

Florida Regional Service Committee

Policy, Guidelines & By-Laws

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TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends on NA unity.

2. For our group purpose there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose-to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups within its Region, by helping Areas and Groups with their basic situations and needs, and by encouraging the growth of the fellowship.

REGIONAL SERVICE COMMITTEE

Regional Service Committee (RSC) is a Committee made up of the RCM's from the Florida Region. This Service Committee is designed to provide service to its member Areas. An ASC and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member Groups, the Florida Region serves three basic functions:

1. The primary function of the RSC is to unify the Areas within the Region.
2. The secondary function of the RSC is to carry the message of recovery through Sub-Committee actions.
3. The third function of the RSC is to contribute to the growth of NA both by initiating much of the work to be finalized at the World Service Conference and by helping our World Services.

ATTENDANCE

- 1) Any area that meets the criteria established in the, 'Guide to Local Services', pgs. 47, 48 & 49, is automatically a voting member of the RSC.
- 2) Any new Area that comes to the RSC may start voting and be recognized that day.
- 3) Any RCM or Sub-Committee Chairperson leaving the RSC before its end should notify the Secretary upon leaving.
- 4) Any Sub-Committee Chairperson missing two regularly scheduled Sub-Committee meetings will be dismissed.

STANDING COMMITTEE

In order to minimize time spent debating in Conference meetings, Sub-Committees are used by the Florida Regional Service Committee. It is important to note that the Committees cannot do the day-to-day work, only members can do this, which means each Committee covers a large geographical region and meets only six times a year, unless a special session is requested. By need, most of the work must be done in Committees. Initiation and finalization of these projects take place at the Regional Service Committee meeting.

Each Committee should submit a written report to the Administrative Committee prior to the end of Regional Service Committee Meeting. This report should include minutes of the Committee meetings, plans, ideas, motions for initiation, finalization or implementation, and a financial report or request.

Each Committee Chairperson should establish lines of communication with the appropriate WSC Committee Chairperson. Each Committee is autonomous, but responsible to the Florida Region. In order to better serve, a Committee may choose to elect officers. Sub-Committees are permitted travel expenses for out of Region functions, not to exceed \$540.00 per Committee per year. All Sub-Committees will submit budgets for the upcoming year in January.

ADMINISTRATIVE COMMITTEE

This Committee consists of the following: RSC Chairperson, RSC Vice-Chairperson, RSC Secretary, Alternate RSC Secretary, RSC Treasurer, Alternate RSC Treasurer, Regional Delegate, Alternate Delegate.

This body serves as a Committee in addition to the members' other duties. This Committee serves the administrative needs of the Region, and in addition, coordinates the next RSC meeting with the Host Area. This body serving as a Committee, per suggestions from the RSC as a whole, may appoint Special Committees to meet a specific need for a specified time period (otherwise known as Ad-Hoc).

Another purpose of this Committee is to actively seek and encourage the growth of NA in this Region by helping to start new groups or meetings in desolate, remote, and isolated areas, cities and towns throughout the Region. Another form of outreach services which this Committee performs is actively seeking and encouraging the growth of newly established Area Service Committees and the Groups they serve by sending members of this Committee to that area as a trouble-shooting Committee for a few days.

DUTIES and RESPONSIBILITIES

Chairperson

1. Compiles and announces a pre-arranged agenda before the close of business of the RSC.
2. Presides over all meetings of the Florida RSC.
3. Maintains a line of communication between the Florida RSC and any/all Area Service Committees throughout the year.
4. Enforces the rules of decorum and discipline. (RSC Rules of Order)
5. To be absolutely fair and impartial.
6. To refrain from discussing a motion when presiding.
7. Co-signer on all bank accounts of the Florida RSC.
8. In conjunction with the RSO, coordinates and keeps records, files and archives of the Region.
9. When an RCM misses two or more meetings, the chair contacts the RCM and investigates the matter.
10. Is the contact for any attorney used for legal services.
11. Is a member of the RSC Policy Committee.

Vice-Chairperson

1. Performs all duties and has all powers of the Chairperson in the absence of the Chairperson.
2. Member of all Sub-Committees.
3. Liaison between all Standing Committees to assure proper functioning of said Committees, per RSC Guidelines.
4. Acts as Parliamentarian at all RSC meetings.
5. Attends as many Area Service meetings as possible.
6. Co-signer on the Florida RSC bank account.
7. Is a member of the RSC Policy Committee.
8. Chairs Sub-Committees when Sub-Committee Chairpersons and Vice-Chairpersons are absent.

9. To keep track of motions requiring future action by the RSC to make sure that these items come up at those future times and do not fall through the cracks.
10. Prepare agenda for Sub-committee and ad-hoc's and place room assignments outside meeting rooms.

Secretary

1. Responsible for a written record of RSC meetings.
2. Keeps a mailing list of all RSC trusted servants and RCM's.
3. Responsible for typing minutes so they can be mailed out at least two weeks following each RSC meeting.
4. Co-signer on the Florida RSC bank account.
5. Is a member of the RSC Policy Committee.

Alternate Secretary

1. Works closely with the RSC Secretary.
2. Has the same responsibilities as Secretary. (see above)
3. Is not a co-signer on the Florida RSC bank account.
4. Is a member of the RSC Policy Committee.

Treasurer

1. Keeps an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. Disburses money as per group conscience of the RSC.
4. Collects all donations from Groups, Areas, individuals or Committees.
5. As part of the Administrative Committee, will make an annual projected budget with suggested prudent reserve at the end of term.
6. Is a member of the RSC Policy Committee.

Alternate Treasurer

1. Works closely with the RSC Treasurer.
2. Helps Treasurer prepare (or in the absence prepares) a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. In the absence of the Treasurer disperses money per group conscience of the RSC.
4. Assists in the collections of donation from Groups, Areas, individuals or Committees.
5. As part of the Admin. Committee., will assist in preparing an annual projected budget with suggested prudent reserve at the end of the term.
6. Is not a signer on the RSC bank account.
7. Is a member of the Policy Committee.

Regional Delegate

1. The primary purpose of the RD is to link the Region with the World.
2. Presents minutes of the World Service Conference, information from the World Service Office, Inc., World Service Board of Trustees, or other Regional news or information available (Conventions, Conferences, etc.) or from the quarterly fellowship report.
3. Attends all Regional Service Committee meetings.

4. Attends as many Area Service Committee meetings as possible.
5. Attends yearly World Service Conference meetings.
6. Attends as many Regional functions as possible.
7. Is a member of the Regional Administrative Committee.
8. Is a member of at least one other Regional Standing Committee.
9. Is able to accept nominations to become a member of WSC Sub-Committees and Boards.

Alternate Delegate

1. Works closely with the Regional Delegate.
2. Has the same responsibilities as RD. (see above)
3. Will not accept any nominations on the World level upon election.
4. Develops, coordinates (in conjunction with the Activities Subcommittee), and chairs the annual Regional GSR Assembly.

QUALIFICATIONS

Administrative Committee

1. Willingness and desire to serve.
2. One year commitment for Chairperson, Secretary and Treasurer. Two year commitment for Vice-Chairperson and Alternate Secretary, Alternate Treasurer.
3. Minimum of four years clean time for Chairperson, Vice-Chairperson, Treasurer and Alt-Treasurer.
4. Minimum of three years clean time for Secretary and Alt-Secretary.
5. Minimum of one year Florida Regional Service involvement.
6. Understanding of the Twelve Traditions through application.
7. Time and resources needed to be an active participant.

Regional Delegate and Alternate

1. Willingness and desire to serve.
2. Four year commitment. Two year as Alternate and two year as RD.
3. Minimum of five years clean time for RD and Alternate Delegate.
4. Minimum of two years Florida Regional Service involvement.
5. Understanding of the Twelve Traditions through application.
6. Time and resources needed to be an active participant.

Committee Chairperson

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum of three years clean time.
4. Minimum of one year Florida Regional Service involvement.
5. Understanding of the Twelve Traditions through application.
6. At least one year involvement on the Regional level with the respective Sub-Committee.
7. All Sub-Committee Vice-Chairpersons shall meet the same qualifications as the Chairperson.

REMOVAL OF OFFICERS

Voluntary

Given in writing to the RSC Chairperson prior to the next RSC meeting.

Involuntary

1. Two consecutive meetings missed.
2. Relapse during term of office.

Impeachment (This is needed in case of Tradition violations or failure to perform duties and responsibilities.)

1. The individual will be given written notice by the Chairperson at least seven days prior to the RSC meeting.
2. Present the motion for removal with said due cause.
3. The respondent is given time for rebuttal.
4. Open ballot is taken.
5. A two-thirds majority is needed for impeachment.

ELIMINATION OF STANDING COMMITTEES

A motion is made, seconded and a two third (2/3) majority vote is needed to eliminate.
(This is a policy motion.)

FRCNA

1. After each Regional Convention, FRC, Inc. will turn over all cash on-hand, less six thousand dollars (\$6,000.00) for Host Committee seed money.
2. FRCNA will honor any request for registration refunds that are submitted at least thirty days prior to the Convention.

RSO

1. The RSO President has final word on distribution of materials by the RSO, with approval by the RSC.
2. The RSO may offer to the SFRSC any services that are provided to the FRSC.
3. That the Regional Policy Package be kept at the RSO on computer and/or disk. (RSC Policy, Sub-Committee Guidelines, and any other written policies of the Florida Regional Service Conference.)
4. Prior to changing the accounting firm for the RSO, there must be RSC approval.
5. The number of FRSO officers will be 9, 5 to be FRSC elect positions and 4 to be BOD elect positions.
6. The RSO Board of Directors has final word on distribution of non-conference approved merchandise by the RSO. The RSO should provide the RSC a description of said merchandise, prior to offering it for sale.

ZONAL FORUM PARTICIPATION

Purpose

The purpose of attending the Southeastern Zonal Forum (SEZF) is to provide for the Florida Region to interact with our neighboring regions in the Southern United States. To share experience, strength, and hope; to gain insight as to the problems, situations, and successes of the other regions, and to promote the unity of Narcotics Anonymous as a whole. (Addendum A)

Attendance

1. Regional Delegate.
2. Alternate Delegate.
3. Any interested Regional Subcommittee chair or vice-chair or RCM.
Notification at the January RSC, of intentions to attend, in order to facilitate room reservations.
4. The SEZF CAR Workshop will be held in Macon Ga. and rotate all other SEZF meetings.

Requirements

1. One (1) year involvement on the Florida Region Service Committee.
2. Willingness, time, and resources to attend.

Responsibilities

1. To attend as many meetings as possible.
2. To report top the FRSC any pertinent information received at the forum.

Budget

1. Van rental.
2. Miscellaneous expenses- copying, telephone not to exceed \$50.00 per Zonal.
3. Room expense for RD and AD not to exceed current room allowance by region.
4. Female room will be provided for qualified members.
5. If enough qualified members attend to warrant it, extra rooms may be acquired at the same rate.

GSR Assembly Guidelines

Section I: Purpose

The Annual GSR Assembly is a meeting of all the GSRs and RCMs in the Florida Region. We come together to meet, grow in unity, and arrive at a regional conscience on a variety of issues locally and globally in NA. It is a key ingredient in the maintenance of the NA groups' final responsibility and authority for our fellowship's services, spoken of in our Second Concept.

Section II: Objectives

- 1) To get as much participation and representation from as many groups as possible throughout the region.
- 2) To inform the members of Narcotics Anonymous in our region about the structure, functions, and importance of Regional and World Services.
- 3) To arrive at a regional conscience on each motion presented in the Conference Agenda Report for the annual meeting of the World Service Conference of NA.
- 4) To provide verbal and written input to our conference delegates on important aspects of the specific issues.
- 5) To discuss regional issues facing the FLRSC which would require a conscience from the expanded population of GSRs.

Section III: Structure

A. Panel Discussion

Small informal discussions designed to allow for in-depth background and analysis of the issues at hand.

- 1) The panels are broken down by topic so that only issues and motions in that topic are discussed in the small group.
- 2) The panel discussions are led by a qualified participant. For instance discussion on motions related to Public Information would be lead by a PI chairperson or equivalent.
- 3) Prepares participants for the more formal general assembly open forum.
- 4) All members of Narcotics Anonymous are invited to attend.

B. General Assembly Open Forum.

- 1) The large meeting of all members of the Florida Region.
- 2) Chaired by the Regional Chairperson with the assistance of the Vice-chairperson. Formal discussion and voting takes place on all issues on the agenda.
- 3) RSC Rules of Order are used to provide an orderly way to conduct business, to protect each member's rights, to protect the FLRSC's rights, and to promote free discussion.

Section IV: General Assembly Procedures

- A. GSRs only may vote on the Assembly Agenda.
- B. Voice votes are preferred, if at any time a vote count is desired, any participant may request it.
- C. Any member of Narcotics Anonymous may address the body when recognized by the chair.
- D. No one may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.

- E. There shall be a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the Chair to speak. (Note: The chair may exercise discretion to extend the time limit.)
- F. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than three members to speak in favor (pro) of any motion and no more than three members to speak in opposition (con) of any motion. (Note: The chair may exercise discretion to extend the number of speakers.)
- G. FLRSC limits debate on the motion to appeal to 1 pro and 1 con with the chair always the con. If someone disagrees with a ruling of the chair, he/she may voice that disagreement with a motion to appeal.
- H. FLRSC requires a simple majority to adopt the motion to Limit or Extend Debate.

Section V: Executive Committee Responsibilities

The executive committee works together in a team effort to plan and implement the GSR Assembly.

A. Alternate Delegate-AD

- 1) Coordinates the planning and implementation of the GSR Assembly.
- 2) Makes sure that the issues and motions in the CAR are broken down into logical groups for panel discussion.
- 3) Chairs The General Assembly.
- 4) Delegates Panel Leader responsibilities to appropriate individuals.
- 5) Performs miscellaneous tasks as required.

B. Regional Delegate-RD

- 1) Acts as an information resource to the executive committee.
- 2) Provides a world level perspective in all discussions.
- 3) Listens closely to the perspective of the GSRs.
- 4) Performs miscellaneous tasks as required.

C. Regional Chairperson

- 1) Sets the meeting agenda.
- 2) Ensures that discussion stays on track at an appropriate pace protecting the right of individuals to be heard.
- 3) Performs miscellaneous tasks as required.

D. Vice-Chairperson

- 1) Acts as the chair in his/her absence.
- 2) Performs miscellaneous tasks as required.
- 3) Works with the host area activities committee to put on a function in conjunction with the GSR Assembly.
- 4) Secures appropriate facilities.
 - a) The general assembly hall needs to seat all GSRs and other participants.
 - b) Enough meeting rooms for panel discussions.
- 5) Performs miscellaneous tasks as required.

F. Secretary

- 1) Maintains a current list of GSRs including names, addresses and phone numbers.
- 2) Sends out two mailings to the GSRs informing them of the Assembly.
 - a) The first mailing near the end of January announcing the date and general information about the GSR Assembly, i.e. what it is, why it's important, etc.

- b) The second mailing approximately three weeks prior to the event with specifics about agenda, lodging, maps if appropriate, etc.
- 3) Performs miscellaneous tasks as required.
- 4) Prepares Registration Packets for distribution at Assembly per Sec. VII.

G. Treasurer

- 1) Ensures that the meeting stays within budget.
- 2) Performs miscellaneous tasks as required.

H. RCM

- 1) Talks about the upcoming GSR Assembly at her/his respective Area Service Conference.
 - a) Emphasizes how important it is for every GSR and Alt-GSR to attend.
 - b) Discusses the importance of area committee chairs attending the Assembly to get a larger perspective on their service work
- 2) Calls each GSR individually to reconfirm their commitment to attend and answer any questions about the assembly.
- 3) Performs miscellaneous tasks as required.

I. Committee Chairs and Resource Persons

- 1) Researches the CAR and is prepared to discuss in detail the motions pertinent to their areas of expertise.
- 2) Volunteers to be Panel Leader.
- 3) Performs miscellaneous tasks as required.

Section VI: Panel Leader Responsibilities

- A. Thoroughly research the subject matter.
- B. Identify and communicate relevant and appropriate facts and issues.
- C. Keep the discussion rolling.
- D. Encourage participation both PRO and CON.
- E. Remain as unbiased as possible.
- F. At the end of each discussion topic, have the group choose representatives on each issue and motion to speak at the general assembly; at least one PRO and one CON.

Section VII: Registration Packet

Upon arrival, all participants are given a packet of information to help facilitate a productive and enjoyable meeting. It contains:

- A. A map of the local area (available free from the Chamber of Commerce).
- B. A housing list of local hotels and those in the fellowship who are willing to host out of town guests.
- C. Local Phone List for emergencies.
- D. Welcome letter from the FLRSC Chairperson.
- E. Meeting Agenda.
- F. GSR Assembly Rules of Order.
- H. Name Tag.

Miscellaneous

1. RCM's will be expected to turn in updated meeting lists with their bi-monthly reports.
2. The RSC meeting shall not be held at any Recovery Weekend, Mini-Convention, etc. or in the same area it is being held.
3. The RSC meeting, as well as all Standing Committee and Ad-Hoc Committee meetings, are non- smoking meetings with five minute smoke breaks every hour.
4. An Ad-Hoc Committee is created by the RSC, or at the discretion of the RSC Administrative Committee. Members of the Ad-Hoc Committees are appointed by the RSC Chairperson.
5. Administrative Committee members, RD, Alternate Delegate, RCM's from each area, one RD from each zonal region, FRC and RSO Presidents and Sub-Committee Chairperson are to get a copy of the Regional Minutes at the RSC's expense. Any others requesting minutes should purchase them from the RSO at cost.
6. Regarding the FRC and RSO Boards of Directors, any member who carries group conscience that could affect FRC, Inc. or the RSO shall be considered to have a "conflict of interest." This includes RCM's, RSC Administrative Committee members, RSC Sub-Committee Chairpersons and non-NA members.
7. That the FRSC send at least 2 (two) representatives from the P.I. Sub-Committee to SECAD on an annual basis.
8. No area's meeting list will be removed from the FRSC Web Page without one of the area's RCM being notified. If there isn't any RCM, an area administrative committee member will be notified.
9. RCM's from each area are to receive an annual copy of FRSC Policy, Guidelines, By-Laws, and all pertinent addendums.
10. RSO scan regional minutes and deliver to web page coordinator for posting on web page at the RSO billable rate.

ADDITIONAL GUIDELINES

Financial

1. The RSC will maintain a bimonthly prudent reserve in the amount of \$8,000.
2. The RSC will pay for airfare and per diem for the RD and Alternate Delegate to attend the WSC.
3. After paying our bills and establishing a prudent reserve, any money left over will be forwarded to the next level of service.
4. The RSC shall hold excess Convention funds until the November RSC.
5. To require two signatures on all checks issued by the FRSC.
6. Each member of the RSC Administrative Committee and Sub-Committee Chairperson shall be reimbursed ninety dollars (\$90.00) per RSC for travel expenses. The Sub-Committee Vice-Chairperson shall be reimbursed ninety dollars (\$90.00) per RSC in the absence of their respective Chairperson.
7. No person shall receive more than one travel expense per Regional, even though such person might serve as Chairperson for more than one Committee.
8. Service travel, which is travel other than the RSC weekend attendance, shall be approved by the FRSC, as deemed necessary.
9. The FRSC be financially accountable for any donations of literature.
10. FRSC will subsidize up to \$300.00 per RSC for the Bahamas Area RCM to attend the RSC.

BIDDING CRITERIA TO HOST THE RSC

The RSC Conferences are held on the third Sunday of the following months: January, March, May, July, September and November. The RSC Conferences are to be held to a two-day function. (No Friday Sub-Committee or Ad-Hoc meetings.)

I) Size

- A) Four large meeting rooms with tables that hold a minimum of fifty people each.
- B) One large meeting room with tables that holds a minimum of one hundred people for the RSC.
- C) Adequate ventilation.
- D) Podium with a microphone.
- E) Location for a function. (Preferably at the facility).

II) Coffee

- A) Goal would be to have coffee provided by the hotel.
- B) Other arrangements will be considered.

III) Room Block

- A) Be aware of advance registration requirements.
- B) Make cut-off as late as possible.
- C) Minimum of twenty rooms for Friday and twenty rooms for Saturday.
- D) Objective is that the room block should provide free meeting spaces.
- E) Handicap Accessibility needed in and around the hotel chosen

IV) Copying to be available.

V) Flier must be available at the prior Regional meeting. The RSO will mail the flier.

VI) Some provisions for Friday night. (late meeting, hospitality room)

VII) All net proceeds from the RSC weekend will go to the Regional Treasurer.

If a specific need arises, the Hosting Area may request funds to be returned to the Area; to be voted on by the RSC.

PROCEDURE FOR ROTATION OF RSC MEETINGS

RSC exercise a bi-monthly rotation; based on Concepts 7&9 and the spirit of rotation in service No ASC will host more than one RSC per 12-month period, except in case of emergency. Any Area may submit a bid for the next unscheduled RSC meeting. This bid may be for up to six consecutive RSC's. All bids for RSC weekends must be submitted to FRC for review of the contract before submitting to the RSC; all signed contracts submitted for and up to the next 6 months shall be voted on upon receipt of contract by the RSC.

PROCEDURES

Meeting Format

1. Opening Prayer. (9:00 AM)
2. Read Twelve Traditions.
3. Read Twelve Concepts.
4. Read Purpose and Definition of an RSC.
5. Open Floor to any member of NA.
6. Roll Call.
7. Secretary Report.
8. Treasurer Report.
9. RCM Reports.
10. Recess for said time period. (optional)
11. RD Report.
12. Standing Committees' Reports. (alphabetically)
13. Recess for said time period. (optional)
14. Old Business.
15. Elections of New Officer(s). (if necessary)
16. New Business. (pre-arranged agenda has priority)
17. Announcements.
18. Review of the Business of the Day.
19. Plans for next meeting are discussed.
20. Closing Prayer. (Serenity Prayer)

Agenda

1. The Chairperson will arrange the agenda prior to each meeting.
2. Any motions not already on the agenda are to be given in writing to the Vice-Chairperson at the beginning, or during (but not preferred), of the Regional meeting.
3. The maker of a motion must be present to give verbal intent of the motion.
4. Main motions submitted after the start of new business will be put on the agenda of the next RSC under New Business

Motions

1. All changes in RSC Sub-Committee Guidelines, as well as Incorporated Boards of the Region, must be reviewed by the RCM's for two months. These changes will be included in the minutes of the RSC for RCM's to review and will be voted on at the following RSC.
2. Motions tabled to a Sub-Committee for review will be tabled to ASC's with review information at the next RSC.
3. Any motion affecting Policy must first be submitted to the Policy Committee. Policy motions, upon deliberation, will be put on the agenda for the next RSC meeting to allow for discussion by RCM's prior to an RSC meeting.
4. In order to discuss Policy motions on the floor of the RSC, the motion must be dealt with by the Policy Committee first. All Policy motions dealt with by the Policy Committee, will be placed on the floor of the RSC after deliberation by the Policy Committee.
5. All motions made at the RSC must include a written intent of the motion.

