



Arkansas Region of Narcotics Anonymous

Guidelines And Policies and Procedures

~~Revised 08-05-2024~~

Amended 01-31-2025

Amended 2-15-2025

Table of Contents

Table of Contents	1
Index - Glossary	3
Guidelines	5
Arkansas Regional Service Committee of Narcotics Anonymous	5
PURPOSE	2
DEFINITION	2
TRADITION NINE	2
TRADITION TWO (FIRST 2 PARAGRAPHS)	2
FINANCIAL GUIDELINES	3
RECOUPING REGIONAL FUNDS	3
BECOMING PART OF THE REGION	3
SPECIAL VOTES/MEETINGS	3
QUORUM	4
VOTING	4
DISCUSSION LIMITS	4
ELECTION OF TRUSTED SERVANTS	4
GENERAL QUALIFICATIONS FOR TRUSTED SERVANTS OF THE ARSCNA	5
VOTE OF ACCLAMATION	5
REMOVAL FROM OFFICE	5
REPORTS	6
ADMINISTRATIVE COMMITTEE	6
STANDING COMMITTEES	6
ELIMINATION OF A STANDING COMMITTEE	6
PHONELINE	6
POLICY AND PROCEDURES	6
WEBSITE	7
SOCIAL MEDIA	7
AMENDMENT OF GUIDELINES	11
Policy and Procedures Manual	12
FINANCIAL	12
RECOUPING REGIONAL FUNDS	13
BECOMING PART OF THE REGION	13
ROTATION OF MEETINGS	14
SPECIAL VOTES/MEETINGS	15
CONFERENCE AGENDA REPORT VOTES	15
AGENDA	15
MEETING FORMAT	16
OVERVIEW OF CONSENSUS	17
VOTING	17
Consensus Procedure:	18
Consensus Flowchart	19
DISCUSSION LIMITS	20
ELECTION OF TRUSTED SERVANTS	20
10th Concept Procedures	20

VOTE OF ACCLAMATION	21
OFFICE VACANCIES	21
RESIGNATIONS	21
REPORTS	21
DUTIES AND RESPONSIBILITIES: ADMINISTRATIVE COMMITTEE	22
DUTIES, RESPONSIBILITIES, and QUALIFICATIONS:	22
ADMINISTRATIVE TRUSTED SERVANTS	22
FORMING NEW STANDING COMMITTEES	27
QUALIFICATIONS: STANDING COMMITTEE AND COORDINATOR TRUSTED SERVANTS	27
RESPONSIBILITIES: SUBCOMMITTEE AND COORDINATOR TRUSTED SERVANTS	27
SUBCOMMITTEE MEMBERSHIP AND COMPOSITION	27
Information Flow for Meeting List, Phoneline, and Website	28
HOSPITALS AND INSTITUTIONS / PUBLIC RELATIONS (HIPR) PROJECTS	28
LITERATURE REVIEW - Projects	28
OUTREACH - Projects	28
POLICY AND PROCEDURES	28
COMMUNICATIONS COORDINATOR	28
SOCIAL MEDIA	29
Duties and Responsibilities of Social Media Team Members:	30
Social Media Posting Guide:	31
ARSCNA Social Media Dos and Don'ts:	34
Social Media Glossary:	36
MEETING LIST CRITERIA	38
ARCHIVING POLICY	38
AUDIT PROCEDURES – FOR RSC AND CONVENTION SUBCOMMITTEE	40
COMMUNICATION POLICY	41
UPDATES TO GUIDELINES AND POLICY & PROCEDURES	42
POLICY CHANGES	42
Appendix to Policy	43
APPENDIX A. RULES OF ORDER - DEFINITIONS	43
TYPES OF MOTIONS;	46
APPENDIX B. RULES OF ORDER – SHORT FORM	47
APPENDIX C. Treasury Maintenance Process	48
APPENDIX D. Updates passed since the last Guidelines and Policy & Procedures Revision	50
ATTACHED:	51
APPENDIX E. RCM Report	51
APPENDIX F. ARSCNA Meeting Note	51
APPENDIX G. ARSCNA Financial Restitution Agreement	51
APPENDIX H. ARSCNA Reconciliation Report	51
APPENDIX I. Inmate Letter with Reaching Out	51
APPENDIX J. Communication Flowchart	51

