

SOUTH DAKOTA REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS GUIDELINES
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STATEMENT ON SERVICE:

Everything that occurs in NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled. We must always remember that as individuals, member groups, areas, regions or sub-committee, we must never be in competition with each other. We work separately and together in an effort to help the still suffering addict and for our common good. We have learned painfully, that strife cripples our fellowship; it prevents us from providing the service necessary to grow as a fellowship. As quoted from the Service Manual of NA: "To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services."

ARTICLE I. Definition, Purpose and Function

- A. Definition: The Regional Service Committee (SDRSC) is a committee made up of delegates from all areas within the South Dakota Region of NA and Trusted Servants who fill a defined role within the SDRSC.
- B. Purpose: This SDRSC is designed to serve the common needs of its Member Areas and Groups.
- C. Function: The SDRSC meets four (4) times during the year to:
 - 1. Unify its Member Areas.
 - 2. Carry the message of NA through sub-committees and various projects.
 - 3. Contribute to the growth of NA- both by initiating much of the work to be finalized at the World Service Conference and by providing support to our World Services.
 - 4. Communication of information to and from Areas, other Regions, Zones and the World.

ARTICLE II. Service Meetings

- A. Regularly scheduled SDRSC meetings: The principle on which all service meetings must be scheduled to maximize the ability of individual members to attend these meetings, including out of town members, and/or WSC or NAWS representatives. The SDRSC shall meet March, June, September and December from 1 – 4 pm central time, with the committee to pick the date at the previous meeting. The SDRSC shall have the option to meet via teleconference, email, or electronically rather than face to face a maximum of twice yearly.
- B. Special SDRSC Meeting: The following stipulations apply:
 - 1. Any SDRSC member may call a special meeting, A majority of the trusted servants must be in accord.
 - 2. Verbal notice with reason for the meeting must be given to all SDRSC members at least ten (10) days in advance.
 - 3. The reason for the special meeting must be stated in the notice.
 - 4. The special meeting is limited to dealing with the business stated in the notice.
 - 5. All decisions made at a special meeting must be presented for ratification by the SDRSC at the next regularly scheduled meeting.
 - 6. Special meetings may be conducted by conference call or via the internet.

/ARTICLE III. Participation

Any Area Service Committee, which chooses membership in the SDRNA, shall have one (1) vote accorded to its RCM (Regional Committee Member) or Alternate.

ARTICLE IV. Consensus Procedures

- A. Quorum: A quorum shall consist of a simple majority of Active Area Participants. A quorum must be reached and maintained for the committee to conduct business. If only one area is active for two meetings, business may resume with Trusted Servants all in accord.
- B. Discussion of Ideas:
 1. All NA members in attendance at the SDRSC meeting shall have the right to participate in discussion once recognized by the Chairperson. Comments should be directed to the SDRSC as a whole.
 2. All discussion concerning changes of the Guidelines of the SDRSC will be referred to the Policy ad-hoc committee for review before a decision is made. All discussion for changes to the Guidelines shall be taken back to groups for approval. Final revision shall rest with Secretary. Guidelines shall be reviewed every four (4) years or as needed.
- C. Consensus:
 1. Each RCM shall be allowed a decision-making vote.
 2. In the absence of an RCM, that area's alternate shall be allowed a decision-making vote.
 3. All decisions shall be made by consensus decision-making process (see Article IX).
 4. Any ideas may be referred for Area Consensus at the discretion of the participants present.
 5. All standing rules of the SDRSC must be incorporated into the Guidelines.

ARTICLE V: Selection and Removal of Trusted Servants

- A. Trusted servants shall be selected according to the following rotation:
 1. March: Chairperson, Vice-Chairperson, Convention (to be chosen by the convention committee after the previous convention and report to SDRSC in March), Hospitals and Institutions, Public Information.
 2. June: Regional Delegate, Alternate RD, Treasurer (in alternating years), Secretary, Webservant, Unity.
- B. Procedure for selection of Trusted Servants shall be as follows:
 1. Areas and groups shall be solicited for nominations.
 2. Nominees must be present to be selected, or in the event a prospective nominee is unable to attend the scheduled meeting at which elections are to take place, a written statement of willingness to serve and a list of qualifications will allow a nomination to be accepted.
 3. The Secretary will read the qualifications and duties for the trusted servants position being filled, as shown in Article VI.
 4. Nominations will be accepted from the floor.
 5. Before the selection is made, each nominee should state their qualifications for serving the fellowship and this Region, including clean time, past service experience, and the ability to serve in the position.

C. Terms of service:

1. The Chairperson, Vice-Chairperson, Secretary, and Webservant shall be elected for one (1) year term.
2. The Treasurer shall be elected for a two (2) year term.
3. The Regional Delegate and Alternate shall be elected for two (2) year terms, the equivalent of one (1) World Conference cycle. Each may not serve more than two (2) consecutive terms.
4. The Hospitals and Institutions, Public Information, and Convention Committee Chairpersons shall be elected for one (1) year terms.
5. The Unity Committee Chairperson shall be elected for a two (2) year term.
6. Trusted Servants should be elected for two (2) consecutive terms only.