Participation on motions

- | | | |
|------------------------------------|-------------------|---------------------------------------|
| 1. Main motion. | 2 pros and 2 cons | (3 minute limit) |
| 2. Amendment. | 2 pros and 2 cons | (3 minute limit) |
| 3. Reconsider a previous question. | 2 cons | (3 minute limit) |
| 4. Appeal the Chairperson | 1 pro and 1 con | (3 minute limit) (Chairperson is con) |

The following can make or second motions

1. RCM's, or the duly elected member from an Area. (see Voting, number 2.)
2. Sub-Committee Chairperson, or Vice-Chairperson in the absence of the Chairperson.
3. Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, RD and Alternate Delegate. However, the RD and Alternate Delegate may not second each other's motions.

DISCUSSION LIMITS

The following have a voice on the floor:

1. Administrative Committee. (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alt. Treasurer.)
2. Regional Delegate and Alternate.
3. Regional Committee Members and Alternates, or the duly elected member from an Area. (see Voting, number 2.)
4. Standing Committee Chairperson and Vice-Chairperson. (Host Committee Chairperson during the FRC Board report)
5. Past RDs and all past Administrative Committee trusted servants for information only. (left to the discretion of the Chairperson)
6. The FRC Board Chief Financial Officer in matters concerning FRC, Inc. finances.

Quorum

1. Official quorum must be reached by thirty minutes after the scheduled starting time.
2. Official quorum is one more than half of the Areas on the current Roll Call of the Florida Region.
3. Only duly elected members are eligible for quorum in a representative's absence.
4. No proxy representatives.

Voting

1. RCM's only and Chairperson in case of a tie. (Limited to one vote per area.)
2. Anyone duly elected by their ASC to represent them in place of their RCM.
3. Voting will be done by a show of hands. A Roll-Call vote can be called at any time by voting participants.
4. **Majority** is defined as more than half of voting members present.
5. **Two thirds majority** is defined as two thirds of voting members present. (Except in matters of Policy)
6. In matters of establishing or changing Policy of the RSC, a **two thirds majority** of all Areas on the current Roll Call of the Florida Region is required. (applies to all policy motions.)
7. In order to temporarily waive Policy, a two thirds majority of voting members present is required.
8. An abstention is not counted on either side of the vote, but an Area that abstains from a vote may make a motion to reconsider.

Emergencies

The Chairperson may contact all RCM's by phone or by mail, and voting may be conducted if necessary, no later than ten days from being contacted.

Reports

RSC meetings

All reports are limited to ten minutes per report; all reports are to be written or typed. RCM's' written reports may include information on Sub-Committees and other information about the Areas. It is the option of the RCM to give their report written or verbally.

Yearly reports (due at the January RSC)

1. Secretary compiles a list of all motions from the year's minutes.
2. Treasurer compiles a yearly report consisting of the past year's activity, including the Convention financial statement.
3. Committee Chairperson compile reports consisting of the past year's activity, accomplishments, specific problems, situations, financial records,(last year's budget, last year's actual, and this year's proposed budget.) and an annual work plan (Goals for the year).
4. RCM's compile Area reports consisting of the following:
 - a) Number of meetings: H&I, Groups and total number of meetings.
 - b) Sub-Committee activities.
 - c) Major accomplishments.
 - d) Specific problems or situations.
 - e) Plans for the coming year.

NOMINATIONS

1. Nominations should be solicited from the RCM's.
2. An explanation from the approved service manual is needed to establish responsibilities for each position, per office.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.
5. In case of only one nomination, a priority vote of confidence requiring two thirds majority is taken; if not two thirds, the position goes back to the RCM's for further nominations.
6. After accepting nominations from RCM's, the Chairperson will ask the floor if there are further nominations. (This includes Sub-Committee Chairperson, Administrative Committee members or the RD.)
7. A motion is made to close nominations and must be seconded.
8. Each nominee must be present. Verbal qualifications will be given at this time.

ELECTIONS

1. Voting is done by paper ballot.
2. The election of, Vice-Chairperson to Chairperson, Alternate Secretary to Secretary, Alternate Treasurer to Treasurer (votes of acclamation) is held in May. Officers to assume the duties of the office at the end of business at the July RSC, except when filling a vacant position. The election of Vice-Chairperson, Alternate Secretary, Alternate Treasurer, and Sub-Committee Chairperson is held in July. Elections of positions within Boards and Sub-Committees are held in September.

3. The elections of AD and RD will be held on odd years. Elections will be held in May. Officers assume duties at the end of business at the July RSC.
4. Nominations are brought in July and elections are held the same day.
5. The Vice-Chairperson, Alt. Secretary, Alt. Delegate, and Alt. Treasurer get a priority vote of confidence requiring a 2/3 majority; if not, those positions become nominees for there respective positions.
6. When there are more than two nominations and no candidate gets a clear majority, the succeeding procedure will be followed: A vote will be taken. The nominee with the least amount of votes will be eliminated. The process is continued until there are two nominees. Then the one with the most votes is elected.
7. Upon election, All RSC elect positions must resign any other position which would give them another voice on the Regional floor.
8. All elected RSC positions assume the duties of office at the end of the business day.
9. When someone loses a region-elect board election they can not be elected to that board by a board election that same year. This applies only when someone runs uncontested for that Board.

Florida Regional Service Committee Sub-Committees

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Help Line Sub-Committee Guidelines

PURPOSE

Purpose is to carry the message of recovery to those who call our Area Help Line. The Help Line attempts to make NA available to any addict seeking recovery, By informing those who reach out to us where they can find a NA meeting or to put them in contact with another recovering addict through a Twelve Step list.

This Committee's responsibility is to be a resource to the Areas and it's members in their efforts, by providing information and materials necessary to better carry the message of NA recovery. In addition, to try and help solve any problems.

General Information

1. Membership:
 - a. Consists of Chairperson, Vice- Chairperson, Secretary, and all the Area Help Line Sub-Committee Chairpersons recognized by the Florida Regional Service Committee. Any interested party may participate and attend these meetings.
2. Voting:
 - a. Voting members are any Help Line Sub-Committee Chairperson, the Vice-Chairperson in their absence or RCM in both their absence. Chairperson of the RSC Help Line votes only to break a tie and at no other time.
3. Motions:
 - a. Can be made and seconded by voting participants, Vice-Chairperson or Secretary.
4. Meetings:
 - a. RSC Help Line Sub-Committee will meet on Regional weekends, the Saturday prior to the RSC meeting, at the Place allocated by the RSC.

Qualifications and Responsibilities

- I. Chairperson:
 - A) Nominated and elected by the RSC at the time of their elections.
 - B) Three years clean Time.
 - C) At least one (1) year involvement in the Fla. Region with Help Line.
 - D) Active member of N.A.
 - E) Attends RSC Policy Committee.
 - F) Presides over Regional Help Line meetings.
 - G) Does not hold any other RSC Position.
- II. Vice-Chairperson:
 - A) Nominated and elected by the Regional Help Line Sub-Committee, at the first RSC Help Line Committee meeting following the elections of RSC Help Line Chairperson.
 - B) Three years clean time.
 - C) One (1) year Help Line experience at the Area and/or Region.
 - D) Active member of N.A.
 - E) Does not hold any other RSC Position.
 - F) Acts as a liaison to the RSC P.I Sub-Committee
 - G) Acts as Chairperson in Chairperson's absence
 - H) Acts as Parliamentarian.

- I) Can vote only when representing an Area.
- J) Is a grooming position for RSC Help Line Chairperson, and is a two (2) year commitment.
- K) Recommended to attend Policy meeting.

III. Secretary:

- A) Nominated and elected by the Regional Help Line Sub-Committee, at the first RSC Help Line Committee meeting following the elections of RSC Help Line Chairperson.
- B) Two years clean time.
- C) Active member of N.A.
- D) Keeps minutes of all RSC Helpline meetings.
- E) Will send a copy of minutes to RSO within two weeks following the RSC.
- F) Suggested Help Line experience preferred.
- G) Can vote only when representing an Area.

Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Purpose of Help Line
5. Roll Call
6. Secretaries Report
7. Area Reports
8. Feed Back/ Open Floor
9. Old Business
10. Elections
11. New Business
12. Announcements
13. Closing

Hospitals and Institutions Sub-Committee Guidelines

Purpose

The FRSC H&I Sub-Committee serves the needs of all the areas within the Florida Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the Fellowship.

Functions of the Sub-Committee

1. Is a resource for members, Groups and Areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.
2. Provides a forum or pooling place for area H&I Sub-Committees to share their experience, strength and hope.
3. Maintains an updated list of all facilities within the Region and records which ones are serviced by which Area Committees and the type of services that are being performed, as well as which facilities are not being serviced at all.
4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be serviced by an Area Committee.
5. Conducts workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of H&I work.
6. Maintains communication with the WSC so that member Areas may be informed of its activities. Communication flows both ways between the Area and World level through the Regional Committee.
7. Performs any other activities that benefit the H&I efforts in the Florida Region.

Subcommittee Membership

Membership on the Regional H&I Sub-Committee shall consist of the Chairperson, Vice-Chairperson, Secretary and Chairperson of Area H&I Sub-Committees or their designated representative as well as any member of the fellowship who wishes to better carry the message to hospitals and institutions.

Agenda

1. Opening Prayer.
2. Read 12 Concepts.
3. Read Basic Purpose and Functions of the RSC H&I Sub-Committee.
4. Secretary Report {last meetings minutes}.
5. Administrative Committee Report {activities since last meeting}.
6. Area Reports.
7. Old Business.
8. Elections {if applicable}.
9. New Business.
10. Close

Voting

Voting members of the Regional H&I Sub-Committee shall be the Area H&I Sub-Committee Chairperson or the Area Vice-Chairperson, or the Area H&I Sub-Committee. In the event of a tie, the Administrative Committee will collectively have one vote.

Motions, Seconds and Amendments

Those allowed to make, second and amend motions are the voting members and the Administrative Committee, with the exception of the Chairperson.

Administrative Committee

The Administrative Committee shall consist of the H&I Chairperson, Vice-Chairperson, Secretary.

Qualifications and Responsibilities of Officers

I. Chairperson

- A) Three years clean time.
- B) Must have a working knowledge of the 12 Steps and 12 Traditions through application.
- C) Elected by the group conscience of the RSC.
- D) Mediates all meetings of the Sub-Committee with a general understanding of "RSC's rules of Order".
- E) Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I Sub-Committee.
- F) Coordinates and is responsible for all the work done by the Sub-Committee.
- G) Is available to answer questions from the Area H&I Sub-Committees.
- H) Maintains communication with the WSC.
- I) Prepares a budget with the Sub-Committee to be submitted for approval of the RSC for the upcoming year.

II. Vice-Chairperson

- A) Is elected by the H&I Sub-Committee.
- B) Must have abstained from all drugs for at least three(3) years.
- C) Must have at least one year experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
- D) Must attend all meetings of the Sub-Committee as well as RSC.
- E) Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee.
- F) Performs the duties of the Chairperson in their absence .
- G) If necessary may be removed by a 2/3 vote of the Sub-Committee.

III. Secretary

- A) Is elected by the H&I Sub-Committee.
- B) Must have abstained from all drugs for at least one year.
- C) Must have at least six months experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
- D) Must have a certain amount of clerical skills.
- E) Must keep an accurate set of minutes of all H&I Sub-Committee meetings and workshops {Topics discussed} They should be ready for approval of the Chairperson within 14 days for distribution to all Sub-Committee members.
- F) Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee.
- G) If necessary may be removed by a 2/3 vote of the Sub-Committee.
- H) If approval of the minutes is not forthcoming within 7 days thereafter, the minutes shall be sent to RSC for distribution.
- I) Forwards a copy of minutes to RSO for archive purposes.

V. Election

- A) Vice-Chairperson, Secretary are elected by the Sub-Committee in mid-year to assume

position at the next RSC H&I Sub-Committee.

- B) All nominees must be present at the RSC and throughout the entire process of election.
- C) Nominee will address the floor with statements of willingness and also have willingness in writing for insertion into the RSC minutes.
- D) Close all possible nominations.
- E) Ad-Hoc Committee Chairperson be nominated and elected on the floor by Sub-Committee Chairperson in attendance on that business day.

Additional Guidelines

1. Requests for donated literature are received by the H&I Chairperson who will place an order at the FRSO. The requests will be prioritized on need by the H&I Chairperson.
2. No member of the RSC H&I Committee can serve in two {2} positions of that Committee.
3. Working with others, men with men and women with women, Some facilities house only men or only women, other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only women, we feel strongly that only same sex NA members should participate, remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that rise in this area have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Literature Sub-Committee Guidelines

Purpose

The purpose of the Florida RSC Literature Sub-Committee is to carry the message of Recovery from addiction in Narcotics Anonymous through the written word.

Function of the Committee

1. Coordinate the distribution of "Review-and-Input" literature, and "Approval Form" literature.
2. Formulate criteria and procedures for the evaluation of "Review-and-Input" literature, and "Approval Form" literature.
3. Conducts and supports Literature workshops at the Area and Regional levels within the Florida Region in order to review all phases of "Review-and-Input" literature, and "Approval Form" literature.
4. Formulates recommendations on "Review-and-Input" literature, and "Approval Form" literature from Areas within the Florida Region and forwards those recommendations to the World Service level.
5. Seeks input from members, Groups, and Areas, compiles the material and forwards it to the World Literature Committee for their use.
6. Provides a forum for Area Literature Sub-Committees to their experience, strength and hope.
7. To develop an A&B list for literature development in the Florida Region.

Membership

Membership of the RSC Literature Sub-Committee shall be composed of the RSC Literature Chairperson, Vice-Chairperson, Secretary, and Chairperson from all Area Literature Sub-Committees within the Florida Region. Any member of the fellowship, who wishes to carry the message of recovery from addiction, that is found in Narcotics Anonymous through the written word.

Administrative Committee

The Administrative Committee shall consist of the Regional Literature Chairperson, Vice-Chairperson and Secretary.

Voting members

The voting members of the Sub-Committee will consist of the following:

1. Vice-Chairperson and Secretary of the Florida RSC Literature Committee.
2. Each Area Literature Chairperson or appointed representative.
3. Any member who attends two(2) consecutive meetings acquires voting privileges upon attendance of their third meeting. Absence from two(2) consecutive meetings constitutes loss of voting privileges with reinstatement contingent upon compliance with the previously stated requirements. Register Area Literature Chairperson automatically have voting privileges.

Voting

1. Voting members only, can make and second motions.
2. Motions may be amended or withdrawn at any time prior to voting on said motion. A motion amended in this manner must have a second.
3. The floor of the RSC Literature Committee is open to any NA member who is present.
4. The voting membership for literature workshops is open to any NA member who is present.
5. The required amount of votes to pass all motions shall be adopted from the RSC Policy.
6. In case of a tie a motion shall automatically be tabled back to the Areas for further consideration.
7. Any voting member may propose an amendment to these Guidelines at any regular meeting of the FRSCLC. The proposal must be seconded and submitted in writing at said meeting and must meet all FRSC Policy requirements.
8. The amendments shall go into effect upon approval by the Florida RSC.

Qualifications and Responsibilities of Officers

I. Chairperson

- A) Shall meet all requirements of the Florida RSC Policy.
- B) Is elected by group conscience of the Florida RSC.
- C) Conduct all Sub-Committee meetings within the Florida Regional Literature Committee Guidelines.
- D) Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice for the Regional Literature Committee.
- E) Coordinates and is responsible for all work done by the Sub-Committee.
- F) Is available to answer questions from Area Literature Chairpersons or appointed representatives.
- G) Maintains communications with NAWS.
- H) Prepares an annual budget with the Sub-Committee to be submitted for approval by the Florida RSC each January.
- D) Prepares annual report of the Sub-Committees activities to be submitted to the Florida RSC in January.

II. Vice-Chairperson

- A) Shall meet all requirements of the Chairperson as per Florida RSC Policy.
- B) Is elected by the group conscience of the Florida RSC Literature Committee.
- C) Must have at least one (1) year experience in the Regional Literature Committee.
- D) Must attend all meetings of the Sub-Committee as well as the Florida RSC.
- E) Works with the Chairperson to ensure the smooth operation of the Sub-Committee.
- F) In the event of the Chairpersons absence, conducts and performs all duties of the Chairperson.
- G) Acts as liaison and coordinator with the Area Literature Chairpersons.

III. Secretary

- A) Is elected by the Sub-Committee.
- B) Must have at least one year clean time.
- C) Must have at least six (6) months experience in the Regional Literature Sub-Committee.
- D) Have a working knowledge of the Twelve Steps and Twelve Traditions of NA.
- E) Must have a desire and willingness to serve.

- F) Must keep an accurate set of minutes of all Sub-Committee meetings and workshops. They should be ready for the approval of the Chairperson within twenty-one (21) days for distribution to all Sub-Committee members.
- G) Works with the Chairperson and Vice-Chairperson to ensure a smooth operation of the Sub-Committee.
- H) Forwards a copy of minutes to RSO for archive purposes.

Election and Removal of Officers

I. Elections

- A) Any member of the Committee can nominate a qualified individual for a Florida RSC Literature Committee position.
- B) The officers shall be elected to serve a one (1) year term or until their successors are elected, and their term of service shall begin at the close of the meeting in which they were elected.
- C) No member shall hold more than one Florida RSC Literature Committee position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- D) Florida RSCLC officer positions shall be elected annually by the Committee except for the Chairperson, who is elected by the Florida RSC.
- E) In cases of mid-year removal or resignation of FRSCLC officers, an interim shall be appointed by the Chairperson at the time of removal or resignation with elections to fill the interim position at the following FRSCLC meeting.

II. Removal

- A) A trusted servant may be removed from their position for non-compliance. A two thirds (2/3) majority of the voting members present is required for removal. Non-compliance includes, but is not limited to the following:
 - i) Loss of clean time, relapse (automatic resignation.)
 - ii) Non-fulfillment of their duties.
 - iii) Non-attendance at regular FRSCLC meetings without prior notification to the FRSCLC Admin. Committee.
 - iv) Non-attendance at regular FRSCLC meetings for two (2) consecutive unexcused meetings (automatic resignation).

Spiritual Guidance

This Committee shall not make any motion or take any motion or take any action that conflicts with the Spiritual Principles of the Twelve Steps or Twelve Traditions of Narcotics Anonymous.

Format

1. Opening Prayer

2. Reading of the Traditions
3. Reading of the Concepts
4. Read Literature Dedication
5. Read Purpose and Function
6. Open Floor
7. Roll Call
8. Secretaries Report
9. Admin. Comm. Report
10. Area Reports
11. Old Business
12. Elections
13. New Business
14. Review of the Business of the Day
15. Announcements
16. Closing

Policy Sub-Committee Guidelines

Purpose

To consider any input that affects the policies of the RSC and upon deliberation, provide clarity to the Region. This clarity will consist of the following:

- a) Does the motion conflict with any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
- b) Does the motion change or establish policy?
- c) What impact the motion may have on the FRSC. (i.e. Financial, Spiritual, Time, etc....)
- d) Provide a recommendation to the RSC based on a three quarter ($\frac{3}{4}$) majority vote of the voting members present.

The Administrative Committee of the Policy Committee will provide quarterly addendum to the RSC Policy Package and submit a current Policy Package annually. The Policy Package includes: RSC Policy, Sub-Committee Guidelines and the Board Guidelines. Policy Committee meetings will only be held on Regional weekends.

Membership

The membership of the Policy Committee shall consist of the RSC Administrative Committee members, RD, AD, RSC Sub-Committee Chairperson (not their Vice-Chairperson), FRC and RSO Board Presidents, six (6) RCM's to Policy elects (limited to one (1) per area, "with no substitutes"), the Policy Chairperson, Vice-Chairperson, and Secretary.

Voting

Anyone may participate in discussion at Policy Committee meetings. However, voting is limited to the members only, except the Chairperson, Vice-Chairperson and Secretary of the Policy Committee, who do not vote. Quorum is one more than half of the voting members necessary for conducting business. To make a Regional recommendation to the RSC, there shall be a three quarter ($\frac{3}{4}$) vote of the members present.

Membership Qualifications

- I. Chairperson (nominated and elected by the RSC in July)
 - A) Three years clean time.
 - B) Active involvement in NA.
 - C) Knowledge of the Twelve Steps, Twelve Traditions and Policy of the Florida Region.
 - D) PI chair should be able to upload, download files, email and have word processing skills.
- II. Vice-Chairperson (nominated and elected by the Policy Committee at the September RSC)
 - A) Three years clean time.
 - B) Experience in Regional Service, including Regional Policy.
 - C) Does not hold any other Regional position.
 - D) Is not an RCM or Alternate RCM.
- III. Secretary (nominated and elected by the Policy Committee at the September RSC)
 - A) Eighteen months clean time.
 - B) Active involvement in NA.
- IV. Removal

- A) The reasons for voting members removal are as follows:
- 1) Any voting member that misses more than two consecutive Policy Committee meetings.
 - 2) Any Administrative Committee member who misses more than two consecutive Policy meetings is dropped from quorum and can only be returned as a voting member by a two thirds majority vote of the RSC.
 - 3) Relapse.

Additional Guidelines

The Policy Committee meetings are non-smoking meetings.

Meeting Format

1. Opening Prayer (Serenity Prayer)
2. Read 12 Concepts
3. Read 12 Traditions
4. Read Purpose of Policy
5. Open floor to any member of NA
6. Roll Call
7. Secretary's Report
8. Old Business
9. Recess (Optional)
10. Elections
11. New Business
12. Other Motions (Motions brought to policy prior to RSC)
13. Close with Serenity Prayer.

