is a general opposition for the proposal, it dies.

- C. If there is general, but not unanimous, support for the proposal it goes to Discussion.
5. **Discussion.** The proposal is discussed and debated for up to 10 minutes. Any attendee may participate in Discussion. If an amended proposal emerges, the Facilitator asks if any Member Allowed to Vote has a Major Objection. A Major Objection arises when a Member Allowed to Vote cannot live with the proposal; it is so objectionable to that Member Allowed to Vote or to those he or she represents that the Member will stop the proposal from passing. A Major Objection must be based on a spiritual principal, Tradition or Concept; the Member Allowed to Vote will have 5 minutes to explain the basis of his or her Major Objection. If 80% of the Members Allowed to Vote still support the proposal, the Major Objection is overridden.
6. If the Facilitator determines there is no clear consensus on a proposal, discussion continues or is tabled for consideration at the next CRSC. The Facilitator may send the proposal to a standing committee, or may create an ad-hoc committee, for further work on the proposal.

ARTICLE FIVE: RCM OFFICERS

A. REGIONAL COMMITTEE MEMBER (RCM):

1. All RCM's are voting members.
2. Elected by their Area.
3. Term of service set by Area.
4. Recommended three years clean time requirement.
5. Reviews and approves annual budget.
6. Approves non-budgeted requests for funds.
7. Attends monthly CRSC meetings.
8. Attends yearly CRSC meetings at CRC.
9. Attends yearly GSR assembly at CRC.
10. Reviews and approves annual corporate audit.
11. Presents a written report of finances, unity activities and Area/group issues.
12. Participates in all discussions.
13. May be chosen by vote if five years or more clean, to be one of six members money pick-up teams at CRC and CMUCNA.
14. Serve on work groups.
15. All members will act in such a manner to further the primary purpose.

B. REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA):

1. Votes in absence of RCM.
2. May contribute to consensus decisions.
3. Elected by Area.
4. Recommended two years clean time requirement.
5. Fulfills duties of RCM when RCM is absent.

C. FACILITATOR:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Five years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Signer on bank accounts.
5. Signer on contracts and legal documents.
6. Facilitates CRSC meetings.
7. Seeks to reach Consensus on all topic discussions.
8. Ensures annual budget and audit are prepared on time.
9. Expresses no opinion on business before the RSC committee.
10. Votes to break a tie of 60-40.

D. FACILITATOR ALTERNATE:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Five years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Does not vote.
5. Facilitate discussion of topics by: (A) Organizing topics brought up by CRSC members, (B) summarizing topics on flip chart and (C) Assisting in facilitating discussion of topics.
6. Audit work groups annually by (A) Chairing annual Work Group audit meeting within 60 days after the end of the fiscal year, (B) Preparing written report for CRSC following the annual audit meeting.
7. Does not sign on bank account or documents.
8. Acts on behalf of Facilitator when absent.
9. Automatic nomination for Facilitator. Still needs to be elected.
10. Vote in absence of Facilitator.

E. SECRETARY:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Votes on all business.
3. Four years clean time requirement.
4. Two year term, may serve two consecutive terms.
5. Signer on bank accounts.
6. Signer on contracts and legal documents.
7. Attends all CRSC meetings.
8. Keeps written minutes of all CRSC meetings.
9. Maintains mailing list of all CRSC participants.
10. Creates and supplies all necessary forms for participants.
11. Sets annual schedule of meetings for the next year each November.
12. Gives flyers for elections and lists regular vacancies two months prior to Elections.
13. Presents receipts for all secretarial expenses to the Treasurer to be reimbursed.
14. Notifies members of special meetings.
15. Takes Roll Call.
16. Produces and distributes all CRSC communications.
17. Presents a budget.

F. SECRETARY ALTERNATE:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Two years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Does not vote. Votes only in absence of Secretary.
5. Does not sign on bank accounts and documents.
6. Automatic nomination for Secretary. Still needs to be elected.
7. Assist Secretary in duties necessary.

G. TREASURER:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Ten years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Knowledge and experience in accounting required.
6. Knowledge and experience in Quickbooks Pro. Optional Quickbooks Point of Sale.
7. Signer on bank accounts and balances checkbook.

8. Signer on contracts and legal documents.
9. Attends all CRSC meetings.
10. Prepares annual budget.
11. Presents budget proposal each November.
12. Assists annual audit.
13. Oversees tax returns each May 15th.
14. Makes routine budgeted expenditures.
15. Maintains bank records, including annual account signers, as needed.
16. Presents monthly expenditures and account balances to CRSC.
17. Oversees CRSC receipts, expenses and bank accounts.
18. Reports all Area donations.
19. Monitors complete financial reporting of all income and expenses, profit and loss report monthly.
20. Reports quarterly to BOD.
21. Reviews all contracts and legal documents with the BOD.