Index - Glossary	Page	Guidelines or Policy
10th Concept Procedures	20	Policy
Robert's RULES OF ORDER	42	Appendix
ADMINISTRATIVE COMMITTEE	6	Guidelines
AGENDA	15	Policy
AMENDMENT OF GUIDELINES	11	Guidelines
ARCHIVING POLICY	38	Policy
AUDIT PROCEDURES –	39	Policy
RULES OF ORDER – SHORT FORM	42	Appendix
BECOMING PART OF THE REGION	3, 13	Guidelines AND Policy
Treasury Maintenance Process	47	Appendix
Chairperson - Administrative Committee	22	Policy
COMMUNICATIONS COORDINATOR	28	Policy
Communication Policy	40	Policy
CONFERENCE AGENDA REPORT VOTES	15	Policy
Consensus Flowchart	19	Policy
Consensus Procedure:	18	Policy
DEFINITION	2	Guidelines
DISCUSSION LIMITS	20	Policy
DUTIES, RESPONSIBILITIES, and QUALIFICATIONS: ADMINISTRATIVE TRUSTED SERVANTS	22	Policy
ELECTION OF TRUSTED SERVANTS	4, 20	Guidelines AND Policy
ELIMINATION OF A STANDING COMMITTEE	6	Guidelines
FINANCIAL Guidelines	3	Guidelines
FINANCIAL Procedures	12	Policy
FORMING NEW STANDING COMMITTEES	27	Policy
GENERAL QUALIFICATIONS FOR TRUSTED SERVANTS OF THE ARSCNA	5	Guidelines
HOSPITALS AND INSTITUTIONS / PUBLIC RELATIONS (HIPR) PROJECTS	28	Policy
Information Flow for Meeting List, Phoneline, and Website	27	Policy
LITERATURE REVIEW - Projects	28	Policy
MEETING FORMAT	16	Policy
Meeting List Criteria	37	Policy
OFFICE VACANCIES	21	Policy
OUTREACH - Projects	28	Policy
OVERVIEW OF CONSENSUS	17	Policy
PHONELINE Purpose	6	Guidelines

POLICY AND PROCEDURES Purpose	6	Guidelines
POLICY AND PROCEDURES	28	Policy
Policy and Procedures Committee Chairperson-Administrative Committee	26	Policy
POLICY CHANGES	41	Policy
PURPOSE	2	Guidelines
QUALIFICATIONS: STANDING COMMITTEE TRUSTED SERVANTS	27	Policy
QUORUM	4	Guidelines
RECOUPING REGIONAL FUNDS	13	Policy
Regional Delegate (RD) - Administrative Committee	25	Policy
Regional Delegate Alternate (RDA)-Alternate Delegate (AD) Administrative Committee	26	Policy
REMOVAL FROM OFFICE	5	Guidelines
REPORTS	21	Policy
RESIGNATIONS	21	Policy
RESPONSIBILITIES: SUBCOMMITTEE AND COORDINATOR TRUSTED SERVANTS	27	Policy
ROTATION OF MEETINGS	14	Policy
Secretary - Administrative Committee	23	Policy
Secretary in Training – Administrative Committee	24	Policy
SOCIAL MEDIA	7, 29	Guidelines AND Policy
SPECIAL VOTES/MEETINGS	3, 15	Guidelines AND Policy
STANDING COMMITTEES	6	Guidelines
Treasurer - Administrative Committee	24	Policy
Treasurer in Training - Administrative Committee	25	Policy
Treasury Maintenance Process	47	Policy
TYPES OF MOTIONS:	45	Appendix
Vice-chairperson - Administrative Committee	23	Policy
VOTE OF ACCLAMATION	5, 21	Guidelines AND Policy
VOTING	4, 17	Guidelines AND Policy
WEBSITE	7	Guidelines
UPDATES TO GUIDELINES and Policy & Procedures	41	Policy
List of Guideline and Policy & Procedure Revisions	48	Appendix