Duties and Responsibilities

Chairperson

1. One year commitment.
2. Compiles a pre-arranged agenda prior to each policy subcommittee meeting.
3. Carries the voice of the Subcommittee to the FRSC floor.
4. Enforces rules of decorum and discipline (RSC's Rules of Order).
5. Refrains from discussing a motion when presiding.
6. Is absolutely fair and impartial.
7. Is available to answer any questions concerning matters of Policy on the RSC floor.
8. Prepares a budget with the subcommittee for approval of the RSC for the upcoming year.
9. Submits a complete updated policy package in January to include RSC Policy, Subcommittee Guidelines, by-laws of Incorporated Boards and any other written Policies of the RSC.
10. To provide policy addendum's at the May and Sept. RSC.

Vice Chairperson

1. One year commitment.
2. Performs all duties and responsibilities of Chairperson in the absence of the Chairperson.
3. Will conduct old business during subcommittee meeting.
4. Assists in preparing subcommittee's budget.

Secretary

1. One year commitment.
2. Responsible for written record (minutes) of subcommittee meetings.
3. Assists in preparing budget for subcommittee.
4. Forwards a copy of minutes to RSO for archive purposes.

Public Information Sub-Committee Guidelines

Purpose

The purpose of the Public Information Sub-Committee is to provide Area P.I. Committees with help and guidance in fulfilling their functions. In order to do this the Regional Sub-Committee shall serve as a source of information by keeping records, guidelines, samples, etc., making these items available to those Areas needing them. This Sub-Committee will also serve as a forum for all those doing Public Information work in the Florida Region, shall promote active participation in P.I. throughout the Region and may assist in fulfilling the needs and requirements of any Area that does not have a Public Information Sub-Committee. The PI Sub-Committee is directly responsible for the updating of the Regional Meeting List, and delivering said list to the RSO, and Web Page Sub-Committee. Finally, and most importantly, this Committee shall serve as a source of guidance regarding the Twelve Traditions of NA and how they relate to Public Information work. Additionally, this Committee shall serve as a link between the Florida Region and the WSC P.I. Committee and shall assume responsibility for any region wide Public Information function or event.

Membership

Membership in the P.I. Sub-Committee shall be composed of the following:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Area P.I. Chairpersons
5. General Committee members

Definitions, Responsibilities, Qualifications

I. Chairperson

The Chairperson arranges times and agendas for and presides at all Sub-Committee meetings and is ultimately responsible for the functioning of the Sub-Committee and the maintenance of the files and records. The Chairperson represents this Sub-Committee at the Regional Service Committee and serves as its spokesperson before that Committee. Elected by majority vote of Regional Committee Members/Area Service Representatives present at RSC for a one (1) year term to be accountable to the Florida Regional Service Committee of Narcotics Anonymous

A) Qualifications

- I. Three years continuous abstinence
- II. Willingness to serve
- III. One (1) year previous experience in P.I. in the Florida Region.
- IV. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- V. Working knowledge of the Florida Regional Service Committee of Narcotics Anonymous.
- VI. Ability to organize, direct and motivate..
- VII. PI chair should be able to upload, download files, email and have word processing

skills.

II. Vice Chairperson

- A) In the absence of the Chairperson they shall perform all duties of the Chairperson.
- B) Elected by majority vote of the Sub-Committee for a one year term accountable to the Sub-Committee.
- C) Qualifications
 - I. Willingness to serve
 - II. One (1) year previous experience in P.I. in the Florida Region.
 - III. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 - IV. Working knowledge of the Florida Regional Service Committee of Narcotic Anonymous.
 - V. Ability to organize, direct and motivate.
 - VI. Two year commitment, one as Vice-Chairperson and one as Chairperson.
 - VII. Coordinates activities within the Sub-Committee.
 - VIII. Attends Awareness Weekend Sub-Committee meetings.
 - IX. Three years continuous abstinence

III. Secretary

The Secretary is responsible for maintaining accurate minutes of each Committee meeting, types and forwards a copy to RSO within 10 days after the RSC. These minutes are to be verified by the Chairperson. The Secretary handles all correspondence for the Committee and maintains contact with all members of the Committee to advise them of meeting times and places. Elected by majority vote of the Sub-Committee for one (1) year term accountable to the Committee.

- A) Qualifications
 - I. One year continuous abstinence
 - II. Willingness to serve.
 - III. Ability to organize and keep records of Sub-Committee meetings and functions.
 - IV. Six months previous experience in Public Information.

IV. General Committee members

- A) These shall be the Chairperson of the area Public Information Committee or the Vice-Chairperson in the absence and any interested member of N.A.
- B) Voting participation
 - I. Vice Chairperson
 - II. Secretary
 - III. Task Force Leaders and Ad-Hoc Chairperson
 - IV. Area Chairperson or delegated representative
 - V. Any concerned N.A. member who has attended two consecutive Regional P.I. meetings.
 - VI. Having missed two consecutive meetings shall not have a vote.
- C) Task Forces
 - i) State Conference Coordinator
 - a) Schedule and coordinates conferences within the Florida Region
 - (1) Booth schedule
 - (2) Volunteer
 - (3) Procure PSAs and schedule their loan to the Areas.

- ii) Regional presentation volunteer task force.
 - a) Regionally trained speaker panel
 - b) Recruitment of volunteers
 - c) Training
 - d) Regional presentation.

SECAD (South Eastern Conference for Alcohol and Drugs) Guidelines for attendance

- I. Attendees
 - A) FRSC P. I. Chairperson
 - B) FRSC P.I. Vice Chairperson
 - C) In the event the FRSC P.I. Chairperson or Vice Chairperson are unavailable to attend the FRSC P.I. Committee will recommend an alternate; to be approved by the FRSC.
- II. Actual projected expenses
 - A) Max. of four room nights at host hotel including parking
 - B) Per diem of \$25.00 per attendee
 - C) Mileage from, Chairperson home @ \$.12/mile
 - D) Copying (Schedules, Help line lists, etc...)
 - E) Registration Fees (Standard Registration, Standard Booth Rental and Shipping Thereof.
 - F) Literature for Distribution
- III. Responsibility
 - A) Convey presence of NA fellowship in Florida Region
 - B) FRSC P.I. Chairperson will be responsible for travel, accommodations and funds

FADAA Guidelines

- I. Attendees
 - A) FRSC PI Chair
 - B) FRSC PI Vice-Chair
 - C) In the event the FRSC PI Chair or Vice Chair are unavailable to attend, the FRSC PI Committee will recommend an alternate; to be approved by the FRSC.
- II. Actual Projected Expenses
 - A) Max. of four room nights at host hotel; including parking.
 - B) Per Diem of \$25. per attendee (limited to Chair & Vice-chair or approved alternate.)
 - C) Mileage from Chair, Vice chair, or alternates home @ .12 per mile.
 - D. copying (Schedules, Helpline list, etc.)
 - E. Registration fee's (standard registration, standard booth rental and shipping thereof)
 - F. Literature for distribution.
- III. Responsibility
 - A. FRSC PI Chair will be responsible for travel, accommodations, and funds.
 - B. Convey presence of NA Fellowship in Florida Region.
 - C. FRSC PI Chair will be responsible for coordination with Area Host Committee.

Internet

The PI subcommittee will be responsible for responding to all Internet based information requests.

Format

1. Opening Prayer
2. Reading of the Twelve Traditions and Twelve Concepts
3. Purpose of Public Information
4. Roll Call
5. Secretary's Report
6. Area Reports
7. Additional Reports
8. Feed Back/Open Floor
9. Old Business
10. Elections
11. New Business
12. Closing/Announcements.

Web Page Subcommittee

Purpose

The purpose of this committee is to maintain the Florida Regional Web page. It is the responsibility of this committee to update the page on a BI-monthly basis after every RSC. It is the hope of this committee to foster unity in the form of communication by allowing addicts the ability to find meetings anywhere in the Florida Region. To carry meeting information to addicts still suffering and to our current members.

Function

A Web page is a method of tying together/fostering unity and participation and disseminating information throughout the intended Area/Region and the Fellowship at large. Trying to Micro-manage a web page through P.I glasses seems far to limiting for the expanding tool that they are becoming. An NA web page carries the message both within and outside the fellowship and should be managed and guided accordingly.

Online Guidelines

The FRSC web site will attempt to make online information available to the largest amount of people possible.

Our online information will contain only a link only to the NAWS web site.

Information will be placed in accounts or web pages under the name of the Florida Regional Service Committee, and **Not** under the name of individual members.

No area's meeting list is removed from the FRSC web page without one of the area's RCM being notified. If there is no RCM's an area administrative committee member will be notified.

The Web Page Sub-Committee will not publish NA member's personal contact information on the FL Regional Web Page. This is to include phone numbers, postal and e-mail address, and where possible last names shall be omitted.

Florida Regional Web Page Link Guidelines:

The Florida Regional Website will link to the following: NA World Services, Florida RSO, Member Areas of the Florida Region, Southeastern Zonal Forum Members. These links will be under the condition that he linked site will be vigilant in ensuring that they so not link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same.

Any site that does not meet these linking guidelines will be given notice and have all links removed from the Florida Regional Website.

Adapted from NA World Services Public Information Resource Paper on Pl and the World Wide Web dated April 1998

What can I put on a web page? The contents of a page can be varied and are really only limited by your imagination, as long as you stay within the Twelve Traditions of Narcotics Anonymous. Very important, do not duplicate any copyrighted material whether it is owned by NAWS or anyone else. Since we are concerned with Public Information issues, this discussion will be limited to that topic. Keep in mind that the overwhelming majority of people viewing your site will be NA fellowship members and recovery professionals. The contents of your page should be geared to help them as much as possible. A good idea for basic information. is a meeting list for your area or region, a helpline number, and a button for

individuals to request additional information via email. You may consider posting NA's published presentation papers: "Facts About Narcotics Anonymous," and "Narcotics Anonymous a Commitment to Community Partnerships." Both are specifically to addiction care providers and are available on NAW's website. In general, keep it simple. Put the most important information at the top. Start slow and build. We suggest that you look at the Narcotics Anonymous World Service's web page at <http://www.na.org/temp> for some ideas.

What can we do with links: We suggest that you have a link to the Narcotics Anonymous World Services website. If you choose to link your page to other NA web pages, make sure that those pages do not link to any non-NA pages. You should also make sure that any pages that you link to are officially sanctioned and supported by a service committee of Narcotics Anonymous. There are several pages on the Web today that contain recovery material, but they are personal pages and don't necessarily contain an NA message. Some also contain links to nonaffiliated organizations, or even commercial pages. We must keep our sixth tradition in mind and be careful not to provide an implied endorsement of any outside enterprise.

Some simple guidelines are important:

- The internet account that is attached to the page should be owned by the committee, not an individual, for the same reasons we don't recommend NA phone lines located in members' homes.
- In line with our seventh tradition, the committee should fund all costs associated with the page. If a community access account is obtained, it should not be subsidized to any greater degree than any other non profit organization.
- The web person should periodically check all your links to make sure that they are still active and contain NA public information that is in line with our traditions and the PI Handbook.
- A notice should be placed at the beginning of the website that signifies that it is the official website of the XYZ region of Narcotics Anonymous.
- A project such as this should not be started unless the committee is committed to continuing it. These web pages will be viewed by the public at large. It hurts NA as a whole if they pop up and disappear all the time.
- At least two members of the committee responsible for the website should know everything about the page, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the website will continue.

Duties and Responsibilities

- 1) To ensure that all inquiries are directed toward the Appropriate Area or sub-committee.
- 2) To maintain a close working relationship with all other Boards and committees.
- 3) Coordinate updating of web page on a bi-monthly basis.
- 4) To follow and adhere to the RSC guidelines as was adopted .
- 5) To respond to all requests for information in a timely manner with the most effective means available.

Qualifications

Chair:

- 1) 4 years clean.
- 2) Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
- 3) Accountable to the FRSC.

- 4) Maintain and update the Pages on a BI-monthly basis.
- 5) Working knowledge of the Internet and the WWW (World Wide Web).
- 6) Working knowledge of HTML (Hyper Text Markup Language).
- 7) Internet connection and e-mail

Vice-chair

- 1) 4 years clean.
- 2) Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
- 3) Accountable to the FRSC.
- 4) Maintain and update the Pages on a BI-monthly basis.
- 5) Working knowledge of the Internet and the WWW (World Wide Web).
- 7) Working knowledge of HTML (Hyper Text Markup Language).

Secretary

- 1) 1 year clean
- 2) Prior experience on either the Area or RSC
- 3) Working knowledge of the 12 Steps, 12 Traditions and 12 concepts.
- 4) Internet connection and e-mail

Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Read Purpose and Function
5. Open Floor
6. Roll Call
7. Secretaries Report
8. Old Business
9. Elections
10. New Business
11. Review of the Business of the Day
13. Closing

Incorporated Boards

FRC, Inc.

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RSO

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Florida Regional Convention, Inc.

Guidelines

OCTOBER 24, 1993, REVISED 02/01/97

PURPOSE

The purpose of this Corporation shall be to sponsor and conduct the annual Florida Regional Convention of Narcotics Anonymous and to enter into any contract as directed by the Florida Regional Service Committee.

This Corporation shall be responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation of the State of Florida and the By-laws of the Florida Regional Convention, Inc. (FRC, Inc.) The Board is to lend their experience, strength, and hope and to lend a guiding hand to the Host Committee toward a successful Convention.

PRINCIPAL OFFICE

The principal office of the Corporation shall be the Florida Regional Service located at:
4305 Broadway Avenue
Suite 2-3
West Palm Beach, FL 33407

DIRECTORS

The Convention Board shall have nine Directors. The qualifications are (3) years abstinence from all drugs and at least one (1) year prior convention experience.

ELECTIONS

Four of the nine Directors shall be elected by the Florida Regional Service Committee at the July meeting. These Directors will serve a one (1) year term. Two of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall have a two (2) year term. Two Directors shall be elected by the Board at the July meeting in odd numbered years. These Directors shall have a two (2) year term. One Director shall be elected by the Board at the July meeting to serve a one (1) year term as the Convention Committee Chairperson. No one who holds a position on the Host Committee, other than the Chairperson, may serve as a Director nor may anyone else who holds the position of Regional Committee Member (RCM), RSC Executive Committee Members, Regional Delegates (RD), or Regional Service Office Board of Directors, serve as a Director. This is to prevent conflicts of interest in serving as a FRC Board of Director, and that the Board speaks with one voice at FRSC meetings. All persons wishing to be considered for any position must be present.

VACANCIES

Resignation - Any Director may resign by giving written notice to the President. Relapse constitutes automatic impeachment. A Director will be impeached for missing two (2) consecutive board meetings. A Director may also be impeached by a majority of the Board. Vacancies and removal of Directors shall comply with section 6.05 and 6.06 of the Corporation By Laws.

DIRECTORS MEETINGS

The Directors will conduct a yearly workshop upon election of the Host Committee. The purpose of this meeting is to introduce and guide the host committee members through the convention process. This meeting would occur at the October Host Committee meeting.

Place of Meetings - Regular meetings of the Board of Directors shall be held at the Florida Regional Service Committee's bi-monthly meeting.

Annual Meeting - The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Travel Expenses - Travel expenses as directed by RSC for Board meetings are allowable up to \$65.00 per meeting.

Special Meetings - Special meetings of the Board, for any purpose, may be called at any time by the President, Secretary, or any two (2) Directors.

Notice - A notice of the time and place of special meetings must be given to each Director by one of the following methods:

- a) First Class Mail or
- b) Telephone Communication or
- c) By Telegram or Facsimile Machine

All such notice shall be given or sent to Directors' addresses or telephone numbers as shown on records of the Corporation. Notice of a "special meeting" must be mailed at least ten (10) days prior, or telephoned, telegraphed or faxed seven (7) days prior to the meeting.

QUORUM

One more than half of the present Directors shall constitute quorum. Decisions shall be made by a majority of the quorum.

OFFICERS

The Officers of the Corporation shall be a President, Vice-President, Secretary and Chief Financial Officer. Any person who qualifies under these Guidelines to sit as a Director shall be qualified to be an Officer.

DUTIES OF BOARD OFFICERS

1 President

- 1.1 Presides at all board meetings.
- 1.2 Co-signer on FRC bank account.
- 1.3 Signer for the Board on all contracts between the Corporation and any hotels, vendors, etc., upon approval by the Board.
- 1.4 Reports to the Board and the Host Committee Chairperson on the status of any negotiations which, have yet to be completed.
- 1.5 Serves as liaison for the Regional Service Committee.
- 1.6 Only votes in the event of a tie.

2 Vice-President

- 2.1 Will assume the responsibilities of the President in the event of his/her absence.
- 2.2 Will become President by vote of acclamation in the event of resignation or impeachment of the President.
- 2.3 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President of the Board will assume the duties and responsibilities of that office until an election is deemed necessary.
- 2.4 Corporate Secretary
 - 2.4.1.1.1.1.1 Signer on Corporate checking account.
 - 2.4.1.1.1.1.1.2 Holder of the Corporate Seal.

3 Chief Financial Officer

- 3.1 Shall maintain the Corporate bank accounts.
- 3.2 Co-signer on the FRC bank account.
- 3.3 Shall prepare and distribute monthly financial statements.
- 3.4 Works with the Host Committee in preparation of budgets for each Sub-Committee.
- 3.5 Maintains the files of all receipts made for expenditures of Corporate funds and works with the Host Committee Treasurer in maintaining their files.
- 3.6 Coordinates with the Host Committee Treasurer for the transfer of funds to the Host Committee bank account.
- 3.7 Coordinates the record keeping of the Host Committee bank account.

4 Recording Secretary

- 4.1 The FRC BOD will solicit a recording secretary at the Sept. BOD meeting on an annual basis.
- 4.2 This person's function is to take minutes of Board meetings in coordination with the Board Secretary and through the Regional Secretary, is not a Director and has no vote or voice in the board meetings. Compensation may be appropriate for the Recording Secretary. This will be decided on by the Board. The Recording Secretary will deliver FRC Board minutes no later than two weeks after the Board meeting, to the RSO for distribution.

ELECTION OF OFFICERS

The Officers of the Corporation shall be chosen by the Board at the annual meeting in September of each year. All Officers' terms are for one (1) year. An Officer may be elected to consecutive terms. Officers of the Board shall serve without compensation. An Officer may be removed from office, without impeachment, by a two-thirds (2/3) vote of the Board.

ACCOUNTING FIRM

The Board shall contract an accounting firm. This accounting firm will work closely with the CFO. It shall submit a bi-monthly financial report of the Board's bank statements, under the direction of the CFO. It shall provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The Board shall require a Letter of Agreement from the accounting firm. The agreement will define what the Board expects from the accounting firm and what the firm requires from the Board. Compensation shall be at the discretion of the Board.

FRC Inc. will be required to maintain a current license and insurance.

SPECIAL WORKER

The Board may acquire special workers. Compensation will be at the discretion of the Board. Special workers are not Directors of the Board, and have no vote.

ANNUAL REPORT

The Board shall cause an annual report to be sent to the Directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

1. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
 - a. The principal changes in assets and liabilities, including trust funds.
 - b. The revenue or receipts of the Corporation, both restricted and unrestricted to particular purposes.
 - c. The expenses or disbursements of the Corporation for both general and restricted purposes.
 - d. Any information required by the Annual Statement of certain transactions and indemnification of these Guidelines.

FRC, Inc. SITE SELECTION COMMITTEE GUIDELINES

In order to fulfill the function of locating, assessing and selecting facilities for FRCNA, the FRC Board shall form a Site Selection Committee from among its members.

COMPOSITION

The Site Selection Committee will include the CFO and one other Board member from the prospective host zone. If no Board member is from that zone, another will be selected by the Board.

QUALIFICATIONS

The Site Selection Committee members should have experience in negotiating agreements. General business experience in combination with past FRC or FRCNA hotel liaison experience is preferred.

OPERATIONS

The Site Selection Committee shall solicit bids from as many suitable facilities as is practical. This Committee shall visit each of the prospective sites. Key factors to consider should be: a) location, b) size, c) number of meeting rooms available, d) room rates, e) comp. rooms, f) recreational facilities, g) the site's past history of accommodating large conventions, and h) consideration of handicap accessibility.

While visiting a prospective facility, the Committee members WILL NOT accept any services beyond rooms and any accompanying service that is a standard part of the room rate. The Committee will report all of its findings to the FRC Board which will in turn report to the Florida RSC.

FLORIDA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS GUIDELINES

This body shall be known as the Host Committee of the Florida Regional Convention of Narcotics Anonymous and operates under the FRC, Inc., Board of Directors, who in turn is directly responsible to the Florida Regional Service Committee.

The purpose of the Host Committee is to coordinate and conduct the annual Florida Regional Convention of Narcotics Anonymous.

HOST COMMITTEE

The Host Committee consists of members from the geographical zone hosting the convention, with the exception of the Administrative Committee, who may live in any part of the Florida Region. All these positions shall be elected by the FRC Board of Directors at the May FRC Board meeting. Any officer, subcommittee Chairperson, member of a committee, or program committee member who is absent from two (2) consecutive meetings (without prior notice of their absence given to the Chairperson), will have their position open for re-election at the third meeting. Whenever Host Committee positions are open after two (2) FRC BOD meetings, the position will be open to any member of the Florida Region. The re-election will be done by the Host Committee. All persons wishing to be considered for any position must be present.

The Host Committee is made up of a Chairperson, Vice-Chairperson, Secretary and Treasurer, along with the following Sub-Committees: Fundraising and Entertainment, Hospitality, Marathon, Merchandising, Program and Registration. Arts and Graphics will be incorporated within Merchandising. Taping will be handled by FRC Sound.

The Host Committee meets monthly with its creation, except one month prior to the Convention, when it meets weekly. All Convention committee meetings should take place at a regularly scheduled time and place, (if possible, at the main Convention site), and follow the current edition of "RSC Rules of Order". The purpose of these meetings is to gather and share information regarding planning and carrying out the Convention. Host Committee meetings are open to anyone and effort should be made to encourage support including participation of all members. The only people having a voice on the floor are the Host Committee members, FRC Board members and any other NA member at the discretion of the Chairperson. The only ones with a vote are the Host Committee, and the Chairperson in case of a tie. Travel expenses of the Host Committee to Host Committee meetings and fundraisers are for gas and tolls only, not for food and lodging.