H. TREASURER ALTERNATE:

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Eight years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business in absence of Treasurer.
5. Signer on bank accounts and documents.
6. Assists Treasurer in performance of his/her duties.
7. Knowledge and experience in Quickbooks Pro. Optional Quickbooks Point of Sale.
8. Knowledge and experience in accounting.
9. Automatic nomination for Treasurer. Still must be elected.

I. REGIONAL DELEGATE (RD):

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Six years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Attends all CRSC meetings.
6. Works on annual budget.
7. Works on annual audit.
8. Attends and reports on all WSC meetings. Is a World level trusted servant. Travel expenses paid for by CRSC.
9. Attends and reports to all Midwest Zonal Forum meetings. Travel expenses paid for by RSC.
10. Reports on WSC and Zonal Forums.
11. Facilitates annual GSR assembly at CRC.
12. Participates in all discussions.
13. Attends every member ASC meeting at least once per term.
14. Provides annual budget for RD/RDA expenses.

J. REGIONAL DELEGATE ALTERNATE (RDA):

1. Elected by voting members by 60% of those present. Quorum must be met.
2. Four years clean time requirement.
3. Two year term, may serve two consecutive terms.
4. Votes on all business.
5. Automatic nomination for Regional Delegate. Still must be elected.

5. Attempts to coordinate events calendar with Webmaster, BOD and Area Events Chair.
6. Required to visit each Area once per term.

D. ARCHIVES:

1. Two years clean time requirement. Strong organizational skills.
2. Keep chronological record of CRSC minutes and guidelines provided by the Board and Work Groups of the CRSC and any Area Service Committee Minutes.
3. Assists CRSC participants when searching the Archives.
4. Maintains storage of archival records in a location designated by the CRSC.

E. WEBSITE/TECHNICAL:

1. Five years clean time requirement.
2. Must be familiar with the following software: FTP and Front Page, Microsoft Access.
3. Needs high speed internet connection.
4. Maintain website per current committee policy.
5. Keep meeting directory and Event's page up to date.
6. Maintain link pages.
7. Maintain the store for the CSO e-mail addresses in NA.org domain.

F. CONVENTIONS:

(To be developed)

G. BOARD OF DIRECTORS

(To be developed)

ARTICLE SEVEN: CRSC AGENDA ITEMS

1. 11:00 am recovery meeting, optional attendance.
2. 12:00 pm CRSC meeting begins.
3. Fifteen minute break every two hours, as needed.
4. Welcome.
5. Moment of silence followed by Service Prayer.
6. Twelve Traditions and Twelve Concepts are read.
7. Roll Call.
8. Approve minutes from previous month.
9. Secretary report.
10. Facilitator report.
11. Treasurer report.
12. RD report.
13. Work Group reports.
14. Area reports.
15. Old Business, topic reports.
16. Open Forum. (Length of time to be decided.)
17. New Business.
18. Agenda for next meeting.
19. Announcements.
20. Closing Prayer.

ARTICLE EIGHT: ITEMS REQUIRING VOTES

Administration decision making is generally Consensus based. However, the following matters always require votes:

1. Elections.
2. Annual budget.
3. Non-budgeted expenditures over \$250.00.
4. Motion of no confidence in Officer/Work Group Leader.
5. All items requiring votes must have 60% of voting members present. Quorum must be met.

ARTICLE NINE: MANNER OF ACTING:

1. Attendee's must act in accordance with the spiritual principals of Narcotics Anonymous.
2. All actions are to further the primary purpose.
3. Theft or misappropriation of funds will result in implementation of Article Eleven, review process and may be prosecuted.
4. Violence or threats of violence will result in in implementation Article Eleven, review process and may be prosecuted.
5. All officers and work group leaders are expected to attend all meetings of the CRSC. Officers or work group leaders should notify the secretary to report any absences.

ARTICLE TEN: RESIGNATION OF OFFICERS/WORK GROUP LEADERS:

(A) In the event that an officer or work group leader resigns, he or she shall do so in writing.

(B) In the event that an officer or work group leader of the CRSC has: (1) relapsed, (2) misappropriated NA funds, (3) violated attendance in accordance with the CRSC policy or (4) failed to perform in accordance with Article Nine, MANNER OF ACTING, any member of the CRSC body may call for review.

(C) Review Process For Vote of No Confidence:

The member who seeks a review will fill out a review form, which names the person making the request, identifies the officer or work group member being reviewed, and specifies the provision of Article Ten (B) that is alleged to be in violation. The CRSC will take the matter up as soon as a review form is submitted. The CRSC officer or work group leader being reviewed will have the opportunity to respond if present. If not present, he or she may respond as a redress no later than the next CRSC meeting.

The members of the CRSC will have five minutes to ask questions. The matter may then be dropped or vote of no-confidence is consented to. In the event of no-confidence, the individual will resign and elections will take place, as per Article Fifteen.

(D) The CRSC officer or work group leader may seek redress at the next CRSC meeting within the spirit of the Tenth Concept.