Guidelines

**For the
Arkansas Regional Service Committee of Narcotics Anonymous**

PURPOSE

The purpose of the Arkansas Regional Service Committee of Narcotics Anonymous (ARSCNA) is to be supportive of its member Areas and Groups and their primary purpose of carrying the Narcotics Anonymous message to the addict who still suffers. This is achieved by associating the Areas and Groups within its geographical boundaries and to serve as a communication link between them. The ARSCNA also exists to assist its member Areas and Loner Groups with situations and needs outside the scope of their experience and to provide identified services on a statewide basis. Through all of this, the Arkansas Regional Service Committee encourages the growth of the Fellowship of Narcotics Anonymous. Although the Arkansas Regional Service Committee members may offer experience, strength, and hope as well as suggestions, the ARSCNA does not have binding authority over the decisions or activities of any Areas or any Groups.

DEFINITION

The Arkansas Regional Service Committee (ARSCNA) was formed in September of 1990. It is a committee made up of Trusted Servants from its member Areas and Groups that come together to serve as a resource to the Narcotics Anonymous community within the Arkansas Region. This committee is designed to serve by addressing the common needs of its member Areas and Loner Groups. The ARSCNA serves several basic functions:

1. To carry the message of Narcotics Anonymous through the actions of the ARSCNA
2. To unify the Areas and Loner Groups within the Arkansas Region through open lines of communication and sharing
3. To contribute to the growth of Narcotics Anonymous by initiating much of the work to be finalized at the World Service Conference
4. To provide funding, as well as, human resources for World Services
5. Permanent Regional Mailing Address established 9/94; updated 6/6/99.

Arkansas Regional Service Committee of NA
1310 Eastside Centre Ct 6 216
Mountain Home, AR 72653

TRADITION NINE

The Tradition states that we ought never be organized, but we may create service boards and committees. We are not organized in the sense that there is no management or control. We are directly responsible to those we serve. Whether or not the Areas and Loner Groups choose to utilize our services is up to them.

TRADITION TWO (FIRST 2 PARAGRAPHS)

"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." In Narcotics Anonymous, we are concerned with protecting ourselves from ourselves. Our 2nd Tradition is an example of this. By nature, we are strong-willed, self-centered people who are thrust together in N.A. We are mismanagers and not one of us is capable of consistently making good decisions. In Narcotics Anonymous, we rely on a loving God as He expresses Himself in our group conscience, rather than on personal opinion or ego. By working the steps, we learn to depend on a Power greater than ourselves, and to use this Power for our group purposes. We must be constantly on guard that our decisions are truly an expression of God's will. There is often a vast difference between group conscience and group opinion, as dictated by powerful personalities or popularity. Some of our most painful growing experiences have come as a result of decisions made in the name of group conscience. True spiritual principles are never in conflict; they complement each other. The spiritual conscience of a group will never contradict any of our Traditions.

FINANCIAL GUIDELINES

1. The Arkansas RSC is dependent on contributions from Members, Groups, Areas, and donations from fund-raisers. These contributions are voluntary, and the Arkansas RSC welcomes whatever amount each Member, Group, or Area deems appropriate.
2. All funds received by the Arkansas Region above prudent reserve and pending motions are to be forwarded as follows: 50% to Narcotics Anonymous World Services (NAWS), and 40% to Southern Zonal Forum (SZF), and 10% into a general travel fund for ARSC trusted servants and subcommittee chair members. The Travel Fund shall be capped at \$2,000 and when this amount is reached the forwarded split shall be 50% NAWS and 50% SZF.
3. The Arkansas RSC shall approve all Arkansas RSC spending.
4. Any expenses of Arkansas RSC trusted servants to be reimbursed shall be vouchered by having a receipt or receipts in hand, submitted to the Arkansas RSC Treasurer and approved by the Arkansas RSC.
5. Any funds advanced, after RSC approval, in anticipation of expected expenses, will be verified by receipt submitted to RSC Treasurer (*as outlined under FINANCIAL section of Policy and Procedures Manual for the ARSCNA*).
6. Arkansas RSC funds shall never be used as personal funds.
7. Updated ARSC budgets will be included in minutes of each ARSC meeting.