The first responsibility of the Host Committee should be selection of the theme and logo. After this is accomplished, work should be started on a registration flyer. Each Chairperson needs to set about the formation of their Committee, as well as becoming familiar with their Convention Board Liaison to work out any time schedules, budgets, etc. The Sub-Committee Chairperson submit reports, recommendations and other details about their areas of responsibility.

SUB-COMMITTEES

Sub-Committee Chairperson should have general qualifications as outlined in the qualification section. Specific service or vocational experience should be considered prior to election or appointment. It should be duly understood that the Sub-Committees have specific

service responsibilities to perform.

Sub-Committees are vital to the Convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are as concerned for the member as we are for the service responsibility. It would be a contradiction to the primary purpose of Narcotics Anonymous to allow someone to serve who is unable to stay clean. Each Sub-Committee has only one Chairperson who then recruits members.

A list of all Committees is provided in this manual, although other Committees may be established as needed. However, experience has shown that most other responsibilities can be incorporated with in the framework provided.

Sub-Committee meetings operate according to "RSC Rules of Order". This insures that the meetings run smoothly and that the business is conducted in an orderly fashion. Each Sub-Committee Chairperson should be aware of what responsibility each member has assumed. and make sure that every task is carried out.

Sub-Committees must maintain accurate records of the activities of the Committee, as well as correspondence. Financial reports including needs, expenditures and receipts will be included with each Committee report.

The Sub-Committees of the Convention Committee work together. At the onset, each Committee, should decide whether or not, they will use the services of another Committee or address that particular area of business themselves. Although either way is effective, remember cooperation and consideration is the best way to make it work. All Sub-Committee actions are subject to the approval of the entire Convention Committee.

REQUIREMENTS FOR THE HOST COMMITTEE

- 1) Chairperson: Minimum of three (3) years clean time.
One (1) year prior Convention experience or other prior experience as a Chairperson.
- 2) Vice-Chairperson: Minimum of three (3) years clean time.
One (1) year prior Convention experience.
- 3) Secretary: Minimum of one (1) year clean time.
Secretarial skills - take notes, type, etc.
- 4) Treasurer: Minimum of four (4) years clean time.
One (1) year prior Convention experience.
Accounting skills.

REQUIREMENTS FOR SUB-COMMITTEE CHAIRPERSONS

- 1) Minimum of two (2) years clean time.
- 2) Prior Convention experience.

DUTIES OF COMMITTEE OFFICERS

I. CHAIRPERSON

- A) Presides at all Host Committee meetings.
- B) Attends all FRC Board meetings, acting as the primary liaison between the Host Committee and FRC BOD.
- C) Prepares an agenda.
- D) Insures that Committee members are informed of any sudden changes in meeting times or places.
- E) Is Co-signer on the Host Committee bank account.
- F) Only votes in case of a tie.
- G) Gives updated report to the FRSC at the RSC.
- H) Acts as final authority in clarification of these Guidelines.
- I) Keeps activities in accordance with the Twelve Traditions and Purpose of the Convention.
- J) Allows Sub-Committees to do their job while providing guidance and support.
- K) Allows simple discussion on major issues before calling for vote.
- L) Helps to resolve personality conflicts.
- M) Chairperson shall serve for only one (1) consecutive term. (Any other office can serve two (2) terms.)

II. VICE-CHAIRPERSON

- a) Will assume the responsibilities of the Chairperson in the event of his/her absence.
- b) Assists the Chairperson in overall coordination.
- c) Is secondary liaison between the Host Committee and the Convention Board, as well as the RSC.
- d) Co-signer on the Host Committee bank account.
- e) Coordinates with the Sub-Committees to make sure that deadlines are met.
- f) By vote of acclamation by the FRC BOD, is Chairperson of the following FRCNA.
- g) Attends as many Sub-Committee meetings as possible to insure they have all the support they need to do their job.
- h) Serve as Hotel Liaison. As Hotel Liaison, it is advisable that the individual have prior Convention experience, a business background and present himself/herself to the hotel in business attire. The hotel industry can be a very judgmental group and they will be more accepting of the group if the representative presents himself in the proper attire and conducts himself in a business like manner. The Hotel Liaison should be the only individual dealing with the hotel before, during and after the Convention. All other Committee members should go through the Hotel Liaison to speak with the hotel staff. This will eliminate the confusion and the misinformation within the Committee, fellowship and the hotel staff. Let the hotel know we are slow to reserve rooms.

Contact the reservations department once a month from the signing of the contract through May, then on a weekly basis from June, until the Convention to keep abreast of the reservation progress. This way if the rooms are too slow you can push the "reserve early" concept. The Hotel Liaison is responsible for the coordination of all

activities in the hotel during the Convention, as well as arranging all set-ups at meetings (number of Chairpersons, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.). The Hotel Liaison also makes arrangements for the distribution of coffee throughout the Convention. It is imperative that a strict accounting of coffee be made at the Convention. Depending on your allotted amount of gratis coffee, you may want to limit or work out a distribution system for coffee. This is probably the most important area where money can get out of hand! If you run over your amount of comp coffee, the average cost is between \$15-\$25 per gallon (35 cups). You should be the only one who is authorized to sign for the coffee when it is served. The Host Committee should sit down as a group prior to the Convention and decide when, where and how much coffee should be served at any one time. Make the hotel aware of the items that should be stocked in the gift shop such as aspirin, cigarettes, munchies, etc. Make sure that they stock all of the vending machines in the hotel and possibly have them restocked during the Convention. See if they will extend the gift shop hours to at least 11:00 PM on Friday and Saturday and the Coffee Shop until at least 2:00 AM.

Buffet meals are easier for the hotel staff and move people in and out quicker than normal restaurant service. Explain to the hotel that **WE EAT A LOT!** Negotiate reasonable prices for these buffets, as that will determine how successful it will be. One suggestion is to have the buffet schedule integrated into the meal time slots in the program. Try to let the room set-ups remain the same throughout the Convention as much as possible. This way, all the hotel will need to do is refresh the rooms during breaks.

For baby sitting, you should hire a professional service as they know how to deal with children in large groups and are definitely worth the money if you choose to supply this service. Utilize a Convention behavior sheet in your own words that is appropriate (i.e. what is not appropriate behavior). Let the hotel know that individuals will be using the hotel pool and Jacuzzi **all night**. It is to your advantage to negotiate this up front rather than later, as it is unreasonable to stop addicts from jumping in the pool after normal hours. After all, we are using the hotel as a resort for the weekend.

The registration and wearing of badges is a **must**, in case of accidents or injuries incurred at the hotel. If someone is injured in any way that results in an individual's suing another individual, or the hotel, and they are not registered with the Convention or are staying in the hotel as a registered guest, they legally have no business being in the hotel. So, it is for their protection that these badges are worn and individuals are registered with the Convention.

This policy, therefore, protects them as well. Whether you give away the registration for free or not, registration with the Convention is a must, simply for the sake of liability.

THIS IS NOT A MATTER OF TRADITION, IT IS A MATTER OF LEGAL RESPONSIBILITY.

It is suggested you print a statement in the program regarding this issue. Have the banners in a secure area that can be locked, while hung, during the Convention.

Lately, fellowship-wide, it has become a childish prank to rip off the Convention banners. As soon as the Convention is over, secure the banners. Do not let them sit either unattended or unsecured. Let the hotel know that the only person that should receive the banners is whomever you (the Host Committee) designates to take charge of these banners.

Spending the time and asking questions repeatedly and during the Convention, prevents the hotel from overcharging. When negotiating the contract, have it put in writing that individuals are responsible for their sleeping rooms, that the Committee is only responsible for the common areas of the hotel such as the halls, pool area, lobby and meeting rooms. Also, that the hotel will supply all in-house equipment at no charge such as easels, pads, risers, podiums, microphones, etc. If you need anything that the hotel has to rent, the Committee will pay for that. Beware of open-end changes that can be made to the Convention Committee with the Committee not necessarily knowing about it during the Convention itself. Again, it is suggested that only one person sign for charges to the Master Account. Make it perfectly clear to the hotel that the Committee will not be responsible for any changes unless the authorized signature is on the bill.

III. SECRETARY

- A) Shall record minutes of all Host Committee meetings.
- B) In coordination with the FRSO, will maintain files of all Sub-Committee minutes and distribution of Host Committee minutes to the Host Committee and FRC BOD.
- C) Co-signer on the Host Committee bank account.

IV. TREASURER

- A) Shall maintain the Host Committee bank account.
- B) Is Co-signer on the Host Committee bank account.
- C) Keeps records of all income and expenditures.
- D) Coordinates with the Convention Board CFO in the preparation of budgets for each Sub-Committee.
- E) Is responsible for the payment of all Host Committee expenses less than \$500.00, or any other expenses approved by the Convention Board.
- F) At the Convention, along with the CFO, will be *responsible for the collection and* deposit of Convention funds received.
- G) Coordinates with the Entertainment Committee Chairperson-person *for the collection of funds at* the April Fundraiser held at the Convention site and the functions at the Annual Convention.
- H) Coordinate with the Merchandising Chairperson for the collection of funds from the sale of merchandise at the Convention Fundraisers and at the Annual Convention.
- I) Prepares a financial statement at the end of the Convention to be given by the Chairperson at the next FRC Board meeting.

DUTIES OF SUB-COMMITTEES PROGRAM COMMITTEE

1. The Program Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the Program Chairperson.

2. Responsible for the selection of topics, Chairperson & times of all meetings held at the convention, except for the Marathon Meetings.
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. The final choice rests with the Host Committee as a whole. The following Guidelines should be followed for each of these speakers:
 - a. The main speaker shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time.
 - b. None of the main speakers shall be members of the Host Committee.
 - c. The banquet and closing meeting speakers shall not be Florida region residents; members of the South Florida Region shall be eligible for the banquet and closing meetings.
 - d. None of the main speakers shall have previously been a speaker at a Florida Regional Convention. H
 - e. To be considered as a main speaker at FRCNA, person may not have been a speaker at any other convention in the State of Florida during the 18 months preceding FRCNA. This does not include members of the Florida Region.
 - f. The Host Committee must submit the final 2 choices (in order of preference) for each main speaker meeting to the FRC BOD by the May BOD meeting for final approval.
 - g. The Florida Regional speaker must live in the Florida Region.
 - h. A registration packet and banquet ticket will be given to the Main Speakers (not day time speakers).
 - i. A four-day Convention will have three (3) main speakers - Fl. Regional, Banquet, Sunday Morning; a five-day Convention will have four (4) main speakers - Fl. Regional, Banquet, Saturday, and Monday morning.
 - j. That all tapes submitted for consideration as speakers at FRCNA must be no older than three years from the FRCNA they are being considered for.

Without a good program, Conventions cannot justify the trouble and expenses required to hold them. The basic qualification for participation on the program of a Narcotics Anonymous Convention is membership in N.A., A speaker or workshop Chairperson at a Convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts (only) and attend N.A. (only) to sustain their recovery. These qualifications assure that an N. A. member gets a NA Convention. The best speakers for Conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops (i.e. 12 Steps) rather than having to choose between two or more workshops they would like to attend. You should attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions.

The Program Committee will pick someone to operate the tape machine at every workshop at FRCNA. An announcement will be made prior to the start of each topic meeting at FRCNA, to inform those attending, that the meeting is being recorded. The option not to be recorded will be

made known to those who wish to share.

One of the main problems in scheduling is the event of no-shows (people who do not call when they are unable to attend). In the event of a no-show, the Program Committee should have a pool of members available from which to select replacements.

The final program will be submitted to the FRC Board at the May Board meeting for approval.

HOSPITALITY

The responsibility of this Committee is to provide an open hospitality room that will remain open 24 hours a day for the entire Convention.

The first six months, after the Hospitality Committee has been formed, is just to insure that responsible Committee people are assigned to the various Committees within the core Committee. The Greeters Committee and Hospitality Suite Committee are the ones that require a lot of volunteers.

These two Chairpersons should have an organized list of volunteers at least two months prior to the Convention. Another suggestion is inexpensive buttons or ribbons for the individual greeters.

For the hospitality suite, coffee snacks, or fresh fruit should be provided, at least in the morning. Activities such as backgammon, cards, chess checkers and other board games may be provided for conventioners. It is suggested that there be no gambling permitted in the hospitality suite.

For the hospitality suite it is also suggested to have poster boards with rules printed on it to alert everyone of the "dos and don'ts" of the suite. One of the don'ts is that the purpose of this room is not to provide sleeping accommodations or storage of personal belongings. The Committee should get at least three (3) bids, for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some things to look for or to provide:

- 1) Lost & found.
- 2) Local meeting lists.
- 3) NA Literature
- 4) A map of the area local restaurants
- 5) Information on transportation to and from the airport

A safe, professional baby-sitting service may be contracted to accommodate the needs of NA members with small children. Work closely with the Hotel Liaison and the hotel as they usually have a group of companies they already work with.

The Hospitality Committee should appoint a member to work with the Area P.I. Committee to set up a table at the Convention to assist and answer questions of people who are not NA members or part of the Convention. Also to instruct any members of the press on the "dos & don'ts" in keeping with the Twelve Traditions. The reason to involve the Area P.I. Committee is

that they have set policy, procedure and most importantly, experience in dealing with the press.

Another Sub-Committee within this Committee is Convention Information. It is a good idea to set up a table in the lobby of the Host Hotel. It is also the responsibility of this Committee to set up the decorations at the dances and the banquet keeping within the budget.

MERCHANDISING-ARTS & GRAPHICS

The merchandise effort of any Convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any Convention is the celebration of our shared recovery, it is not to make large amounts of money. Our efforts to generate funds from our members should be based solely on what is necessary to insure that the Convention is successful.

If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandise effort should be kept to a minimum.

Careful consideration should be made in selecting items to be sold at the Convention and how many of each item should be ordered. There should be records from the previous year's Conventions pertaining to the number of attending and the number of shirts, mugs, etc. that were sold. Remember, it is always better not to order enough rather than to order too much.

Careful consideration should also be made in negotiating the purchase price of items selected for sale. Usually three (3) different bids are submitted for consideration. All items selected by the Merchandising Committee must first be approved by the Host Committee as a whole after which they must be approved by the FRC Board of Directors (BOD). The Committee should also try to use a vendor that will print shirts or sweats on a one (1) day notice during the Convention in case you sell out early. The Merchandise Committee should submit a complete summary of information regarding the ordering, marketing and shipping of the items selected for sale at the Convention, and the time frames for obtaining the items.

The Merchandise Committee shall prepare and the Host Committee shall approve of the store hours of the Annual Convention. Store hours should be established in conjunction with the Program and Hospitality Committees.

Also this Committee is responsible for delivering all receipts and purchase orders to the Host Committee Treasurer along with a list of outstanding inventory items, to be sent to the FRC CFO on a monthly basis.

Pre-Convention t-shirt sales can help determine what the Host Committee can do and cannot do at the Convention. A member of this Committee should be in attendance at all fundraisers and as many other NA events as possible to sell t-shirts. The more pre-convention items sold means more revenue for the Convention and every time a shirt is worn by a NA member, others become aware of the event. So, in effect, you get free advertising along with the revenue.

This Committee can and should work with registration in ordering items for the registration

packets. During the Convention, volunteers will be needed to work in the store. Due to the handling of large amounts of money, it is suggested that anyone working with the cash drawer have at least two (2) years clean time. All money collected by this Committee will be immediately turned over to the Convention Treasurer, who makes sure that it is immediately turned over to the FRC CFO. This Committee is also responsible for getting bids (at least three) from individuals or companies necessary for the production of arts and graphics on the convention logo, flyers, merchandise, banner and any signs needed for the Convention. This Committee should solicit the fellowship for logo ideas once the theme has been selected. This Committee is not responsible for choosing the logo as this is left up to the Host Committee as a whole. It can get very expensive.

You should also remember to add the artwork price into the price of the items purchased. The amount of merchandise ordered for the Convention and the selling price for these items shall be determined by the FRC BOD.

A release will be signed by the person submitting artwork, stating that it becomes the property of FRC Board of Directors. A free registration packet will be given for artwork used on the banner logo. All artwork donated becomes the property of the FRC BOD. A free registration packet will be given to the person who submits the theme for the upcoming FRCNA.

FUNDRAISING/ENTERTAINMENT

This Sub-Committee is responsible for fundraisers and entertainment during the Convention. New members not familiar with the 12 Traditions may be confused by the concept of "Fundraising" in NA because it so unlike the kind of Fundraising done in other organizations, even non-profit ones. We never, under any circumstances, accept any monetary contributions or gifts from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outside sources for themselves and then donate them to the Convention. This is dope-fiending. In NA, whenever we do need to "raise funds" we do so from our own membership.

Remember, it is called Fundraising not fun-raising. The purpose is to raise funds and at the same time have fun. To do this one should try to keep expenses down. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in a festive place.

The Host Committee fundraiser is at the hotel where the Convention is to be held. The reason for this is to generate excitement and to show the fellowship the facility and hopefully get them to register and secure a hotel room.

At the RSC, all RCM's are asked that their areas hold a fundraiser individually or in conjunction with surrounding Areas. FRC BOD will provide up to \$200.00 seed money for this event if needed. The Fundraising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need. Someone from this Committee should attend all fundraisers for support and collect any funds generated and then

turn them over to the CFO.

Tasks include securing the DJ's or a band for the fundraiser, purchasing and setting up decorations, volunteers to collect money and sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time. Posters and flyers should be printed and passed out at least a couple of weeks prior to the fundraiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time. This Sub-Committee is also responsible for entertainment activities, selecting DJ's or bands to be used at Convention dances. They also arrange for all other forms of entertainment which are to be provided in conjunction with the Convention. There are many activities that the Committee can put on beside dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug-of-war, volleyball and many other games and contests.

All actions of this Committee are subject to approval by the Host Committee as a whole. All events should be planned, taking into consideration the Program and Hospitality Committees. Times for each event should be included in the Convention Program.

When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a band is performing, a picture of the bands' name should not appear on the flyer as this is "promoting any outside enterprises". Also, the name of NA should not be used. Only the initials N.A. Members come and support, not the band or DJ, but to be a part of. If it is acceptable to this Committee, then flyers can be designed by the Arts & Graphics Sub-Committee.

REGISTRATION

Usually the first people Convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the Convention comes off. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by the Committee is very important.

The Registration Sub-Committee is one of the busiest Committees of every Convention. Although its most intensive work is completed in the weeks prior to and during the Convention, its responsibilities begin with the advance planning. The first task is to design a registration flyer, which must be done well in advance (at least 8 months prior to the Convention).

The written instructional and returnable parts of the registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included. Once approved by the Host Committee, this needs to be distributed at the FRSC to all RCM's throughout the state and all out of state contacts. The flyer or flyer information shall be sent to the WSO so the Convention can be mentioned in the Newline and N.A. Way. These two publications print announcements of Conventions and reaches thousands of N.A. members around the world at no cost to the Host Committee. It is an excellent way of circulating information about the Convention. The Registration Committee should also do a direct mailing to N.A. members listed on attendance rosters from previous

FRCNA's. Care should be taken in completing a list of registrants at the Convention for use by future Convention Committees. In the manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the Convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive. From past experience it is suggested that a minimum order of 10,000 flyers be purchased for the first printing.

A clear understanding should be reached between the Registration Committee, the Host Committee, the Host Treasurer and the FRC CFO on the procedures for handling money and registrations. Registration form records should be maintained on a weekly basis.

As each registration is received by mail, or direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out at fundraisers, the Committee must keep careful records of what is provided and to whom.

A record system must be established to record and send receipts to all pre-registrants. A record of registrations, banquets, clean time and baby-sitting needs must be kept. A record of registrations of those individuals who are non-addicts must be kept also.

The system developed should be simple and clearly understood by all members of the Committee. The records should be updated at least twice a month and then weekly beginning 6 weeks prior to the Convention. In this way, the full Committee can be apprised of the financial status.

This system can also be used to verify the Treasurer's records, and provide an indication of the solvency of the Convention. As each mailed registration is received, a confirmation card is sent to the registrant. Most Conventions end sending confirmation cards for registrants which are received after the announced cut off date. The cut off date for pre-registration is included on the flyer.

Another important task is assembling a registration packet. The Host Committee as a whole shall determine the amount of money that should be spent on each packet based on approved budget. The budget set for the registration packet shall include any and all items that are associated with the packet, including programs, envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained. Bids for prices should be solicited from at least three (3) different vendors. After this is done and the items are approved by the Host Committee as a whole, the items should be ordered. During this time, registration should be working closely with the Merchandise Committee (Arts and Graphics). All Sub-Committees that purchase items must submit three (3) written bids to the FRC BOD. If there is no time before the next Board meeting, they must be submitted to the CFO or Board President for approval.

Final preparation for the Convention includes buying all supplies for the registration table, assembling packets, ordering banquet & dance tickets and committee ribbons, and having all records of pre-registrations up-to-date. Dance tickets will be put in every full pay registration package and indigents will only receive a button and program. All those without dance tickets

must pay at the door. A number of indigent packets must be made for NA members who cannot afford to register. **No person should be turned away.** Indigent partial paid newcomers with less than 90 days clean will be given a regular registration package including dance tickets.

Volunteers must be acquired to sit at the registration table. A suggested shift for a team to work is two (2) hours. A member of the Registration Committee will attend all fundraisers to sell registrations.

One last note: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Put personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressure of handling money. **Stay clean and grow together.**

The Host Committee will make a schedule for every night of the Convention that will insure that at least two (2) Host Committee members (Chairpersons) will be on duty until 2:00 AM every night of the Convention.

MARATHON

The purpose of this Committee is to offer any Convention registrant a non-topic open meeting in which he/she may participate throughout the Convention. The objective of the Committee before the Convention is to solicit people to Chairperson marathon meetings. During the Convention this Committee is responsible for keeping the meetings running smoothly.

The Marathon Committee can select the format for the marathon meetings although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce themselves and carry on the discussion taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. As typical in the marathon room, most people bring their own topics.

To solicit Chairperson, you can distribute flyers or request letters at the RSC and at ASC's. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to Chairperson. Also a list of the Chairperson and their times to Chairperson can be posted outside the marathon room as a convenient reminder.

One way to get Chairperson people is to go over the registration forms for people who had requested to Chairperson a meeting. Most are delighted to help. The hardest times to fill seem to be during the banquet hours. You may find it easy to get people from the host area that are not going to the banquet.