ARTICLE ELEVEN: KEY HOLDERS FOR CONFERENCE ROOM:

1. Facilitator.
2. Facilitator Alternate.
3. Secretary.
4. Treasurer.
5. Regional Delegate.
6. Work Group Chairperson (s)
7. BOD, as needed.
8. Special workers.

ARTICLE TWELVE: DONATIONS

All monies above and beyond the annual RSC budget shall be donated to the WSC. Donation's will be made with any extra cash quarterly.

ARTICLE THIRTEEN: MEMBERS ALLOWED TO VOTE

1. RCM.
2. Facilitator - in the event of breaking a tie of 60 - 40.
3. Secretary.
4. Treasurer.
5. Regional Delegate.
6. Regional Delegate Alternate.
7. Work Group Chairperson.
8. Quorum is defined as 60% of all voting members on the roll call.

ARTICLE FOURTEEN: EXECUTIVE COMMITTEE

A. Membership of the Executive Committee. The following CRSC Officers shall also serve on the Executive Committee.

1. Facilitator.
2. Facilitator Alternate.
3. Secretary.
4. Treasurer.
5. Regional Delegate.
6. BOD member.

B. Responsibilities of the Executive Committee. The EC shall:

1. Serve as liaison between the CRSC and the CSO Board of Directors.
2. Serve as liaison between the CRSC and the CRSC Workgroups.
3. Act on behalf of the CRSC between meetings of the CRSC, as warranted by special circumstances. Special circumstances may include, but are not limited to: Public Information or H&I opportunities, budget or fiduciary matters, theft of CRSC or CSO resources, web site or technical matters, CSO Board of Directors concerns, CSO concerns, Member Area Service Committee concerns, or other events unanticipated at the previous CRSC meeting.

C. Meetings of the Executive Committee.

1. The CRSC Facilitator can call a meeting of the EC.
2. Any two members of the Executive Committee can call a meeting.
3. Meetings of the EC shall be held after 48-hour notice, except in extenuating circumstances.
4. The EC shall only conduct business when fifty percent of the ECs members are present in person or via teleconference.
5. The RCMs shall be notified in advance of all EC meetings and of the purpose of such meetings. Such notice may be via telephone, fax, electronic mail, or other forms of timely communication.
6. Any member of Narcotics Anonymous may attend EC meetings.

ARTICLE FIFTEEN: ELECTIONS

A. Elections

1. Elections will be held as term expires and/or as needed.
2. Two months prior to the elections, flyers announcing the elections shall be distributed to the Areas.
3. In the event of a vacancy, notice shall be submitted, and elections shall be held two Regional

ADDENDUM A - TRAVEL POLICY GUIDELINES

This article will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your service commitment.

SEVEN BASIC RULES TO KEEP IN MIND

1. All requests for funds must be submitted on a "reimbursement request" form.
2. All reimbursement requests must be submitted no later than forty-five days after the last travel day of a trip or event. Submissions after forty-five days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the CRSC.
3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. All other extensions must receive prior approval on a case by case basis or they will not be reimbursed.
4. All requests must include a receipt for each reimbursable item, with the exception of meals.
5. Bring all original documents, including receipts, to the CRSC.
6. Travel expenses are typically reimbursable for portal-to-portal expenses.
7. The CRSC does not allow for personal phone calls as a reimbursable expense.

MEALS

Maximum meal and tip allowance is \$45.00 US per day, including travel days. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

TRAVEL

You must turn in receipts for all travel expenses, airfare, cab fare, shuttle service, (mileage) or other ground transportation. Parking and tolls are reimbursable. If normal receipts are available, a handwritten, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money. Please note that when using your own car, you will be reimbursed half the IRS allowed mileage reimbursement expense.

ADVANCES

If you receive an advance, you **MUST** submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds. No funds will be advanced or reimbursed to you until any previous advances that are outstanding for forty-five (45) days or more have been accounted for. Again, please note that any advances not accounted for will become an account receivable and will be reported to the CRSC.

A WORD TO THE WISE

If, after reading the CRSC Travel Guidelines, you are uncertain about some particular item and whether or not it is or would be reimbursable, please contact the CRSC for clarification. A good rule of thumb to use is this: If something is not addressed clearly in the CRSC Travel Guidelines, it most likely will require prior approval if you plan on requesting reimbursement. As with all policies, there are times when travelers may need to seek an exception. The CRSC Executive Committee has the ability to consider these requests on a case by case basis.

REIMBURSEMENT FOR NON-TRAVEL TRUSTED SERVANT EXPENSES

Most expenses incurred in order to fulfill your service commitment are reimbursable. All required receipts must be submitted within forty-five (45) days of purchase, in the case of supplies or date of bill, phone or fax.

MISCELLANEOUS

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under "other" on a "reimbursement request" form and include receipt (s). These expenses must fall within the project, board or committee budget allocation as stated above.