D. Resignations or Removals:

1. A voluntary resignation should be given to the SDRSC Chairperson in writing. An e-mail shall suffice as a written form of communication.
2. Involuntary removal of an SDRSC member may occur for the following reasons:
 - a. Misses two (2) SDRSC meeting without advising their Alternate or submitting a written report, without just cause. This absence shall be recorded during roll call.
 - b. Relapse during the time of holding an SDRSC position.
 - c. Removal by consensus of active decision making participants, as described in Article IV-part C for breach of Traditions or failure to perform duties and responsibilities of the position.
 - d. The Chairperson may appoint a member to serve for the remainder of term of resigned office.

ARTICLE VI. Qualifications/Duties for Trusted Servants

A. General Qualifications for all Trusted Servants:

1. Willingness and desire to serve.
2. Understanding of and ability/willingness to apply the 12 steps, 12 traditions, and 12 concepts of NA.
3. Time and resources to be an active participant.

B. Chairperson: Qualifications

1. One (1) year commitment.
2. Minimum of four (4) years continuous clean time.
3. Minimum of two (2) years NA service experience.
4. Responsible member of society, holding a checking account.

Duties:

1. Chairs all meetings of the SDRNA service body.
2. Performs in an impartial manner in all matters.
3. Serves as cosignatory on the bank account.
4. Maintains phonenumber and provides training.

C. Vice-Chairperson: Qualifications

1. One (1) year commitment with training during that time so the person can hopefully fill the Chairperson position the following year.

2. Minimum of three (3) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Performs the duties of the Chairperson in their absence.
2. Serves as an ad-hoc member and liaison of all projects to ensure proper functioning during projects.

D. Secretary: Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Responsible for written records of SDRSC meetings.
2. Maintain a mailing list of all SDRSC members and NA groups throughout the Region.
3. Types and distributes minutes no later than two (2) weeks following an SDRSC meeting to all SDRSC participants.
4. Creates an agenda for each SDRSC meeting and circulates that agenda via e-mail prior to the meeting.
5. Maintain an updated meeting list of all NA meetings within our region.
6. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

E. Treasurer: Qualifications

1. Two (2) year commitment.
2. Minimum of four (4) years continuous clean time.
3. Minimum of one (1) year Regional NA service experience.
4. Responsible member of society, holding a checking account.

Duties:

1. Cosigner on bank account.
2. Keeps an accurate record of all bank transactions.
3. Prepares and presents reports at each regularly scheduled SDRSC meeting.
4. Disburses monies as per group conscience of the region.
5. Collects all donations.
6. Gives and keeps receipts for income and disbursements.
7. Prepares and presents a draft budget to SDRSC within one week after the September meeting.
8. Prepares and presents an annual report to the SDRSC at the December meeting, including actual monies spent during the last year divided by sub-committee and project and comparing them to the budgeted amount.

F. Regional Delegate: Qualifications

1. Two (2) consecutive World Service Conference Cycles, four (4) year commitment.
2. Minimum of four (4) years continuous clean time.
3. Minimum of two (2) years NA regional service experience.

Duties:

1. The primary responsibility is to work for the common good of NA by providing two-way communication between the region and the rest of NA.
2. Present the agenda and minutes of the World Service Conference, Narcotics Anonymous World Services, and information from other regions, and zones.
3. Attends the World Service Conference.
4. Attends Zonal Forum meetings.
5. Provides informative workshops by request.
6. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

G. Regional Delegate Alternate: Qualifications

1. Four (4) year commitment with training during that time period, so the person can hopefully fill the Regional Delegate position in the following cycle.
2. Minimum of three (3) years continuous clean time.
3. Minimum of two (2) years NA service experience.

Duties:

1. Works closely with the RD to prepare to assume the position the following term.
2. Performs all duties of the RD in their absence.
3. Attends the World Service Conference.
4. Attends Zonal Forum meetings.

H. Unity Chairperson: Qualifications

1. Two (2) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Provides opportunities for addicts throughout the region to bond in unity activities.
2. Attends Convention Committee meetings.
3. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

I. Hospitals and Institutions: Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year service on a Hospitals and Institutions committee.

Duties:

1. Provides opportunities to share the message in facilities.
2. Coordinates with current Area and Group Hospitals and Institutions projects.
3. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting

J. Public information: Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Provides information to members of society who are unfamiliar with Narcotics Anonymous.
2. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting

K. Convention Chairperson(s): Qualifications

1. One (1) year commitment.
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.
4. Selected by committee members and submitted for approval to the SDRSC.

Duties:

1. Coordinates an annual SD Regional Convention.
2. Submits a convention budget to the SDRSC March meeting.
3. Submits a convention final financial report to the SDRSC December meeting.

L. Webservant: Qualifications

1. One (1) year commitment
2. Minimum of two (2) years continuous clean time.
3. Minimum of one (1) year NA service experience.