BUDGETING

Preliminary budgets are prepared by the CFO and submitted to the Host Committee. The

Host Committee and the CFO will then work together so that the CFO can submit a budget to the BOD for final approval. This final budget will be voted on by the Board at the November meeting.

In November, the CFO must also have an annual budget of the Board's expenses to be approved by the Board. After the Board approves the budgets for itself and the Host Committee, they will then be submitted to the RSC for final approval. Once the budgets have been approved by the RSC, any requests by the Host Committee to change any line item must have the approval of the CFO or else the budget will be adhered to.

FLORIDA REGIONAL CONVENTION, INC. FRC. SOUND GUIDELINES

This body shall be known as FRC. Sound. A Sub-Committee, which operates under the FRC. Inc. Board of Directors (BOD), who in turn is directly responsible to the Florida Regional Service Committee (FRSC).

The purpose of FRC. Sound is to coordinate and conduct the tape recording of the workshops and speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also serve any other convention or event sponsored by FRSC, upon request.

FRC. Sound consists of members from the geographical region, which make up the FRSC. The Chairperson of FRC Sound is called the FRC Sound Director. The Director must be a member of the FRC BOD. The Director is elected at the annual election of officers of the FRC BOD. The FRC Sound Director's term of office shall be one year, but may be re-elected as long as the FRC BOD qualifications are met.

If the FRC Sound Director fails to serve or is removed from office, the position will be filled by the FRC BOD at the following Board meeting. The Director may resign by giving written notice to the FRC BOD President. Relapse will result in automatic impeachment. The Director will be impeached for missing two (2) consecutive Board meetings. Impeachment is automatic upon a majority vote of the FRC BOD.

The first responsibility of the Director is to inventory and become familiar with the supplies and equipment involved with FRC Sound. The Director shall be completely responsible for all equipment and supplies during the workshops or Convention where it is being used. All FRC Sound equipment and supplies will be stored at the Florida Regional Service Office.

TAPING FRCNA

The Director shall conduct and coordinate the tape recording of meeting workshops and speaker meetings during the course of the Convention. The Director shall also duplicate that tape recording. These duplications shall be given to the Merchandising Committee for sale during the Convention. FRC Sound shall handle no money during the Convention. The Director may solicit volunteers to help with the recording and duplication during the Convention. The FRC BOD shall provide a separate locked room for use solely by FRC Sound.

FRC Sound shall be responsible for keeping the master recordings. The master shall be stored at the FRSO. Order forms shall be made available to the fellowship for sale during the year. FRC Sound will make up a master order form, with the RSO address and phone number.

FRC Sound will use two (2) tape decks at all main meetings. FRC Sound will purchase 1500 tapes and 1500 covers for use at FRCNA only, by May 1st, each year. An inventory must be made of all taping equipment and supplies before and at the end of the Convention.

Equipment and Supplies include:

1. Tape decks
2. Microphones
3. Duplication machines
4. Microphone patch cords
5. Normal tapes
6. Tape covers
7. Tape labels
8. Headphone monitors
9. Power extension cords
10. Master Tapes
11. Microphone stands
12. Master erasing machine
13. Miscellaneous supplies
14. Gold tip male jacks

The Director shall be responsible for keeping the equipment in good working order and for ordering supplies. The FRC BOD shall set the budget for FRC Sound. The Director shall work within that budget.

TAPING CONVENTIONS OTHER THAN FRCNA WITHIN THE FLORIDA REGION

FRC Sound shall tape any Convention or workshop sponsored by the FRSC, any Area or Group within the Florida Region, upon request. The FRC Sound Director may appoint an assistant if the Director can not attend the event.

A fee of \$1.00 per tape sold by that event will be charged by FRC Sound. The requesting event shall provide a sleeping room for no more than three FRC Sound members. This includes the Director and two Committee members. The requesting group shall also provide gas expenses to and from the event.

If the event is planning any event to be taped which requires a fee to attend, the requesting event shall provide free access to the activity for the FRC Sound members (i.e. Registration & Banquet).

All Master Tapes shall become the property of the FRC BOD for duplication by the FRC BOD upon request, and shall be stored at the RSO. All proceeds belong to the FRC Board.

The FRC Sound Director shall be responsible for corresponding and coordinating the taping request for these events.

TAPING CONVENTIONS OUTSIDE THE FLORIDA REGION

FRC Sound shall provide no more than three members. The FRC Sound members are to include the Director or the Assistant Director and two Committee members.

The following are the FRC Sound requirements for taping Conventions outside the Florida Region:

1. Provide sleeping rooms for no more than three FRC Sound members.
2. Provide travel expenses to and from the Convention site for FRC Sound members (i.e. gas expense).
3. Provide registration and Banquet for FRC Sound members.
4. There will be a fee of \$1.00 per tape sold by the Convention.

All master tapes become the property of the FRC Inc. for resale by FRC. Inc through the Florida RSO. Order forms will be made available to the hosting region by the Florida RSO upon request. The master tapes will be stored at the RSO.

The FRC Sound Director will be responsible for corresponding and coordinating the taping request from the other Regions.

FLORIDA REGIONAL CONVENTION, INC.
FRC SOUND
2940 WEST COLUMBUS DRIVE
TAMPA, FLORIDA 33607

Date:

Dear Committee:

Thank you for your recent request to have FRC Sound tape your upcoming Convention. Our Taping Committee has been successfully taping Conventions for the past five years, as well as a number of other events throughout the Florida Region. We continue to upgrade our tapes and equipment, guaranteeing quality tapes.

If you are interested in having FRC Sound tape your Convention we request the following information:

1. Provide sleeping rooms for no more than three taping Committee members.
2. Provide travel expenses to and from the Convention site for Committee members.
3. Provide a Registration and Banquet packet for each of our Taping Committee members.
4. There will be a fee of \$1.00 per tape sold at the Convention. A check by the Convention will be requested at the end of the Convention. No cash will be accepted.

All Master Tapes become the property of the Florida Regional Convention, Inc. For additional tapes, order forms will be provided through the Florida RSO upon request. If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address and phone number listed above.

Thank you for your request. We look forward to serving your fellowship.

In loving service,

FRC Sound Director

**MERCHANDISE
HOURS OF OPERATION**

<u>OPENING DAY</u>	9:00 PM - MIDNIGHT
<u>FRIDAY</u>	9:00 AM - 4:00 PM 9:00 PM - MIDNIGHT
<u>SATURDAY</u> - 4 DAY CONV.	9:00 AM - 4:00 PM 9:00 PM - MIDNIGHT
<u>SATURDAY</u> - 5 DAY CONV.	9:00 AM - 4:00 PM 9:00 PM - MIDNIGHT
<u>SUNDAY</u> - 4 DAY CONV.	9:00 AM - NOON
<u>SUNDAY</u> - 5 DAY CONV.	9:00 AM - 4:00 PM 9:00 PM - MIDNIGHT

MERCHANDISE MAY CLOSE ONE HOUR FOR LUNCH

**REGISTRATION
HOURS OF OPERATION**

<u>OPENING DAY</u>	2:00 PM - 4:00 PM 6:00 PM - 8:00 PM 9:00 PM - MIDNIGHT
<u>FRIDAY</u>	9:00 AM - NOON 1:00 PM - 6:00 PM 9:00 PM - MIDNIGHT
<u>SATURDAY</u> - 4 DAY CONV.	9:00 AM - NOON 1:00 PM - 5:00 PM
<u>SATURDAY</u> - 5 DAY CONV.	9:00 AM - NOON 1:00 PM - 6:00 PM 9:00 PM - MIDNIGHT

SUNDAY - 5 DAY CONV.

9:00 AM - NOON

1:00 PM - 6:00 PM

9:00 PM - MIDNIGHT

By-Laws of Florida Regional Convention, Inc.

(Incorporated under the laws of the State of Florida)

Article I - OFFICERS

The principle office of the corporation shall be located at 4305 Broadway Avenue, Suite 2-3, West Palm Beach, FL. 33407. The corporation may also have offices at such other places within or without this state as the Board may from time to time determine or the business of the corporation may require.

Article II - PURPOSES

The purposes for which this corporation has been organized are as follows:

To sponsor and conduct the annual Florida Regional Convention of Narcotics Anonymous for the members of the fellowship of Narcotics Anonymous, to the addict who still suffers and to provide support for others who are still afflicted by the disease of addiction.

Article III - MEMBERSHIP

1. QUALIFICATIONS FOR MEMBERSHIP

The qualifications for membership are as follows:

To be a member of the Fellowship of Narcotics Anonymous and nominated by the Florida Regional Service Committee of Narcotics Anonymous.

2. MEMBERSHIP MEETINGS

The annual membership meeting of the corporation shall be held on the 5th day of July at 10:00 A.M. of each year except that if such day shall be at a legal holiday. In that event, the Directors shall fix a day not more than two weeks from that date fixed by these By-laws. The Secretary shall cause to be mailed to every member in good standing at his address as it appears on the membership roll book of this corporation, a notice stating the time and place of the membership meeting.

Regular meetings of the corporation shall be held on the 5th day of each and every month at 10:30 A.M. The presence at any membership meeting of not less than Majority shall constitute a quorum and shall be necessary to conduct the business of the corporation; however, a lesser number may adjourn the meeting for a period of not more than two weeks from the date scheduled by the By-Laws and the secretary shall cause a notice of the re-scheduled date of the meeting to be sent to those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

A membership roll showing the list of members as of the record date, certified by the Secretary of the corporation, shall be produced at any meeting of members upon written notice to the corporation at least ten days prior, that such request will be made at such meeting.

3. SPECIAL MEETINGS

Special meetings of the corporation may be called by the directors. The Secretary shall cause notice of such meeting to be mailed to all members at least ten days but not more than fifty days before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

4. FIXING THE RECORD DATE

For the purpose of determining the members entitled to notice of or to vote at any meeting of members or any adjournment thereof, or to express consent to or dissent from any proposal with a meeting, or for the purpose of determining the members entitled to receive any distribution or allotment of any rights, in advance, a date as the record date for any such determination of members. Such date shall not be more than fifty days nor less than ten days before any such meeting, nor more than fifty days prior to any other action.

ACTION BY MEMBERS WITHOUT A MEETING

Whenever members are required or permitted to take any action by vote, such action may be taken without a meeting, but with written consent, setting forth the action so taken, signed by all members entitled to vote thereon.

PROXIES

Every member entitled to vote at a meeting of members or to express consent or dissent without a meeting may authorize another person or persons to act for him by proxy.

Every proxy must be signed by the member or his attorney-in-fact. No proxy shall be valid after the expiration of eleven months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law.

ORDER OF BUSINESS

1. Roll call
2. Reading of the minutes of the preceding meeting
3. Reports of committees
4. Reports of officers
5. Old and unfinished business
6. New business
7. Good and welfare
8. Adjournments

MEMBERSHIP DUES

The membership dues of the corporation shall be set by the Board of Directors each year. The Board shall have the power to raise or lower the dues and assess special assessments. The membership dues of each member shall be .

ARTICLE IV - DIRECTORS

1. MANAGEMENT OF THE CORPORATION

The corporation shall be managed by a board of Directors consisting of 9 directors. Members of the corporation who are less than majority age shall be eligible to serve as directors, except that a majority of the Board of Directors must be competent to contract.

2. ELECTION AND TERMS OF DIRECTORS

Directors shall be elected at the annual meeting of members. Each Director elected, shall hold office until the expiration of the term for which he was elected or until his successor has been elected and qualified, or until his prior resignation or removal.

3. INCREASE OR DECREASE IN NUMBER OF DIRECTORS

The number of directors may be increased or decreased by vote of the members or by a vote of a majority of all the directors. No decrease in number of directors shall shorten the term of any incumbent director.

4. NEWLY CREATED DIRECTORSHIPS AND VACANCIES

Newly created directorships resulting from an increase in the number of directors and vacancies occurring in the Board for any reason except the removal of directors without cause may be filled by a vote of the majority of directors then in office, although less than a quorum exists, unless otherwise provided in the Articles of Incorporation. Vacancies occurring by reason of the removal of directors without cause shall be filled by a vote of the members. A director elected to fill a vacancy caused by the resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

5. REMOVAL OF DIRECTORS

Any or all of the Directors may be removed without cause by vote of the members or by action of the Board. Directors may be removed without cause only by vote of the members.

6. RESIGNATION

A Director may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

7. QUORUM OF DIRECTORS

A majority of the Directors shall constitute a quorum for the transaction of business. If at any meeting of the Board of Directors there shall be less than a quorum present, a majority of those present, a majority of those present may adjourn the meeting from time to time until a quorum is obtained, and no further noticed thereof need be given other than by announcement.

8. ACTION OF THE BOARD

Unless otherwise provided by law, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each director present shall have one vote.

9. PLACE AND TIME OF BOARD MEETINGS

The Board of Directors may hold its meetings at the office of the corporation or such other places, either within or without the State of Florida as it may from time to time determine.

10. REGULAR ANNUAL MEETINGS

A regular annual meeting of the Board of Directors shall be held immediately following the annual meeting of members at the place of such annual meeting of members.

11. NOTICE OF MEETING OF THE BOARD, ADJOURNMENT

Regular meetings of the Board of Directors may be held without notice at such time and place as it shall from time to time determine. Special meetings of the Board of Directors shall be held upon notice to the Directors and may be called by the President upon three days notice to each Director either personally or by the President or by the Secretary in a like manner on written request of one Director. Notice of a meeting need not be given to any Director who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to him.

A majority of the directors present, whether or not a quorum is present may adjourn any meeting to another time and place. Notice of adjournment shall be given to all directors who were absent at the time of adjournment and, unless such time and place are announced at the meeting, to the other directors.

12. CHAIRMAN

At all meetings of the Board of Directors the president, or in his absence, a Chairman chosen by the Board shall preside.

13. EXECUTIVE AND OTHER COMMITTEES

The Board of Directors, by resolution adopted by a majority of the executive committee and that committee and other committees so designated, shall serve at the pleasures of the Board.

ARTICLE V - OFFICERS

1. OFFICES, ELECTION AND TERM

a) The Board of Directors may elect or appoint a chairman, a President, one or more Vice-Presidents, a Secretary and a Treasurer, and such other officers as it may determine who have such duties and powers as hereinafter provided.

b) All officers shall be elected or appointed to hold office until the meeting of the Board of Directors following the next annual meeting of members and until their successors have been elected or appointed and qualified.

2. REMOVAL, RESIGNATION, SALARY, ETC.

a) Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors with or without cause.

b) In the event of the death, resignation, or removal of an officer, the Board of Directors in its discretion may elect or appoint a successor to fill the unexpired term.

c) Any two or more offices may be held by the same person, except the offices of President and Secretary.

d) The salaries of all officers shall be fixed by the Board of Directors.

e) The Directors may require any officer to give security for the faithful performance of his duties.

3. CHAIRMAN

The Chairman of the Board of Directors, if one be elected, shall preside at all meetings of the Board of Directors and he shall have and perform such other duties as from time to time may be assigned to him by the Board of Directors or the executive committee.

4. PRESIDENT

The President shall be the chief executive officer of the corporation and shall have the general powers and duties of supervision and management usually vested in the office of the President of the corporation. He shall preside at all the meetings of the members if present thereat, and in the absence or non-election of the chairman of the Board of Directors, at all meetings of the Board of Directors, and shall have general supervision, direction and control of the business of the corporation. Except as the Board of Directors shall authorize the execution thereof in some other manner, he shall execute bonds, mortgages and other contracts in behalf of the corporation, and shall cause the seal to be affixed to any instrument requiring it and when so affixed, the seal shall be attested by the signature of the Secretary or the Treasurer or an Assistant Secretary or an Assistant treasurer.

5. VICE-PRESIDENTS

During the absence or disability of the President, the Vice-President, or if there are more than one, the Executive Vice-President, shall have all the powers and functions of the President. Each Vice-President shall perform such other duties as the Board of Directors shall prescribe.

6. SECRETARY

The Secretary shall attend meetings of the Board of Directors and of the members, record all votes and minutes of all proceedings in a book to be kept for that purpose, give or cause to be given notice of all meetings of members and of special meetings of the Board of Directors, keep in safe custody the seal of the corporation and affix to any instrument when authorized by the Board of Directors, when required prepare or cause to be prepared and available at each meeting of members a certified list in alphabetical order of the names of members entitled to vote thereat, indicating the number of shares of each respective class held by each, keep all the documents and records of the corporation as required by law or otherwise in a proper and safe manner, and perform such other duties as may be prescribed by the Board of Directors, or assigned to him by the President.

7. ASSISTANT-SECRETARY

During the absence or disability of the Secretary, the Assistant-Secretary, or if there are more than one, the one so designated by the Secretary or by the Board of Directors, shall have all the powers and functions of the Secretary.

8. TREASURER

The Treasurer shall have custody of the corporate funds and securities, keep full and accurate accounts of receipts and disbursements in the corporate books, deposit all money and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors, disburse funds of the corporation as may be ordered or authorized by the Board of Directors and preserve proper vouchers for such disbursements, render to the President and Board of Directors at regular meetings of the Board of Directors, and of the financial report at the annual meetings of the members if so requested, be furnished by all corporation officers and agents at his request with such reports and statements as he may require as to all financial transactions of the corporation, and perform such other duties as are given him by these By-Laws or as from time to time are assigned to him by the Board of Directors or the President.

9. ASSISTANT-TREASURER

During the absence or disability of the Treasurer, the Assistant-Treasurer, or if there are more than one, the one so designated by the Secretary or by the Board of Directors, shall all have the powers and functions of the treasurer.

10. SURETIES AND BONDS

In case the Board of Directors shall so require, any officer or agent of the corporation shall execute to the corporation a bond in such sum and with such surety or sureties as the Board of Directors may direct, conditioned upon the faithful performance of his duties to the corporation and including responsibility for negligence and for the accounting for all property, funds or securities of the corporation which may come into his hands.

ARTICLE VI - CORPORATE SEAL

The seal of the corporation shall be circular in form and bear the name of the corporation, the year of its origination and the words "Non-Profit, Corporate Seal, Florida." The seal may be used by causing it to be impressed directly on the instrument or writing to be sealed, or upon adhesive substance affixed hereto.

ARTICLE VII - CONSTRUCTION

Whenever a conflict arises between the language of these By-Laws and the Articles of Incorporation, the Articles of Incorporation shall govern.

ARTICLE VIII - AMENDMENTS

These By-Laws may be altered or repealed and By-Laws may be made at any annual meeting of the members or at any special meeting thereof if notice of the proposed alteration or repeal to be made contained in the notice of such special meeting, by affirmative vote of a majority of the stock issued and outstanding and entitled to vote thereat, or by the affirmative vote of a majority of the Board of Directors or at any special meeting of the Board of Directors if notice of the proposed alteration or repeal to be made, be contained in the notice of such special meeting.

**FLORIDA REGIONAL SERVICE OFFICE, INC.
GUIDELINES JUNE 1986
REVISED MARCH 2001**

PURPOSE

The Florida Regional Service Office (FRSO) serves as the distribution center of NA literature and other material as deemed appropriate by the FRSO Board of Directors. The FRSO also offers general administrative services.

This Corporation shall be responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation of the State of Florida and the By-Laws of the Florida Regional Service Office, Inc. (FRSO, Inc.) The Board of Directors shall exercise the powers of the corporation, control its property and conduct its affairs, except as otherwise provided by law and subject to the limitations contained in the Articles of Incorporation.

Principal Office

The principal office of the corporation shall be located at;
6152 South Congress Avenue
Lantana, FL 33462

Directors

The FRSO Board shall have nine (9) Directors. The Florida Regional Service Committee, along with amendment of the By-Laws can only change the number of Directors.

Qualifications

The qualifications for board members are:

- 1) Three (3) years abstinence from all drugs.
- 2) At least one (1) year prior experience in business, management, or prior Board involvement.
- 3) At least one (1) year prior experience in Narcotics Anonymous Regional Service Work.
- 4) Present membership, in good standing, in the Florida Region of N.A.

Elections

The Florida Regional Service Committee at the July meeting shall elect five (5) of nine Directors. These Directors shall serve for a- one (1) year term.

Four (4) of the Nine Directors shall -be elected by a majority vote of the FRSO Board members. These Directors shall serve for a two (2) year term. Two (2) of the Board elect members to be elected in the even years and two (2) of the Board elect members to be elected in the odd years.

****Board membership shall not exceed two (2) members from any one (1) area; except when a Board member moves or changes Areas then they should serve out the duration of their time on the Board.**

****Any Director can be reelected by the FRSC or by the Board for additional terms provided they continue to meet the qualifications.**

Vacancies

Vacancies may occur by:

- 1) Board members resigning in written notice to the Board President.
- 2) Relapse constitutes automatic impeachment.
- 3) Missing two (2) consecutive board meetings constitutes automatic removal.
- 4) A Director may also be impeached by a majority of the Board in compliance with sections 2.13 and 2.14 of the corporation By-Laws. Vacancies shall be filled by election at the RSC provided they follow the election procedures as stated in these guidelines. Board elect members can be filled immediately by a majority vote of current Board members.
- 5) By missing three (3) regularly scheduled Board meetings in a twelve (12) month period a member can be removed.

Directors Meetings

Place of Meetings - Regular meetings of the FRSO Board of Directors shall be held at the Florida Regional Service Committee's Bimonthly meeting.

Annual Meeting - The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Special meetings may be called whenever and as often as deemed necessary by the President, Secretary or any two (2) Directors. Notice of special meeting time and place must be given to each Director by one of the following methods:

- A) First Class Mail
- B) Telephone or Personally
- C) Telegram or Fax
- D) E Mail

****Notice must be given seven (7) days in advance.****

Travel Expenses - Travel expenses per Board members to attend scheduled meetings are not to exceed \$90.00 per meeting. This can be done at the prevailing IRS rate per mile, lodging or other forms of transportation.

Quorum - a quorum shall consist of fifty-one percent (51%) of the voting members of the Board, but never lower than four voting members. Decisions shall be made by a majority of the quorum. Proxy votes will be accepted after a quorum of voting members is established.

Officers - The Officers of the Corporation shall be President, Vice President, Secretary and

Treasurer. There may also be, at the discretion of the board, one or more additional vice presidents. No persons may hold multiple offices.