RECOUPING REGIONAL FUNDS

The recouping of Regional funds shall be determined as defined in the *Policy and Procedures manual*.

BECOMING PART OF THE REGION

1. For the purpose of seating at the ARSCNA, an Area will be defined as
 - a. Having multiple Groups
 - b. Having 1 or more actives subcommittees
 - c. Have been functioning as an Area for at least 6 months
2. Upon attending the second meeting, the RCM will have a report* containing:
 - a. The number of meetings in the Area/Group.
 - b. The number of Groups in the Area.
 - c. The number of H&I meetings in the Area.
 - d. Names and addresses of elected Trusted Servants in the Group/Area.
***NOTE:** This report is for direct communication between subcommittees on Area, Regional, and World levels.
3. Any Area or Loner Group, who wishes to, can avail itself of the RSC services if needed, without joining the Region.

SPECIAL VOTES/MEETINGS

1. To hold a special vote of the Arkansas Regional Service Committee:
 - a. Due cause should be determined and initiated by the RSC Chairperson upon consulting the RSC Administrative Committee.
2. To hold a special meeting of the Arkansas Regional Service Committee:
 - a. May be called by the RSC Chairperson upon consulting the RSC Administrative Committee, and/or may be called by the written or phone request of 50% of the RCMs and/or their Alternates.
 - b. Can be held virtually or by teleconference

QUORUM

1. If quorum is not reached, all business with exception of old business, new business and elections may be conducted.
2. Official quorum is a simple majority of member Areas/Loner Groups.
3. Only duly elected Representatives are eligible for quorum.
4. No absentee voting.

VOTING

1. Voting is to determine God's will as expressed through Group conscience; it is not to determine personal opinion. The exercise of Group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues effecting Narcotics Anonymous.
2. If a consensus cannot be reached and a vote becomes necessary, all RCM's or their alternates [or their duly appointed representatives] are eligible to vote. Otherwise, any Narcotics Anonymous member of the Arkansas Region of Narcotics Anonymous can participate in the Consensus-Based Decision-Making process with the exception of the ARSCNA Chairperson or Vice-Chair.
3. The only motions referred back to member Areas and Loner Groups for a vote will be:
 - a. All motions affecting the basic tenets of Narcotics Anonymous as a whole (i.e.: Basic Text, Twelve Steps, Twelve Traditions, Twelve Concepts, etc.)
 - b. Or any motions deemed necessary by consensus or by simple majority of the RCMs.
4. The ARSCNA utilizes a consensus based decision-making process. A consensus is considered to be 100% of the participating votes in agreement. All effort should be made to further understanding and discussion of any issue on the floor until a consensus is reached.

DISCUSSION LIMITS

Discussion limits shall be determined as defined in the *Policy and Procedures manual*.

ELECTION OF TRUSTED SERVANTS

1. RSC Trusted Servants should be selected from the best informed, most trusted, and most active members in order that they may best serve their region's needs and the needs of Narcotics Anonymous.
2. Nominations should be solicited from each Area and/or Loner Group of the Arkansas Region. In addition, any member of the RSC may nominate a qualified individual for an RSC position.
 - a. Duties and responsibilities should be read prior to soliciting nominations.
 - b. Nominees to RSC offices must be present for two (2) RSC meetings, both nomination and election, before being elected unless one meeting is missed with one of the following reasons that is deemed acceptable:
 - i. Death of a family member or close friend.
 - ii. Accident/Car trouble on the way to the RSC
 - iii. Sickness with documentation. (such as hospitalization, etc)
 - c. The nominee is given the opportunity to accept or decline nomination. If they accept, they should present a service resume that includes the following:
 - i. Previous service commitments completed
 - ii. Other current service commitments
 - iii. Service positions vacated by resignation or impeachment (and possibly why)
 - iv. Experience in the area of service for which nominated
 - v. Clean date

[Index](#)

[Table of Contents](#)

- vi. Why he/she can serve and wants to serve the fellowship
- d. Motion is made to close nominations and seconded.
- e. If more than one nomination, voting is done by paper ballot and the elected Trusted Servant is recorded in the minutes.
- f. This procedure is followed until all positions are filled.