Duties:

1. Maintains a regional webpage
2. Seeks input from members, groups and areas for material to include on the website
3. Makes available the necessary codes and passwords to the SDRSC Chairperson
4. Provides a final statement of yearly expenses and a budget amount for the next year at the September meeting.

M. Project Facilitator: Qualifications

1. Commitment to fulfill project to completion
2. Minimum of one (1) years continuous clean time.
3. Minimum of six (6) months NA service experience.
4. Ability to properly maintain NA funds

Duties:

1. Writes a proposal for a project with project members including the following:
 - a. time frame
 - b. itemized amount of funds necessary
 - c. who will be influenced (Hospitals, Professionals, Unity, etc.)
 - d. length of plan
 - e. list accountable person
 - f. proposed meeting dates
2. Prepare agenda and facilitate meetings.
3. Provide updates to SDRSC, including final usage of funds.

ARTICLE VII. Regional Service Funds

A. General Provision:

1. No part of the net funds of the SDRSC shall incur to the benefit on any member(s) or individual(s). The assets of this committee upon dissolution shall be distributed or transferred to Narcotics Anonymous World Services (NAWS).
2. There will be two (2) check signatories: Chairperson and Treasurer.
3. Each sub-committee chairperson and project facilitator will present a budget for the coming calendar year at the September meeting, except the Convention Chairperson, who will present a budget at the March meeting.
4. The SDRSC will discuss the budget for the coming calendar year at the September meeting and will send to Areas for approval.
5. SDRSC financial records must be readily available to the fellowship and shall be produced at the request of any NA member, group or area.
6. The outgoing and incoming Treasurers will prepare the final yearly financial report of the SDRSC. A special worker may audit this report.

B. Revenues:

1. The SDRSC shall be self-supporting through contributions from its member areas or individual NA members or groups.
2. All revenue accumulated from these sources will be maintained in a general fund bank account.
3. All proceeds from the sale of literature, convention profits, or funds otherwise raised through the efforts of sub-committees or project groups shall be turned over to the SDRSC Treasurer within ten (10) days.
4. The SDRSC Treasurer shall deposit all revenues within ten (10) days.

C. Expenditures:

1. All funds are subject to disbursement by the SDRSC Treasurer.
2. All non-budgeted disbursements and regularly budgeted items for maintenance of the SDRSC shall be approved by the consensus of the SDRSC.
3. No reimbursement for expenditures shall be made without receipt or proof of payment.
4. All expenditures shall be paid by check.
5. In the event that a check is made payable to one of the co-signers, the payee shall not be authorized to sign said check.
6. No funds to be forwarded to NAWS until a prudent reserve of \$2000 is reached for RDA travel to WSC, and those funds are not to be included in ascertaining prudent reserve.
7. Prudent reserve will be 75% of budget proposals for the year. All funds over prudent reserve will be forwarded to NAWS.

ARTICLE VIII. Project Groups

A. Forming a project group

1. A proposal/topic for a new project is brought under new proposals/topics to SDRSC identifying the need that a new project may serve.
2. The proposal may be sent to the area and groups for consideration.
3. The proposal is accepted through the consensus decision making process.

- B. Elimination of a project group
 - 1. Proposal to eliminate is made under new proposals/topics.
 - 2. The project group is dissolved through the consensus decision making process.

Duties and responsibilities

- A. Policy
 - 1. Review guidelines when changes are requested.
 - 2. Get consensus from the Areas before a decision of the majority of Trusted Servants is made.
 - 3. Forward updated information to Secretary to update and distribute current guidelines.

- B. Others to be determined as necessary.

ARTICLE IX. Decision Making Process

A. Definition- Consensus Based Decision Making

Consensus is defined as the decision-making process used in which discussion and compromise are used to reach agreement. For example, if a proposal/topic is introduced to change, or create a practice of the SDRSC and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

B. Procedure: Consensus Based Decision Making

- 1. Proposal is introduced by NA Member
- 2. Chairperson opens the discussion, beginning with the maker of the proposal.
- 3. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal. This is not the time for general discussion.
- 4. Chairperson asks for concerns or reservations- general discussion of proposal. This is when modifications may be made to the proposal in an effort to address expressed reservations or concerns.
- 5. Chairperson asks for consensus.

C. Types of Positions

- 1. ASSENT: Agree with proposal
- 2. ASSENT WITH RESERVATION: Although there are reservations or concerns, the individual will trust and go along with the body's decision
- 3. STAND ASIDE: Based in strong personal reservations which prevents support for the proposal
- 4. BLOCK: No! Based on spiritual principles expressed in our traditions or concepts. A block must be followed by speaking to the specific tradition or concept, which would be violated. A block will prevent a proposal from being adopted.

D. Consensus

Consensus is reached when majority of the RCM's assent or assent with reservation. The number which represents majority shall be determined based on the number of RCM's present at the start of old business. If the vote is 1 assent and 1 stand aside or block, the proposal does not reach consensus.