Duties of Board Officers

President - The President shall be the chief executive of the Corporation and shall, in general, be subject to the control of the Board, supervise and control the affairs of the Corporation. They shall perform all duties incident to their office and such other duties as may be required by law, the Articles, the By-Laws, these guidelines or which from time to time shall be prescribed by the Board. They shall preside at all meetings of the Board, except as otherwise expressly provide by law, by the Articles, by the Bylaws, or these guidelines. They shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks and other instruments, which may from time to time be authorized by the Board. Co-signer on FRSO bank accounts serves as liaison for the Regional Service Committee, and the source of contact with attorney.

Vice President - In the absence of the President or in the event of their inability or refusal to act, the Vice President shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by the By-Laws, these guidelines or as may be prescribed by the Board of Directors. The Vice President shall oversee any necessary Ad-Hoc committees and shall act as parliamentarian at all Board meetings. In the President's absence, the Vice-President shall represent the FRSO, Inc. at the RSC meeting. Co-signer FRSO bank accounts.

Secretary - The Secretary shall certify and keep at the principal office of the Corporation, or at such other place as the Board may authorize, a book of minutes of all the meetings of the Directors recording therein the time and place of holdings; whether regular or special, and, if special, how authorized; notice thereof given; the names of those present at the meetings of the Directors; and the proceedings thereof. They shall see that all notices are duly given in accordance with the provisions of the By-Laws or as required by law or by the Articles. They shall be custodian of the records of the Corporation, which be kept as herein above provided, along with a membership book containing the names and addresses of each Director, and in any case where a position was terminated, they shall record such fact in the book together with the date on which such termination occurred. They shall exhibit at all reasonable times to any Director, to his agent or attorney, on written demand thereof for a purpose reasonably related to the interest of such Director, the By-Laws and the minutes of the meetings of Directors and shall exhibit such records at any time when required by demand by thirty percent (30%) of the Directors. In general, the Secretary shall perform all the duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, or by the By-Laws, these guidelines or as may be designated to them from time to time by the Board of Directors. Shall be the holder of the Corporate Seal. Shall take minutes of all BOD meetings, a copy to be sent to the FRSO, where copies are made and sent to all BOD members within two days.

Qualifications for the Treasurer

- 1) Five (5) years clean from all drugs
- 2) At least two (2) years prior experience in business, management, or Board involvement.

- 3) At least two (2) year's prior experience in Narcotics Anonymous Regional Service Work
- 4) Present membership, in good standing, in the Florida Region of Narcotics Anonymous.

Treasurers Duties:

- a) Have charge and custody of, and be responsible for, all funds and securities of the Corporation in such banks, trusts companies, or other depositories as shall be selected by the Board of directors;
- b) Keep and maintain adequate and correct accounts of the Corporations properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c) Exhibit at all reasonable times the books of accounts and financial records to a Director of the Corporation, or to his agent or attorney, or to any FRSC Admit. Committee member, on request thereof;
- d) Render to the President and Directors, whenever they request it, an account of any or all of the transactions as Treasurer and of the financial condition of the Corporation;
- e) Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report;
- f) If required by the Board of Directors, give a bond for the faithful discharge of their duties in such sum and with such sureties, as the Board of Directors shall determine;
- g) In general, perform all of the duties incident to the office of Treasurer and any other duties as may be required by law, the Articles of Incorporation, the By-Laws, these guidelines or which may be assigned to them by the Board of Directors. Co-signer on FRSO bank accounts.
- h) Works with the CPA firm that is employed by the FRSO.

****The Board of Directors selects an Office Manager in whom they vest certain duties, responsibilities and authorities. Generally the overall personnel management is entrusted to the Office Manager. The Office Manager is selected from one of the current Board members.****

Qualifications for the Office Manager

- 1) Five (5) years clean from all drugs
- 2) At least two (2) years prior experience in business, management, or Board involvement.
- 3) At least two (2) year's prior experience in Narcotics Anonymous Regional Service Work
- 4) Present membership, in good standing, in the Florida Region of Narcotics Anonymous.

Duties of Office Manager:

- a) Manage all FRSO employees and oversee the day to day operations of the office.

- b) Act as liaison between the office and the FRSO Board of Directors.
- c) Familiar and knowledgeable with day to day operations, especially the software programs and the computer functions.
- d) Develop and provide training for employees.
- e) Perform inspections of the facility for organization and cleanliness.
- f) Perform inspections of inventory items for appropriate stock levels and to ensure theft and loss control.
- g) Check financial and bank statements to ensure proper bookkeeping procedures, and that bills are being paid properly.
- h) Complete employee evaluations when due, per employee handbook.
- i) Conduct self in a professional manner in all dealings with employees, customers, office contacts and Board members.
- j) Maintain the fiduciary responsibility to the BOD and the fellowship as a whole.
- k) Co-signer on all bank accounts.
- l) Provide accurate and truthful reports to the Board of Directors.

Board Meeting Procedures:

Format

- 1) Opening Prayer
- 2) Read 12 Traditions
- 3) Read 12 Concepts
- 4) Open Floor to any NA member
- 5) Roll Call
- 6) Secretary Report
- 7) Treasurer Report
- 8) Office Manager Report
- 9) President Report, if any
- 10) Vice President Report, if any
- 11) Other Reports, if any
- 12) Recess (Optional)
- 13) Old Business
- 14) Elections, if needed
- 15) New Business (pre-arranged agenda has priority)
- 16) Review of the Business of the Day
- 17) Plans for Next Meeting
- 18) Closing Prayer (Serenity Prayer)

Agenda

- 1) The President will arrange the agenda prior to each meeting.
- 2) All input, ideas and motions should include a written intent and should be submitted in writing.

Discussion Limits

- 1) The following have a voice on the floor;

- a. All current Board members
 - b. Past Board members (at the discretion of the President)
 - c. NA members in attendance (at the discretion of the President)
- 2) Only the current Board members can make or second motions and only Board members can vote
- 3) Participation on motions;
- a. Main motion: 2-pro/2 con (3 minute limit)
 - b. Amendment: 2-pro/2 con (3 minute limit)
 - c. Reconsider a previous motion: 2 con (3 minute limit)

Additional Guidelines:

1. Yearly reports to the Regional Service Committee (Due at the January RSC consisting of the past years activity, accomplishments, specific problems, financial records and plans for the coming year. Last year's budget, last year's actual and this year's proposed budget.
2. RCM's Regional Admin. Committees and Sub-Committees Chairs would be a conflict of interest to be a Board member.
- 3) FRSO Board of Directors has final word on distribution of materials by the FRSO, with input from the Florida Regional Service Committee.
- 4) All Board meetings are non-smoking with a five minute break every hour.
- 5) The Fiscal year of the Corporation shall be from June 1st to May 31st.
- 6) FRSO is to carry Workman's Compensation Insurance for its special workers.
- 7) The name of the office shall remain the Florida Regional Service Office (FRSO).
- 8) The FRSO to retain a lawyer for review of by-law changes, maintenance of nonprofit status and any other questions that the board may encounter.
- 9) A 2/3 majority vote of the total membership of the board is required to terminate any special worker, unless unusual circumstances that would affect the operation of the office, then the office manager has the authority to terminate an employee.
- 10) The Office Manager has the authority to hire a temporary worker to keep the office open, if a situation happens where there is no special worker.
- 11) The FRSO to formulate and implement an annual budget. This budget should include projected revenue and expenses. This budget should be submitted to the Regional Service Committee in January for approval.
- 12) All RSO customers, not including areas within Florida and South Florida Regions, will pay shipping and handling charges for literature orders.
- 13) Literature orders received within 3 weeks of area, will be delivered by the following area. After 3 weeks they may or may not be filled on time.
- 14) Access to RSO, FRC, Inc., FRSC, Area & Group materials archives may be obtained by the following procedure; Access to area archives are available to any NA member with the prior authorization by the appropriate area chair. Regional archives will require Regional chair approval. RSO archives will require the RSO Board President. FRC, Inc. archives require the authorization of the FRC, Inc BOD President. Authorization must be in writing.

FINANCIAL GUIDELINES

1. The RSO has adopted WSO Bulletin #30 (see attached bulletin) regarding theft of NA funds.
2. All payments to RSO must be with check, money order or credit card. RSO will not accept cash.
3. Special Functions
 - a. Pre function inventory of items to be sold
 - b. Collection of payment - Payments may be made in cash
 - c. Post function inventory of items
 - d. Post function payment verification. Reconciliation of payment and inventory.
 - e. Financial reconciliation will be prepared & verified by 2 Board Appointees.
 - f. Physical inventory of all merchandise, literature and office equipment to be performed semi-annually by at least 2 board Members appointed by the President. FRSO attendance at any convention must be approved by majority vote of RSO Board of Directors.
 - h. Staffing at RSO merchandise table will require an RSO board member or special worker be present & accountable for funds during all hours of operation.
 - i. All persons handling funds must have at least 3 years clean.
 - j. A reconciliation of the cash register will be made daily.
 - k. Start up funds in cash register will be \$200.00 daily.
4. Office Manager to perform unscheduled inspections of inventory items for appropriate stock levels and to ensure theft and loss control.
5. Office Manager to check financial and bank statements to ensure proper book keeping procedures, and that all the bills are paid properly.
6. Office Manager to become and remain familiar and knowledgeable with office computer software and perform unscheduled inspections of same.
7. Any Financial commitments in excess of \$200 must have prior approval by the RSO BOD.

NOTE: ITEMS 4,5,6 ARE ALSO INCLUDED UNDER OFFICE MANAGER DUTIES.

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30

Theft of NA funds

Safeguarding funds

Selecting trusted servants

Responsible management

When safeguards fail

Resolution and recovery

The following paper was written by the Board of Trustees in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for,

literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

Safeguarding funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable—we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

Selecting trusted servants Our Fourth Concept tells us how to select our trusted servants. *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

"NA funds are to be used to further our primary purpose, and must be managed responsibly.' Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurers Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes are monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else

has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, the WSO, and the WSO as resources.

Resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects---conflict between members, disunity, disillusioned members-on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

**By-Laws of the
Florida Regional Service Office, Inc.**

DEFINITIONS AND CONSTRUCTION

AS USED IN THESE BY-LAWS:

- a) The present tense includes the past and future tense, and the future tense includes the present;
- b) The singular number includes the plural, and the plural number includes the singular,
- c) The word "shall" is mandatory and the word "may" is permissive.

USE OF THE TERM "DIRECTORS" AND "BOARD". The words "Director" and "Board", except in context specifically and expressly made otherwise applicable, as used herein or in the Articles of Incorporation of the Corporation in relation to any power or duty requiring collective action shall mean the Board of Directors of this Corporation and none other.

USE OF THE TERM "RSC". The word "RSC" and "Regional Service Committee" shall mean the Florida Regional Service Committee.

USE OF THY, TERM "ARTICLES". The word "Articles" shall mean the Articles of Incorporation. (The use is inconsistent)

USE OF THE TERM "I.R.C. '54". The term "I.R.C. '54" shall mean the Internal Revenue Code for 1954.

USE THE TERM "FRSC". The term "FRSC" shall mean the Florida Regional Service Committee.

USE OF THE TERM "FRSO". The term "FRSO" shall mean the Florida Regional Service Office, Inc.

ARTICLE L OFFICE

1.01 PRINCIPLE OFFICE. The principal office of the Corporation for the transaction of business is located at 1110 N.E. 34th Court, Oakland Park, FL 33334.

1.02 CHANGE OF ADDRESS. The State of the Corporations PRINCIPAL office can be changed only by amendment of the Articles of Incorporation of this Corporation and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named State by noting the changed address and effective date below and such change of address shall not be deemed an amendment to these By-Laws.

1110 N.E. 34th Court Oak-land Park, FL33334	June-1986
2940 W. Columbus Dr. Tampa FL 33607	December, 1994
4305 Broadway Ave. Suite 2 & 3, West Palm Beach Fl. 33407	December, 1997
6152 South Congress Ave., Lantana, Fl, 330462	December, 2000

1.03 OTHER OFFICES. The Corporation may also have offices at such other places, within or without the State of Florida where it is qualified to do business, as its business may require and as the Board of Directors may from time to time designate.

ARTICLE 2. DIRECTORS

2.01 QUORUM. A quorum shall consist of fifty-one percent (51%) of the, voting members of the Board, but never lower than four voting members. Proxy votes will be accepted after a quorum of voting members present is established.

2.02 ADJOURNMENT FOR LACK OF QUORUM In the absence of a quorum, any meeting of the Board of Directors may be adjourned from time to time by the vote of the majority of the-voting members present, but no other business shall be transacted.

2.03 VOTING AT MEETINGS. Each regular member of the Board is entitled to one vote on each matter submitted to a vote of the members of the Board voting at duly held meetings of the Board of Directors. Votes shall be by voice vote, except as otherwise expressly provided by these By-Laws. No single vote shall be split into fractional votes. Cumulative voting for election of Directors or otherwise shall not be authorized- The candidate receiving the highest number of votes up to the number of Directors to be elected are elected- Board members having the right to vote may vote either In person or by proxy, written and executed by such person or by his duly authorized agent and files with the Secretary of the Corporation, except as otherwise provided herein. However, no proxy shall be valid after eleven (11) months from the date of its execution unless otherwise provided in the proxy.

2.04 NUMBER OF DIRECTORS. The Corporation shall have nine (9) Directors and collectively they shall be known as the Board of Directors. The number of Directors shall be changed only by amendment of these By-Laws.

2.05 POWERS. The Directors shall exercise the powers of the Corporation, control its property, and conduct its affairs, except as otherwise provided by law and subject to the limitations contained in the Articles of Incorporation.

2.06 DUTIES. It shall be the duties of the Directors to:

- a) perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, these By-Laws, and FRSC.
- b) Appoint and remove, employ and discharge, except as otherwise provided in these By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the Corporation;
- c) Supervise all officers, agents, and employees of the Corporation to assure that their duties are properly performed;
- d) Meet at such time and places as required by these By-Laws;

2.07 QUALIFICATIONS. The qualification for Board members are:

- a) Present membership, in good standing, in Narcotics Anonymous;
- b) Absence from use of any drugs, as the same is defined as such by Narcotics Anonymous, for at least three (3) years.
- c) At least one (1) year prior experience in business, management, or prior Board involvement.
- d) At least one (1) year prior experience in Narcotics Anonymous Regional Service Work

2.08 TERMS IN OFFICE. Each of the four (4) Directors to be elected pursuant to applicable sections set forth herein, shall serve for two (2) years from the date of their election to the Board of Directors. These Directors shall be elected by the Board at the annual meeting in September, with two (2) Board members to be elected in

even years, and two (2) Board members to be elected in the odd years, or at such time as a Board-elect position needs to be filled, ie: reelected or replaced. Five (5) designated Directors whose seats are to be filled by appointments shall serve one (1) year from the date of their election to the Board of Directors. from the RSC Such said designated Directors shall then be replaced by the RSC's the following year, although this provision shall in no way be construed as a limitation on the right of the RSC's to reappoint the same Director for an additional term. Any Director elected or designated under the provisions of the By-Laws shall be eligible for re-election or appointment without limitation of the number of terms served, provided such Director continues to meet the qualification required by Section 2.07 of these By-Laws.

2.09 ELECTIONS. Four (4) of the nine (9) authorized Directors shall elected by the membership majority vote at the annual meeting in September, herein described or by mail in such a manner as set forth in these By-Laws. Five (5) of the nine (9) Director seats shall be specifically reserved in continuum for appointment by the RSC to be filled by designation as follows:

- a) The Florida Regional Service Committee, at its annual meeting in September, shall cause to have appointed five (5) individuals who shall then sit in the five (5) designated Directors seats heretofore described and provided for, for a one (1) year term;
- b) The RSC shall determine their own procedures for designation of said five (5) individual Directors and said procedures shall not be altered except by prior motion and majority vote at the RSC's meetings. Said Directors shall continue to serve in the capacity of designated Director until the following year's annual meeting of the RSC's which would then refill the five (5) designated Directors seats or unless they are removed or refused to serve in such capacity, in which case their seat may be filled by compliance with those other provisions if in Specially provided for by the RSC for reappointment of any Director to fill any vacancy in one (1) or more of the five (5) designated Directors seats provided for herein. Nothing herein shall be construed as limiting their RSC's right to reappoint any Director to serve consecutive or additional terms, provided each such Director shall continue to qualify under Section 2.07 hereof Nothing herein shall be construed as any limitation on the RSC's right to require of these five (5) Directors additional qualifications as it sees fit to impose.

2.10 COMPENSATION. Directors shall serve without compensation, however per FRSC policy, all members of the Board are to receive travel expenses when attending Board meetings. This measure keeps in line what the region has set in policy for all trusted servants of the region.

2.11 PLACE. Meetings shall be held at the Florida Regional Service Committee's bimonthly meeting. Regular meetings shall be held at such time and place as may be designated by resolution of the Board. Special meetings of the Board may be called by the President, Secretary, or if they are absent or unable or refuse to act on a request, by any two Directors. Such meeting shall be held at the place designated by the person or persons calling the meeting and in the absence of such designation as the principal place of business of the Corporation. The transactions of any meeting of the Board, however called and noticed or wherever held after proper call and notice, provided that a quorum, as herein defined, is present- and provided that either before or after the meeting each of the Directors not present consent to the holding of such meeting, or any approval of the minutes thereof. Meetings of the Board shall be presided over by the President or in their absence by the Vice President or a Chairperson chosen by a majority of the Directors present. The Secretary of the corporation shall act as Secretary of the Board, unless the Secretary is absent, in which case the presiding officer may appoint any Director present to act as Secretary of the meeting. Notice of special meeting time and place must be given to each Director by one of the following methods:

- a) First Class Mail
- b) Telephone or Personally
- c) Telegram or Fax
- d) E Mail

2.12 ACTION BY THE BOARD OF DIRECTORS. Every action or decision by the Board majority at a meeting duly held by a quorum is the act of the Board unless the law, Articles of Incorporation, or these By-Laws require a greater number. Any action to be taken by the Board may be taken without a meeting if all members shall individually or collectively consent to such action, where such consent is filed with the Corporation minutes and shall have the same force and effect as the unanimous vote of the Directors and certificate or other documentation thereof shall be prima facie evidence of the authority thereof.

2.13 REMOVAL AND RESIGNATION OF DIRECTORS.

a) By the Board with cause: The Board (of Directors) may declare vacant the office of any incumbent Director who has been 1) declared of unsound mind by a final order of the courts or 2) committed and convicted of a felony while still in office or 3) found by a final order or judgment of the court to have breached statutory duties relating to the Director's standard of conduct or 4) if found, after an investigation by the Board, that they have been using a drug of any type as defined by Narcotics Anonymous or 5) found by the Board to have failed to attend or participate in any other manner, as provided herein, two (2) or more consecutive meetings or three meetings of the Board (of Directors) a twelve (12) month period. Provided that the removal of any of the five (5) designated Directors heretofore described as appointed by the RSC, shall be removed pursuant to this section only in conjunction with the written consent of the RSC or by the written consent of such individuals as the RSC's may designate for this purpose.

b) By the Members of the Board without cause: No Director shall be removed without cause.

c) Period of Challenge Removal: An action challenging the validity of any removal of a Director must be commenced within nine (9) months after removal. After the nine (9) month period, the removal is conclusively presumed valid, in the absence of fraud.

d) The vote necessary to remove any Director for any of the foregoing causes shall be a majority of the Directors present at a duly held meeting at which a quorum is present or in the alternative such removal may be accomplished by the unanimous written consent of the Directors without a Meeting.

e) Resignation: A Director may resign by giving written notice to the President, the Secretary, or the Board of Directors of the Corporation. Resignation is effective upon giving of notice unless the notice specifies a later time. If the resignation is a later time, a successor may be elected pursuant to the provisions herein, immediately, to take office when the resignation becomes effective.

2.14 VACANCIES. Vacancies in the- Board shall exist 1) on the death, resignation, or removal of any Director, or 2) whenever the number of Directors is increased. The Board may vacate the office of a Director 1) if they are declared of unsound mind by an order of the court; or 2) dies; or 3) if within sixty (60) days after notice of their election they do not accept the office in writing or by attending a meeting of the Board- Any reduction of authorized Directors does not operate to remove any Director prior to expiration of their term in office.

2.15 NON-Liability OF DIRECTORS. No Director shall be personally liable for the debts, liabilities or obligations of the Corporation. Any lawsuits against any Director of the Corporation arising from his activities as a Director of the Corporation shall be defended at the cost of the Corporation, including reasonable expenses and attorneys fees, provided that the court finds that the conduct of such sued Director was such to merit such indemnity and in such sums as the court finds reasonable.

ARTICLE 3. OFFICERS

3.01 NUMBERS AND TITLES. The officers of the Corporation shall be President, Vice President, Secretary, and Treasurer. There may also be, at the discretion of the Board, one or more additional Vice Presidents. One

person may hold multiple offices.

3.02 QUALIFICATIONS, ELECTION, AND TERM IN OFFICE. Any individual who would qualify under the terms and provisions of these By-Laws to sit as a Director of the Corporation is qualified to be an officer of the Corporation- Officers other than as appointed as per section 3.03 or 3.05 shall be elected annually by the Board at the regular Board meeting following the annual election of Directors and each officer shall hold office until they resign, are removed, or until their successor shall be elected and enters office.

3.03 SUBORDINATE OFFICERS. The Board may appoint such other officers or agents as it may deem desirable and such officers shall serve such terms and have such authority to perform such services and duties from time to time as directed by the Board

3.04 REMOVAL AND RESIGNATION. Any officer may be removed either with or without cause, by majority of the Board at any regular or special meeting of the Board, or as the Board may be qualified to act as otherwise provided 'in these By-Laws, and such officer shall be removed forthwith or under such terms as the Board may so decide. Any officer may resign by giving notice to the Board, to the President or to the Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of the notice, or at such time as specified therein or upon such date as may be determined by the Board, but in no event later than the date stated in said notice.

-3.05 VACANCIES. Any vacancy caused by death, resignation, removal, disqualification, -or otherwise, of any officer, shall be filled by the Board for the unexpired portion of the term. Vacancies in offices appointed at the discretion of the Board may or may not be filled as the Board shall determine according to need for such service.