GENERAL QUALIFICATIONS FOR TRUSTED SERVANTS OF THE ARSCNA

The following qualifications are for all ARSCNA Trusted Servant Positions:

1. Willingness and Desire to Serve
2. Time and resources to do the Job
3. Active participant in ***Narcotics Anonymous*** as a whole
4. Working knowledge of the *Twelve Steps*, *Twelve Traditions*, and *Twelve Concepts of Narcotics Anonymous* through application

VOTE OF ACCLAMATION

1. A vote of Acclamation is defined as an election with only 1 (one) nominee after nominations have been closed.

OFFICE VACANCIES

Office Vacancies shall be determined as defined in the *Policy and Procedures manual*.

RESIGNATIONS

Resignations shall be determined as defined in the *Policy and Procedures manual*.

REMOVAL FROM OFFICE

1. An RSC Trusted Servant or standing Subcommittee Chairperson may be removed from office by a 2/3 majority closed ballot vote of the RSC after the respondent is given rebuttal time, if desired, not to exceed 10 minutes.
 - a. Attendance at the ARSCNA meeting shall be defined as having attended both the old business and new business sessions.
 - b. Some reasons for such action may include but are not limited to: Intentionally compromising our Twelve Traditions; Mismanagement of N.A. Funds; Not fulfilling the duties of the office; Absence from two or more consecutive meetings without prior notification of reasonable cause to the RSC Chair.
 - c. If the reasons for such action are of a highly personal or embarrassing nature, the discussion of such action should be discreetly handled by a specific ad hoc committee formed by three RSC trusted servants and three RCMs from an unbiased Area and/or Loner Group. This ad hoc committee is to be appointed by the Chairperson after consultation with the Administrative Committee.
2. An RCM or Alternate cannot be removed from office by the RSC. However, if there are problems, the RSC may bring it to the attention of the appropriate Area/Loner Group.
3. Relapse constitutes automatic and immediate removal in any RSC office (except for RCM). RCM's removal from office is to be dealt with by the Area they represent.

REPORTS

Reports shall be determined as defined in the *Policy and Procedures manual*.

ADMINISTRATIVE COMMITTEE

This committee consists of the following Trusted Servants: RSC Chairperson, RSC Vice-chairperson, RSC Secretary, RSC Secretary In Training, RSC Treasurer, RSC Treasurer In Training, Regional Delegate, ~~Regional Delegate Alternate~~ **Alternate Delegate**, and Policy and Procedures subcommittee Chairperson.

STANDING COMMITTEES

Tradition Five: Each Group has but one primary purpose- to carry the message to the addict who still suffers.

Tradition Nine: N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

There are two kinds of committees: standing committee and ad hoc committee.

Standing committees are the regular committees of the Region. The basic descriptions of these, and how they relate to the Region as a whole, are detailed later under the descriptions of each committee.

Sometimes a question or special project needs to be referred to a committee, but the question does not fit in with the focus of any existing standing committee. In such cases, the chairperson may form an ad-hoc committee, or any member may make a motion to form an *ad hoc committee*. These special committees are set up for specific purposes, and they have limited lives- when they have finished their jobs and reported back, they are disbanded. A motion to refer to an ad hoc committee should specify what the committee's purpose would be. The RSC Chair may then appoint an ad hoc committee in its entirety, or he/she may appoint just the ad hoc committee chairperson, who will put the committee together him/herself.

Project-based positions are like ad-hoc committees except they usually arise out of a need or a request from within the Region to complete a project (for H&I, PR, Outreach, Literature). Similar to ad-hoc committees, they are disbanded once the project is completed, and a final report is given. For information on how to lead and/or facilitate a project see Policies & Procedures.

ELIMINATION OF A STANDING COMMITTEE

The RSC may eliminate a standing committee by a consensus or a 2/3-majority vote when deemed necessary.