3.06 DUTIES OF THE PRESIDENT. The President shall be the chief executive of the Corporation and shall, in general, be subject to the control of the Board, supervise and control the, affairs of the Corporation. They shall perform all duties incident to his office and such other duties as may be required by law, the Articles, or these By-Laws, or which from time to time shall be prescribed by the Board- They shall preside at all meetings of the Board, except as otherwise expressly provided by law, by the Articles, or by these By-Laws. They shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, and other instruments, which may from time to time be authorized by the Board- They shall be a co-signer on FRSO bank accounts. They shall be the liaison from the Board to the FRSC. They shall only vote at Board meetings in the case of a tie. They shall be the main source of contact with the FRSO attorney.

3.07 DUTIES OF THE VICE PRESIDENT. In the absence of the President or in the event of his inability or refusal to act, the Vice President shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles, or by these By-Laws, or by the Board of Directors. The Vice President shall oversee any necessary Ad Hoc Committees and shall act as parliamentarian at all Board meetings. In the President's absence, the Vice-President shall represent the FRSO, Inc. at the FRSC meeting- They shall be a co-signer on the FRSO bank accounts.

3.08 DUTIES OF THE SECRETARY. The Secretary shall certify and keep at the principal office of the Corporation, or at such other place as the Board may authorize, a book of minutes of all the meetings of the Board of Directors. They shall record therein the time and place of meetings; whether regular or special, and if special how authorized; notice given, the names of those present at the meetings and the proceedings thereof They shall see that all notices are duly given in accordance with the provisions of these By-Laws or as required

by law or by the Articles. They shall be custodian of the records of the Corporation, which shall be kept as herein provided above, along with a membership book containing the names and addresses of each Director. In the case where a position was terminated, they shall record such fact in the book together with the date on which such termination occurred. They shall exhibit at all reasonable times to any Director, their agent or attorney, on written demand, the By-Laws and the minutes of Board meetings that are reasonably related to the interest of such Director. They shall exhibit such records at any time when required by demand by thirty percent (30%) of the Directors. In general, the Secretary shall perform all the duties incident to the office and such other duties as may be required by law, by the Articles, or by these By-Laws, or by the Board of Directors. They shall be the holder of the Corporate Seal.

3.09 DUTIES OF THE TREASURER. Subject to the provisions of Article 5 of these By-Laws, the Treasurer shall:

- a) have charge and custody of, and be responsible for, all funds and securities of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- b) keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c) exhibit at all reasonable time the books of accounts and financial records to any Director of the Corporation, or to his agent or attorney, or to any FRSC Admin. Committee member, on request thereof
- d) render to the President and Directors, whenever they request it, an account of any or all of the transactions as Treasurer and of the financial condition of the Corporation;
- e) prepare, or cause to be prepared, and certify the financial statements to be included in the annual report;
- f) if required by the Board of Directors, give a bond for the faithful discharge of their duties in such sum and with such sureties as the Board (of Directors) shall determine;
- g) in general, perform all of the duties incident to the office of Treasurer and any other duties as may be required by law, by the Articles, by these By-Laws, or the Board of Directors.
- h) Shall work with the CPA firm that is employed by the FRSO, Inc.

ARTICLE 4. COMMITTEES.

4.01 EXECUTIVE COMMITTEE. The Board of Directors, by a majority vote of its members, may designate two (2) or more of its members to constitute an executive committee and delegate to such committee and of the powers and authority of the Board in the management of the business and affairs of the Corporation, except the power to adopt, amend, or repeal the By-Laws, and provided the designation of such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director, of any responsibility imposed on it or them by law, the Articles or these By-Laws. By a majority vote of its members, the Board may at any time modify or revoke any or all of the authority so delegated, increase or decrease, but not below two (2), the number of its members, and fill vacancies therein from the members of the Board. The committee shall establish rules and regulations for its meetings that are not inconsistent with the provisions of Article 2 of these By-Laws and meet at such times and places as it deems appropriate, provided that a reasonable notice of all meetings of the committee shall be given to the vote or written consent of a majority of its members. The committee shall keep regular minutes of its proceedings and report the same to the Board from time to time as the Board may require.

4.02 AD-HOC COMMITTEE. An Ad Hoc committee for each specific purpose or purposes designated from time to time by the President of the Board- A Director shall chair such committee. The President of the Board or the Director Chairperson, in such number as the President/Chairperson deems advisable unless specified by the Board when such committee is created shall appoint members of each committee.

4.03 TERM OF OFFICE, VACANCIES, QUORUM, AND RULES. All members of each committee including the Chairperson thereof shall serve until the next election of Directors or until otherwise removed or the Board deems the need for the committee unnecessary and is terminated. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments. A majority of the whole of each committee shall be the act of the committee. Each committee may adopt rules for its own procedure not inconsistent with the law, the Articles of Incorporation, or these By-Laws or rules and regulations adopted by the Board

ARTICLE 5 EXECUTIVE OF INSTRUMENTS

5.01 EXECUTIVE OF INSTRUMENTS. The Board, except as otherwise provided in these By-Laws, may adopt by resolution to authorize any officer of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances. Unless so authorized, no officer shall have the power or authority to bind the Corporation to any contract or engagement or to pledge its credit or to render it liable pecuniary for any purpose or in any sum

5.02 DEPOSITS. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select and direct.

5.03 CHECKS AND NOTES. Except as otherwise specifically determined by the Board, as provided in Section 5.01, or as otherwise required by law, checks, drafts, indebtedness of the Corporation shall be signed by two (2) authorized signatures of the Corporation.

5.04 GIFTS. The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the Corporation. The Corporation shall keep a record of all contributions, gifts, bequests, or devices and no individual may contribute more than five hundred dollars (\$500.00) to the Corporation in any calendar year. The Corporation shall in no way accept contributions, gifts, bequests, or devices in any calendar year in excess of five hundred dollars (\$500.00) from such individual.

ARTICLE 6 CORPORATE RECORDS, REPORTS, AND SEALS

6.01 MINUTES OF MEETING. The Corporation shall keep at its principal office, or at such other place as the Board may order, a book of minutes of all meetings of the Board with the time and place of holdings; whether regular or special, and if special, how authorized; notice given, the names of those present at the meetings of the Directors; and the proceedings thereof.

6.02 BOOKS OF ACCOUNTS. The Corporation shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

6.03 INSPECTION OF THE RECORDS. All Corporation records shall at all reasonable times be open to inspection by any Director, or FRSC Admin. member. Every Director shall have the absolute right to inspect all books, records, documents of every kind, and the physical properties of the Corporation at any reasonable time. The books of accounts and minutes of meetings shall be open to inspection on the written demand of any Director at any reasonable time, for the purpose reasonably related to the -interests of the Director, and shall be exhibited at any time when required by the demand *in writing or made orally at a meeting of thirty percent (30%) or more of the Directors of the Corporation. Demand at other than Board of Directors, meetings shall be

made in writing to the President or Secretary of the Corporation.

6.04 ANNUAL REPORT AND FINANCIAL STATEMENT. The Board will provide for preparation and submission to members a written annual report, including a financial statement. Such report shall summarize the Corporation's activities projected for the forthcoming year, contain a financial statement consisting of a balance sheet as of the close of business of the Corporation's fiscal year, contain a summary of receipts and disbursements; and be prepared in such a manner as is sanctioned by sound accounting practices and be certified by a public accountant.

6.05 CORPORATE SEAL. The Board shall adopt, use, and at will, alter a Corporate seal. Such seal shall be affixed to all corporate instruments. Failure to affix it shall not affect the validity of such instruments.

ARTICLE 7 FISCAL YEAR

7.01 FISCAL YEAR. The fiscal year of the Corporation shall be from June 1 to May 31.

ARTICLE 8 DATE AND TIME OF MEETINGS

8.01 THE ANNUAL MEETING OF THE BOARD OF DIRECTORS. The annual meeting of the Board of Directors of the Corporation shall be held at the Florida Regional Conference of Narcotics Anonymous. The meeting shall take place on the Saturday of the Conference. The first meeting shall be held on July 6, 1985. As of 1992, the annual meeting shall be in September.

ARTICLE 9 BY-LAWS

9.01 EFFECTIVE DATE OF THE BY-LAWS. These Bylaws shall become effective upon their adoption. Amendments hereto shall become effective immediately upon their adoption unless the Board, in adopting them as hereinafter provided, provide that they are to become effective at some other date.

9.02 AMENDMENT. Subject to the provisions of law applicable to amendment of By-Laws of a non-profit Corporation, these By-Laws, or any of them, may be altered, amended, or repealed, and new By-Laws adopted as follows: subject to the power of the members to change or repeal them, by a vote of a majority of Directors at which a quorum is present, provided that written notice of such meetings and of the intention to change the By-Laws there at such meeting as provided in Section 2.12, herein before, provided that a By-Law fixing or changing the number of Directors may not be adopted, amended, or repealed except as provided in the succeeding paragraph hereof, or by vote or written consent of a majority of the Directors or a vote-of a majority of a quorum at a meeting duly called and noticed for the purpose in accord with these By-Laws.

9.03 CERTIFICATION AND INSPECTION. The original, or a copy of the Bylaws, as amended, or otherwise altered to date, certified by the Secretary of the Corporation, shall be recorded and kept in a book which shall be kept in the principal office of the Corporation, and such books shall be open to inspection by Directors at all reasonable times during office hours.

ARTICLE 10 INVESTMENTS

10.01 The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest funds held by it according to the judgment of the Board without being restricted to the class of the investments which a trustee is or may thereafter be permitted by law to make

or any similar restriction, provided however that

no action shall be taken by or in behalf of the Corporation if such action is prohibited under Section 4941 through 4945 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax law or laws.

ARTICLE 11 PROHIBITION AGAINST SHARING PROFITS AND ASSETS

11.01 No Director, officer, employee, or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profits from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by resolution of the Board.

ARTICLE 12 DISTRIBUTION OF INCOME AND PROHIBITED TRANSACTIONS

12.01 Notwithstanding any other provision of the By-Laws, the Corporation shall be subject to the following limitations and restrictions: The Corporation shall distribute its income for each taxable year at such time and in such manner as to not become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or of such subsequent enactments dealing with this subject. The Corporation shall not engage in any act of self dealing as defined in Section 4941 (c) of the I.R.C. '54. The Corporation shall not make any investments in such manner as to subject in to tax under Section 4944 of the I.R.C.'54. The Corporation shall not make any taxable expenditures as defined in Section 4954 of the I.R.C. '54.

ARTICLE 13 AFFILIATION WITH OTHER ORGANIZATIONS

13.01 This Corporation is a service which serves a function within the totality of an organization known as Narcotics Anonymous. In so doing, it endorses the alms, goals, and purposes of the organization, and in fact, by special endorsement per Section 13.02 hereinafter, it operates under the guidelines of the "Twelve Traditions" as espoused by the Narcotics Anonymous.

13.02 All Directors and officers of this Corporation shall be and are subject to and will abide by the principles of the "twelve Traditions" of Narcotics Anonymous and shall further abide by motions adopted at each meeting of the Florida Regional Service Committee of Narcotics Anonymous, (FRSCNA) and implement decisions reached by the FRSCNA as they pertain to the FRSO. It is herein specifically acknowledged that the Florida Regional Service Office (FRSO) acts as fiduciary in its dealings with the FRSCNA and the fellowship of Narcotics Anonymous in the State of Florida, and the net proceeds resulting from the sale and distribution of any literature and/or other material from FRSCNA and fellowship of Narcotics Anonymous in the State of Florida is received by the FRSO as a fiduciary and shall be dedicated and used exclusively for the benefit of Narcotics Anonymous in the State of Florida.

Florida Regional Service Office, Inc.

General Employment Philosophy and Personnel Guidelines

Purpose:

The Florida Regional Service Office (hereafter referred to as the FRSO) serves as the distribution center for Narcotics Anonymous literature and other material along with general administrative services. This task is accomplished with "special workers" as defined in Tradition 8. The Board of Directors for the FRSO supervises these special workers, through the Office Manager.

The FRSO BOD selects a special worker in whom they vest certain duties, responsibilities and authority. This personnel policy package outlines some of those duties, responsibilities and authorities as they pertain to the management of these special workers. Final authority in all personnel matters resides with the Board of Directors when acting as a Board- When the Board is not meeting, generally the overall personnel management is entrusted to the FRSO Office Manager.

There are important attitudes and values that special workers are to understand. These pertain to the philosophy of the BOD on matters of personnel policy. Some of these pertain to the relationship of the staff to the fellowship. Special workers are selected because of their abilities, capabilities, skills, knowledge and ability to work in a spiritual fellowship. It is the expressed desire of the BOD that all employees have or acquire an understanding and knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

The actions by an employee in the discharge of their work duties, tasks and responsibilities must be separated entirely from that member's participation in the fellowship. Conversely the activities, tasks and responsibilities a person takes on as a member of the fellowship should not interfere with the work assigned as a part of their employment and participation in the fellowship in such as to avoid using one avenue to influence the other. It is the expressed desire of the BOD that no employee seeks or accepts any elected or appointed position in the N.A service structure. As stated in Conditions of Employment, Item #G.

Requirements for Applicants:

- A) All prospective applicants seeking employment with the FRSO must pass a drug test.
- B) All prospective applicants must be free from felony convictions for the four (4) years prior to employment.
- C) All applicants must be bondable
- D) All applicants must be computer literate.

Application and interview process:

A) All applicants must submit a resume/application to the FRSO BOD. Applicants shall be required to attend at least one formal interview with the Administrative Committee of the FRSO BOD or the Office Manager. The Office Manager will submit recommendations to the BOD, for their approval, in hiring an employee.

Job description and duties:

The duties of an employee include, but-are not limited to the following;

- A) Answering the telephone
- B) Shipping and receiving orders (packing orders, filling out shipping logs and labels, checking in orders and maintaining accurate, adequate and rotation of inventory).
- C) Updating records and filing (maintain records as requested by regions, areas, groups and customers
- D) Customer service
- E) Accounts payable
- F) Accounts receivable
- G) Copying
- H) Typing
- I) Maintaining a clean office environment
- J) Other duties as deemed necessary by the Office Manager or the BOD.

Conditions of employment:

The following are conditions of employment with FRSO. While some may seem obvious, we feel it is important that all employees fully understand them.

- A) All employees must be free of any chemical substances during the hours of employment, with the exception of medication that is prescribed by a physician
- B) An employee shall not release or discuss any information concerning any N.A- Member or potential N.A. member in accordance with the 12 Traditions of N.A
- C) All employees have a right to be free of undue harassment and abuse from other employees, supervisors and the BOD.
- D) All employees shall report to work in neat, clean and appropriate apparel.
- E) All employees should have or acquire an understanding of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- F) No relative and/or roommate of an employee, supervisor or BOD member may be employed by the FRSO.
- G) No employee shall serve in any service position where a direct conflict of interest exists; (Example; Any FRSO BOD position, RD/Alt.RD, RCM, Regional Sub-committee chair/vice chair, Regional administrative committee position, any position in service that includes responsibilities of inventory, purchasing, distribution of merchandise or moneys.
- H) Employees may not be employed with any outside enterprise that engages in business with the FRSO. This includes being a consultant for any enterprise that engages in business with the FRSO.

Wages, compensation and evaluations:

A) Employees shall be paid weekly at an hourly or salary rate determined by the FRSO Board of Directors. Payroll shall run from Monday-Sunday.

B) All new employees will serve a ninety (90) day probationary period. Raises may be given and shall be based upon an employees performance evaluation after the first ninety (90) days and annually thereafter. In no case shall an employee be paid less than the Federal minimum wage. **There will be no overtime pay unless this time is pre-approved by the Office Manager**

Holiday pay;

The following holidays are observed by the FRSO, for which employees shall be paid;

New Years Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Personal leave;

After completing the ninety (90) day probationary period employees will be granted two (2) days of leave with pay, per year from date of hire.

Leave of absence/absences/vacation;

Leave of absence without pay will be granted at the discretion of the Office Manager for special purposes or unusual circumstances. Absences and leave shall be charged against the employees' sick time and/or vacation time. Employees must notify the Office Manager at least one hour before their regular starting time in case of absence. Vacation will be granted to an employee after completing one (1) year of employment. After one year an employee is eligible for one week of vacation, after two years an employee is eligible for two weeks of vacation. The maximum allotted vacation time will be two weeks. This time must be taken in the year that it is due and is non-accruable. A vacation request must be filled out and approved by the Office Manager.

Sick leave;

Employees are allotted six (6) paid, non-accruable sick days per year after the first ninety days of employment. The FRSO follows the Family Leave Act guidelines set forth by the Federal Government regarding this issue.

Job related injuries

Upon injury on the job, immediate verbal notification to the Office Manager is required along with written documentation of the incident, which shall be investigated (to include a drug test), verified and signed by the Office Manager. When an employee is injured on the job, there shall be no loss in pay for the remainder of that day. Additional time off will be charged against the employees' sick leave time. A medical release shall be required to return to work.

Probationary period;

A ninety (90) day probationary period is mandatory. This time will permit an employee to become acquainted with the position. It will also allow the Office Manager to determine the employees ability to accomplish the assigned work. During this time an employee can be terminated without cause or the Office Manager/BOD can extend this probationary period if they deem this necessary.

Disciplinary measures;

After the completion of the ninety day probationary period there are certain procedures that must be followed before an employee can be disciplined and/or terminated. The FRSO views disciplinary action as an opportunity to correct a performance deficiency. For all disciplinary problems that do not warrant immediate termination, the following process shall be followed;

First occurrence, verbal warning with a written statement to be placed in the employees personnel file.

Second occurrence, formal written warning, stating the corrective action that must be taken and placed in the employees' personnel file.

Third occurrence, suspension without pay or termination.

However, certain cases could warrant immediate termination. Such cases include, but are not limited to;
Gross insubordination (includes, but is not limited to, refusal to perform work assignments).

Breach of confidence

Falsification of records

Theft (regardless of value)

Intoxication or illegal substance use on the job

Failure of a drug test

Conviction of a felony while employed by the FRSO

Abusive treatment of co-workers, staff, FRSO BOD or customers

Repeated unexcused absences

Gross incompetence

Abuse of sick time

The above list is not all-inclusive and an employee may be terminated for any conduct not listed, if in the opinion of the Office Manager or the BOD, such conduct warrants termination.

Grievance procedure;

The FRSO/BOD encourages mutual understanding and amicable cooperation among all employees. Occasionally, however, differences and complaints may arise within a working environment. Day to day contacts should ordinarily provide many opportunities for discussion and resolution of such matters. When these normal contacts fall, an employee may seek relief under the grievance procedures. It is the right of each and every employee to receive full and serious consideration of a grievance, opportunity to take the grievance through all the steps of the procedure without prejudice, and a prompt reply to a grievance at each step. Preliminary step; The Office Manager or member of the FRSO Administrative Committee shall meet with the employee to discuss and resolve the complaint as soon as possible after the matter is brought to the Office Managers attention- The Office Manager shall make every effort to resolve the complaint at this stage. Formal grievance procedure step; if the reply to the complaint does not satisfy the employee, the employee may submit a written report to the Board of Directors. The BOD shall make the final decision in the case and shall deliver a final written reply to the employee as soon as possible.

Termination of employment;

It is expected that an employee who resigns, give a fifteen (15) days notice before leaving their position. It is expected that the FRSO give fifteen (15) days notice of intent to layoff.

Employee evaluations-

All employees will receive annual evaluations. These evaluations are to be used for improving the performance of the employee and not to be taken as criticism.

Personal items:

Items such as clocks, radios and other personal effects may be brought into the FRSO to make the environment more comfortable. However the FRSO, will not be held responsible for any items lost, stolen or damaged.

Dress code:

All employees while on the FRSO premises or on duty outside the FRSO must adhere to the following dress code;

Must be neat and clean

No clothing may be worn that would be a conflict with the Sixth Tradition of N.A. such as shirts, buttons, which affiliate the FRSO with treatment centers or other 12 Step programs or businesses engaged in the treatment of addiction or the recovery field.

No clothing which contains profanity, obscenities or endorsement of alcohol or other drugs. No flip flops or sandals.

Telephone use:

We expect employees to limit the use of the telephone to official company business. If personal calls, (both incoming and outgoing) are necessary, they should be kept to a minimum. No personal long distance calls or to be made.

Discrimination:

The FRSO, Inc. is an equal opportunity employer. We adhere to Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1967, The American Disability Act and all regulations imposed pursuant thereto as well as religion, age, national origin or disability.

Statement of understanding and compliance:

I _____ the undersigned employee of the FRSO, INC. have read this employment policy package in full and I fully understand its implications. Furthermore, I agree to comply with these policies so long as the FRSO, Inc. gainfully employs me.

Employee signature _____

Date _____

Office Manager signature _____

Date _____

Florida Regional Service Committee

Rules of Order

The Florida Regional Service Committee (herein referred to as "RSC") utilizes the following short form version, entitled "RSC Rules of Order," adapted from the "WSC Rules of Order". WSC rules of order have been adapted from the latest edition of Robert's Rules of Order, which have been found to meet the general needs of the WSC, when such rules are not in conflict with the Temporary Working Guide to our Service Structure, the 12 Steps, 12 Traditions, 12 Concepts, or the Spiritual Principles of NA. (Herein referred to as "policies") the RSC Rules of Order will be used in conducting business on the floor of the RSC meeting.

In cases where the RSC Rules of Order are not comprehensive enough, the RSC will utilize the latest edition of Robert's Rules of Order (herein referred to as "Robert's"). The utilization of Robert's is based on the need for rules of procedure in cases where we have not written our own rules of order. In any case if there is a conflict or discrepancy, RSC Rules take precedence over Robert's.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the RSC's rights, and to protect the free exercise of debate. If we understand the principles of NA and use these procedures appropriately, the use of parliamentary procedure will enhance, not hinder the accomplishment of the business of the RSC.

The RSC rules of order clarify common procedures used in the conduct of business at the RSC weekend. Within the RSC Rules of Order, "RSC" shall mean all the participating members of the Florida Regional Service Committee, including those members from the South Florida Region elected to represent them, and "RSC meeting" shall mean the meet which typically takes place the third Sunday of the following months: January, March, May, July, September, and November. These rules reflect procedures used by the RSC at the RSC meeting and may only be changed by a 2/3 majority of the voting membership of the RSC.

Standing rules

1. No member may make two motions at the same time.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
3. There shall be a time limit on debate by any member, no member may speak longer than three minutes on a motion for each time they are recognized by the Chairperson to speak. However, the Chairperson may exercise discretion to extend the time limit when in the Chairperson's opinion such action is warranted. To otherwise extend debate, a motion to extend or limit debate with a time limit must be made and seconded. This motion can only be adopted by a 2/3 majority.
4. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than two members speak in favor (pro) of any motion and no more than two members speak in opposition (con) of any motion. However, the Chairperson may exercise discretion to extend the number of speakers when in the Chairperson's opinion such action is warranted. To otherwise extend debate, a motion to extend or limit debate with the number of speakers must be made and seconded. This motion can only be adopted by a 2/3 majority.
5. Every main motion must be presented in writing on the appropriate form and contain the

name of the member proposing the motion and the name of the member seconding the motion. All main motions to be considered on the day of business must be given to the Vice-Chairperson before the start of new business. All main motion received after the start of new business will be on the agenda under new business at the next RSC. Every amendment to a main motion must be presented in writing and contain the name of the member proposing the amendment and the name of the member seconding the amendment.

6. Adoption

- A. On matters of procedure, such as Lay on the Table, Recess, Amend, Commit, etc., The number voting in the affirmative required for adoption. The majority or 2/3 majority for voting will be calculated based on the number of votes less all abstentions. That number must equal quorum or the motion is tabled until quorum is reached on that motion.
 - B. On matters of Policy, such as Policy of the RSC, Subcommittee Guidelines, By-laws of Incorporated Boards, or any other RSC policies, for approval, removal, or changes, a 2/3 majority of the registered participants present at the most recent roll call are required to vote in the affirmative for adoption to occur. A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.
7. A quorum (the number of voting participants who must be present in order to conduct business) for the RSC meeting shall be a majority of all eligible voting members.
 8. An adopted motion shall take effect at the close of the RSC meeting, unless otherwise stated in the motion.

Standing Rules -- Differences from Robert's

1. RSC limits debate to 3 minutes per speaker. (Robert's = 10 minutes)
2. RSC limits the number of speakers on each pending motion to two pros and two cons. (Robert's = unlimited)
3. RSC limits debate on the motion to appeal to one pro and one con with the Chairperson always the con. (Robert's = unlimited)
4. RSC does not limit the number of times the same speaker may speak on a motion, except no speaker may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercise their rights of debate. If a motion pending is brought up the next day, rights of the debate begin over again.)
5. RSC requires a 2/3 majority to adopt the motions Lay on the Table and Reconsider. (Robert's = majority.)
6. RSC will allow no amendments on the motions to Limit or Extend Debate. (Robert's = allows)
7. RSC requires 2/3 majority to adopt main motions that: change RSC policies, Sub-committee Guidelines, Incorporated Boards By-laws or Guidelines. (Robert's = majority on main motions.)

The Process

1. The Making and Disposing of Motions

- a. A Motion is Made. This is the beginning of the process of bringing a matter before the RSC. Avoid wording the motion in the negative because of the possible confusion as to the effect of the motion. A motion should be clear concise and comprehensive so that the RSC is not voting on the perceived intent but on the actual wording as it will be officially recorded.
- b. A Motion is Seconded. A second merely indicates that another member wishes the matter to come before the RSC, it does not necessarily mean that the seconder is in favor of the motion.
- c. The Chairperson States the Motion. This makes the motion pending and before the RSC; it is only at this point that the motion belongs to the RSC and must be disposed of in some manner.
- d. Debate Follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).
- e. When ready, the RSC votes to adopt (carry, pass) or reject (fail, defeat) the motion. This is also known as the Chairperson putting the question.
 - a. Voting generally takes place by show of hands, unless a motion is made for a roll call or paper ballot vote.
 - b. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chairperson calls for any objections; if there are none, the matter/action is adopted. In the case of and Amendment to a pending motion, this is known as a "Friendly Amendment." It must be "Friendly to the entire RSC, not just to the maker of the motion.
 - c. A majority vote (simple majority) is one more than half of the voting members present at the time that the vote is called.
 - d. Two-thirds vote (2/3 majority) means at least two-thirds of the voting members present at the time that the vote is called.

The RSC has chosen that:

- a.) In matters of procedure, the set of members to be used to determine the number of votes required for adoption shall be the number present and voting.
- a) In matters of Policy, the set of members to be used to determine the number of votes required for adoption shall be " those members on the most current roll call."
- b) In determining a Quorum, the set of members used to determine the number of participants needed to be in attendance shall be "all those eligible to vote."
- c) The Chairperson announces the results of the vote, and its adoption or rejection.

V. Class (type), Precedence, and Order of Motions

- A) Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class and the order of precedence within a class, of a motion determine when it is in or out of order, and what it takes precedence over.
- B) M = Main motion. Brings business before the RSC. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
- C) No main motion is in order if it conflicts with national, state, local laws or ordinances, or with the rules, principles, or policies of the RSC.
- D) No main motion is in order which presents substantially the same question as a motion previously rejected during the same business day.
- E) No main motion is in order that conflicts with a motion previously adopted at any time

and it still in force.

- F) *No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the RSC (example: Committed, Tabled, Postponed,). If a question has been Laid on the Table and the same motion is brought before the RSC in the same business day, it would be more appropriate to take up the original motion from the table and dispose of it than to address the new motion.
- G) S = Subsidiary motion. Assists the RSC in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.
- H) P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the highest-ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.
- I) I = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it does not generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
- J) B = A motion that bring a question before the RSC. Generally can only be made when no other business is pending.
- K) Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at the top. Each motion takes precedence (and therefore is in order even if the others below are pending.) over the ones listed below it.

Adjourn		Recess	Not Debatable
Privileged	---	Raise a Question of Privilege Call of the Order of the Day Lay on the Table Previous Question Limit or Extend Debate	
Subsidiary	---	Postpone to Definite Time Commit (or refer)(as to committee) Amend Postpone Indefinitely	--- Debatable
		Main Motion	

VI. Redress

- A) If a member believes that a motion is not being handles well, or has not been handled

correctly (weather adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

- B) Matters left undone at adjournment die. However, they may be brought up at the next RSC as a new question.
 - a) Matters left tabled at adjournment remain on the table until a motion to remove from the table is made and seconded. Motions remaining on the table for more than two consecutive RSCs die. However they may be brought up at the next RSC as a new question.
 - b) Matter rejected: During the same business day, the motion Reconsider would be in order. If the question is substantially different, due to new information, a change in circumstances, or other significant change in intent, a new motion would be in order.
- C) Matter adopted: During the same business day, the motion Reconsider or Amend Something Previously Adopted would be in order. The motion to Reconsider is in order if the original motion was voted on at the last RSC or current business day. The motion to reconsider must be made by a member who voted on the prevailing (winning) side of the original vote. If the reconsider time limit has passed, the appropriate motion would be to Amend Something Previously Adopted. During the same business day, reconsider is the preferred motion; however, Amend Something Previously Adopted is in order at any time before or after it is too late to reconsider. At a later RSC, the appropriate motion would be to Amend Something Previously Adopted. Any member may make that motion, the motion must be seconded and there is no time limit.
- D) Matters Temporarily Disposed of: Suspend the Rules, Discharge a Committee, or Take from the Table would be appropriate depending on the circumstances, or to Reconsider a Motion (if reconsiderable) that temporarily disposed of a motion, e.g., Commit or Postpone.
- E) Matters on the Floor: Appeal the Chairperson, Point of Order, Call for the Order of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

VII. To Remove A Pending Motion From The Floor

There are several options, some of which are:

- A) Lay on the Table: if the intent is to set aside a pending motion temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is in order. if the intent is to refer to groups the motion would automatically become old business at the next RSC. if the intent is to give time to gather more information the motion to Commit or Postpone would be more appropriate.
- B) Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.
- C) Postpone Indefinitely: if the intent is to kill the motion for that day's business.
- D) Objection to Consideration: if the intent is to avoid consideration of the motion for that business day.
- E) Commit to Committee: if the intent is refer the matter to a specific group to collect input, search, and/or to make recommendations.
- F) Extend or Limit Debate: if the intent is to limit the number of speakers, the amount of time each speaker may speak, or the total time of debate, or to set the time that debate will close.

- G) Call the Question: (previous question) if the intent is to stop debate immediately and put the matter to a vote.
- H) Vote against the Motion: if the intent is to defeat the pending motion.
- I) Vote for the Motion: if the intent is to adopt the pending motion.
- J) Recess: if the intent is for the RSC to take a brief time out before continuing, (smoke breaks, lunch, checkout time.)
- K) Adjourn: if the intent is to end business for the day. No other business will be taken up until the next RSC.

Description of Motions

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions further describing their use and characteristics.

1. Adjourn means to close the RSC meeting immediately until next regularly scheduled meeting.
2. Amend (a pending motion) means to modify the wording of a pending motion and considered a primary amendment that is it applies directly to the main motion in question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted the main motion is then pending in its amended form; if the amendment is not adopted the main motion is then pending in its ordinal form.
 - a. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not to the main motion. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted then the primary amendment is pending in its amended form. If the secondary amendment is not adopted then the primary amendment is pending in its ordinal form.
 - b. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.
 - c. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments, but vote in favor of the main motion or vice versa.
 - d. The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending motion. During consideration of the motion to substitute, debate may consider the merits of the pending motion and its proposed substitute, and both may be perfected by amendment, but any amendments to the ordinal pending motion will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the body for vote. If the motion to substitute fails, the ordinal motion comes to the body for vote. If the substitute motion is adopted the ordinal motion dies.
3. Amend Something Previously Adopted means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the ordinal motion. There is also no time limit as to when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the ordinal motion. There is no time limit on when

this motion can be made.

4. Appeal the Chairperson means that the ruling is taken from the Chairperson and decided by the RSC body. By electing a Chairperson, the RSC delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chairperson unless they appeal the decision.
5. Commit or Refer to Committee means to send the pending question or other issue to a committee so that the question or issue may be carefully investigated and put into better condition for the RSC to consider. The motion should specify which committee or board. If a special or Ad Hoc committee is needed, the committee can be formed in the same or amending motion or appointed by the Chairperson.
6. Discharge a Committee means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the RSC desires for some urgent reason to proceed without the aid from the committee, or when the RSC wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges the committee. So long as the question is in the hands of a committee, the RSC cannot consider another motion involving the same question.
7. Division of the Question means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to take place.
8. Lay on the Table means to set the pending motion aside temporarily when something of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.
 - a. If the mover's intent is anything other than to temporarily lay aside the matter until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chairperson to ask for the reason to lay on the table.
 - b. Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.
9. Limit or Extend Debate means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous Question.
10. Main Motion is the introduction of new business, or in some cases the reconsideration or amendment of previously adopted business.
11. Objection to Consideration of the Question means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chairperson is phrased so that members are asked to vote for or against

consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote again the original pending motion. If the objection is sustained, the main motion cannot be renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same motion can be introduced at any succeeding session.

12. Order of the Day (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules or Changes the Order of the Day.
13. Parliamentary Inquiry is a question to the Chairperson to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the Chairperson to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chairperson is not obligated to answer hypothetical questions.
 - a. The Chairperson's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.
14. Point of Information is a request directed to the Chairperson, or through the Chairperson to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.
 - a. A point of information is a question to a member who is speaking, the Chairperson will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.
15. Point of Order means a member believes the rules of the assembly are being violated, and is asking the Chairperson to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.
 - a. This point needs to be made immediately when the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise points of order on minor irregularities, if it is clear that no one's rights are being infringed upon.
16. Postpone to a Definite Time (Definitely) means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.
 - a. When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.
 - b. When consideration of the question is resumed at the specified time, the business is in the

same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if the question had never been debated.

17. Postpone Indefinitely means that the assembly declines to take a position on the main question. Its adoption kills the motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.
18. Previous Question means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.
19. Question (Point) of Privilege (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.
 - a. The Chairperson rules (subject to an appeal) only on whether this matter should interrupt pending business. If the Chairperson rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question requires a second, is debatable, amendable, etc., and is handled by the assembly.
 - b. If there is no urgency, a question of privilege can be brought to the assembly as a regular motion and handled in the normal course of business.
20. Recess means a short intermission in the assembly's proceedings, which does not close the meeting, and after which business will be resumed immediately, at exactly the point at which it was interrupted.
 - a. If a recess is provided for in the agenda, the Chairperson simply declares the assembly in recess. If the Chairperson does not announce a pre-scheduled recess at the scheduled time, a member can call for the order of the day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the rules.
21. Reconsider enables a motion or amendment to be reconsidered if a member believes it was hasty or ill-advised action, or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.
 - a. If the reconsider motion is debatable, a member has the right to debate the reconsider motion regardless of whether his rights were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.
22. Suspend the Rules enable the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The Chairperson cannot move this, but can entertain another member to do so.
 - a. To change the order of the day is an application of Suspend the Rules, and means to take

a question out of its proper order, or to consider one before the time to which it was postponed.

23. Take From the Table enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same session as the motion to lay on the table, the matter dies, although the matter can be re-introduced later as a new question.
 - a. If the motion to take from the table is adopted, the original motion becomes pending in exactly the same form, including all adhering motions, as when it was laid down. If a matter is taken from the table the same day as laid down, members who had exhausted their right to debate cannot speak again; if taken from the table on another day, debate rights start over again.
 24. Voting (motions about) enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or re-open the polls.
 25. Withdraw/Modify a Motion (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the Chairperson. After the question is stated by the Chairperson, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker accepts the amendment.
 - a. Before a question is stated by the Chairperson, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second. If a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggested has in effect seconded the modified motion, so no other second is necessary.
- ** The RSC has chosen to require a 2/3 majority of the registered participants to vote in the affirmative for adoption to occur on Policy issues, such as: Amending, Deleting, Adopting, or an any way changing to the Policies, Guidelines, or By-laws of the RSC, Standing Sub-Committees, Ad-Hoc Committees, or Incorporated Boards.

Budgets

Florida Regional Service Committee

Subcommittees

Incorporated Boards

Administrative Committee

Item:	1998 Proposed	1998 Actual	1999 Proposed
Chairperson Travel	\$390.00	\$384.40	\$390.00
Vice-Chairperson Travel	\$390.00	\$196.00	\$390.00
Secretary Travel	\$390.00	\$390.00	\$390.00
Alt. Secretary Travel	\$390.00	\$195.00	\$390.00
Treasurer Travel	\$390.00	\$390.00	\$390.00
Alt. Treasurer	\$390.00	\$59.40	\$390.00
Website Travel	\$390.00	\$0.00	\$390.00
Paper & Postage	\$1,260.00	\$940.21	\$1,200.00
Misc. Supplies	\$105.00	\$84.49	\$105.00
Bank Fees	\$144.00	\$0.00	\$144.00
Host Hotels	\$1,650.00	\$129.06	\$750.00
Return Check Fees	\$30.00	\$5.00	\$25.00
Literature Donations	\$660.00	\$7.49	\$500.00
Group/Area Assistance	\$2,100.00	\$215.29	\$500.00
Web Page	\$300.00	\$858.89	\$1,00.00
Totals:	\$8,979.00	\$4,151.73	\$7,304.00

Helpline Sub-Committee

Item:	1998 Proposed	1998 Actual	1999 Proposed
RSC Travel	\$390.00	\$325.00	\$390.00
Postage	\$100.00	\$22.68	\$100.00
Phone Calls	\$50.00	\$0.00	\$50.00
Copies	\$75.00	\$31.86	\$75.00
Misc.	\$50.00	\$0.00	\$50.00
Totals:	\$665.00	\$379.54	\$665.00

H&I Sub-Committee

Item:	1998 Proposed	1998 Actual	1999 Proposed
RSC Travel	\$390.00	\$390.00	\$390.00
Travel - Out of Area	N/A	\$384.00	N/A
Postage/Copies	\$330.00	\$0.00	\$330.00
Phone Calls	\$60.00	\$0.00	\$60.00
Literature	\$500.00	\$63.80	\$500.00
Supplies	\$75.00	\$0.00	\$75.00
Penpals	\$180.00	\$0.00	\$180.00
Totals:	\$1,535.00	\$837.80	\$1,535.00

Literature Sub-Committee

Item:	1998 Proposed	1998 Actual	1999 Proposed
RSC Travel	\$390.00	\$600.00	\$390.00
Copies	N/A	N/A	\$100.00
Administration	\$120.00	\$30.76	\$120.00
Postage	\$60.00	\$0.00	\$60.00
Workshops	\$150.00	\$0.00	\$150.00
Approval Lit.	\$45.00	\$0.00	\$45.00
Totals:	\$765.00	\$290.76	\$865.00

Policy Sub-Committee

Item:	2001 Proposed	2001 Actual	2002 Proposed
RSC Travel	\$390.00	\$247.18	\$390.00
Postage	\$10.00	\$0.00	\$10.00
Phone Calls	\$10.00	\$0.00	\$10.00
Copies	\$60.00	\$36.88	\$60.00
Annual Policy	\$250.00	\$168.52	\$300.00
Totals:	\$720.00	\$452.58	\$770.00

Public Information Sub-Committee

Item:	1998 Proposed	1998 Actual	1999 Proposed
RSC Travel	\$390.00	\$406.90	\$390.00
FADA	\$500.00	\$785.18	\$500.00
Postage	\$50.00	\$81.69	\$50.00
Literature	\$500.00	\$492.29	\$400.00
Phone	\$100.00	\$15.85	\$100.00
Registration Fees	\$1,000.00	\$375.00	\$500.00
P.S.A.s	\$65.00	\$0.00	\$1,000.00
Awareness Weekend	\$235.00	\$0.00	\$100.00
SECAD	\$1,400.00	\$0.00	\$900.00
Billboard	\$1,700.00	\$0.00	\$1,600.00
Zonal	\$350.00	\$0.00	\$350.00
Totals:	\$6,290.00	\$2,156.91	\$5,890.00

RD/ AD 2001 Budget

ITEM	2000 PROPOSED	2000 ACTUAL	2001 PROPOSED
RSC TRAVEL	\$780.00	\$921.76	\$960.00
World Service Meetings 3 per year	\$2000.00	\$1710.17	\$3840.00 **See note
WSC ANNUAL***	\$3000.00	\$1234.00	\$1500.00***
Zonal Forum	\$1500.00	\$351.00	\$1500.00
GSR ASSEMBLY	\$1500.00	\$462.42	\$1000.00***
COPIES	\$120.00	\$84.86	\$120.00
TOTAL	\$8396.00	\$5,765.77	\$8920.00

** Note: WSM 2001 maximum of 3 to be held within north America due to the 2 year conference cycle

***Due to the New WSC cycle there will be no expense this fiscal year for the RD for WSC annual travel

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FRC., INC.

	1998 Proposed	1998 Actual	1999 Proposed
Accountant	\$1,500.00	\$1,500.00	\$1,500.00
FRSO	\$2,500.00	\$1,655.02	\$3,000.00
Rec Sec	\$390.00	\$354.00	\$520.00
Site Sel	\$500.00	\$0.00	\$500.00
Misc	\$2,000.00	\$0.00	\$2,000.00
BOD Travel	\$3,510.00	\$2,835.00	\$4,680.00
Lic Fees	\$300.00	\$61.25	\$400.00
Phone	\$400.00	\$148.97	\$300.00
Postage	\$200.00	\$57.50	\$300.00
Copies	\$50.00	\$0.00	\$100.00
Legal Fees	\$500.00	\$0.00	\$500.00
Totals	\$11,850.00	\$6,345.38	\$13,850.00

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	1998 Proposed	1998 Actual	1999 Proposed
Admin	\$1,000.00	\$558.58	\$1,000.00
Art/Merch	\$1,500.00	\$867.80	\$1,700.00
Fun/Enter	\$5,200.00	\$5,520.82	\$7,100.00
Hosp	\$1,200.00	\$846.07	\$1,350.00
Program	\$500.00	\$665.95	\$750.00
Registration	\$1,000.00	\$172.04	\$1,000.00
Marathon	\$326.00	\$158.02	\$325.00
Other	\$5,500.00	\$4,946.30	\$6,800.00
Banquet	\$9,375.00	\$8,750.00	\$7,500.00
Reg Pack	\$4,200.00	\$4,305.00	\$5,200.00
Taping	\$4,000.00	\$5,606.58	\$6,000.00
Total	\$33,800.00	\$32,398.05	\$38,725.00

RSO, Inc.

Item:	1998 Actual 6/98 - 11/98	1998-99 Proposed 12/98 - 5/99	1999 -2000 Proposed 6/99 - 5/2000
Expenses:			
Salaries/Wages	\$9,100.00	\$9,100.00	\$18,200.00
Taxes	\$1,400.00	\$1,400.00	\$2,800.00
Office Rent	\$3,816.00	\$3,816.00	\$7,632.00
Office Utilities	\$440.00	\$440.00	\$880.00
Security System	\$190.00	\$190.00	\$380.00
Mailing Equip.	\$2,400.00	\$400.00	\$0.00
Copier Maint.	\$500.00	\$500.00	\$1,000.00
Copier Lease	\$1,230.00	\$1,000.00	\$2,400.00
Equipment Tax	\$200.00	\$0.00	\$200.00
Office Supplies	\$1,046.00	\$954.00	\$2,000.00
Phone	\$700.00	\$700.00	\$1,400.00
UPS & USPS	\$3,900.00	\$3,900.00	\$7,800.00
RSC Travel	\$475.00	\$975.00	\$3,510.00
Savings Computer	\$450.00	\$450.00	\$900.00
Accountant	\$1,050.00	\$300.00	\$1,600.00
Customer Discount	\$5,000.00	\$5,000.00	\$10,000.00
Sales Tax	\$6,000.00	\$8,000.00	\$14,000.00
Bank Service charge	\$15.00	\$15.00	\$30.00
Business Insurance	\$1,300.00	\$0.00	\$1,300.00
Credit card	\$465.00	\$465.00	\$930.00
Worker's Comp	\$1,200.00	\$0.00	\$1,200.00
WSO freight	\$4,550.00	\$8,846.00	\$13,396.00
Total	\$45,427.00	\$46,451.00	\$91,558.00
Total Income	\$157,600.00	\$157,600.00	\$315,200.00
Cost of Goods Sold	\$105,920.00	\$105,920.00	\$211,840.00
Total Expenses	\$45,427.00	\$46,451.00	\$91,558.00
Net Income	\$6,253.00	\$5,229.00	\$11,802.00