PHONELINE

Basic Purpose:

To carry the message of Narcotics Anonymous and serve the needs of all Areas and Loner Groups within the Arkansas Region by coordinating Area Phonenumber Subcommittees and conducting activities which develop and strengthen Phonenumber efforts and needs within the Region and the Fellowship.

POLICY AND PROCEDURES

Specific Purpose:

The Policy & Procedures Committee is to maintain the ARSCNA Policy & Procedures Manual and update main copy, as needed, after each meeting of the ARSCNA. The committee is also responsible

[Index](#)

[Table of Contents](#)

to formulate/implement new policy as assigned, and review old policy as assigned. The committee will distribute, annually, an updated Policy and Procedures Manual to All RCMs, Alternates, and ARSCNA Trusted Servants (same distribution as the ARSCNA Guidelines).

WEBSITE

Website purpose shall be determined as defined in the *Policy and Procedures manual*.

SOCIAL MEDIA

I. Our Primary Purpose

It is the mission of the Arkansas Region Service Committee to carry a clear and consistent message of recovery in keeping with the 12 Traditions of Narcotics Anonymous. Arkansas Region's Social Media is intended as a point of access for information rather than as a platform for social engagement.

II. Our Common Welfare Should Come First

This is a Public Relations effort. A public Social Media account can be seen by anyone on the internet. Anyone who posts on it or comments on it is, in effect, representing Narcotics Anonymous in the eyes of anyone with an Internet connection. For this reason, it is essential that we conduct ourselves in keeping with the 12 Traditions, 12 Concepts, and spiritual principles of the Narcotics Anonymous program.

If inappropriate material is posted, or arguments take place between those managing the Social Media and those following the social media account(s), this reflects badly on the fellowship as a whole.

If we lose access to Social Media because a trusted servant fails to learn about and prevent security threats, our Social Media could fall into the hands of strangers who do not care about our principles or our message.

For our common welfare (Tradition: One) and with respect for other groups and Narcotics Anonymous as a whole (Tradition: Four), we ask that all trusted servants who work on this Social Media exercise the willingness to learn the skills and tools outlined in these guidelines.

III. Goals

1. To drive traffic to our website, our meetings, our literature, and our helpline.
2. To increase attendance at our events.
3. To increase involvement in our service committees.

IV. Internal Objectives

Target Audience: Arkansas Region Narcotics Anonymous Members

1. To provide inspiration and recovery support for the Arkansas Region of Narcotics Anonymous members by posting quotes from Narcotics Anonymous literature.
2. To attract members to service committees by providing information about what they do and how to get involved.
3. To attract members to Narcotics Anonymous events in and around the Arkansas Region.

V. External Objectives

[Index](#)

[Table of Contents](#)

Target Audience: Community at large, potential Narcotics Anonymous members, Narcotics Anonymous members from other Regions and Regions.

1. To attract newcomers to our meetings and events.
2. To provide a social media platform that increases community awareness about the message of Narcotics Anonymous.
3. To provide daily postings of scheduling information about Arkansas Region meetings for those who frequent social media for information.
4. All Internal Objectives.

VI. Accountability

The Arkansas Region Narcotics Anonymous Social Media accounts will be maintained by the Communications Coordinator. Social Media Team members will work directly with the Arkansas Region Communications Coordinator to fulfill the duties as needed.

VII. Social Media Roles & Responsibilities

1. Social Media Management Roles

Social Media Roles:

- a. Social Media Security Team Member
- b. Social Media Admin(s)
- c. Social Media Editor(s)
- d. Social Media Content Contributor(s)

2. Removal of Social Media Team Members:

Voluntary Resignation:

Team Members can tender voluntary resignation to the Arkansas Region Communications Coordinator in writing or by email.

Involuntary Removal:

The following may result in the involuntary removal of Team Members from Social Media accounts by the Communications Coordinator:

1. Relapse during term of office.
2. Lack of communication.
3. Blocking another Team Member on social media account(s).
4. Failure to adhere to Arkansas Region Social Media Guidelines.

The Communications Coordinator will remove the Team Member from the back end of the Arkansas Region Social Media as a security measure.

The Communications Coordinator will inform the Team Member of such removal by email or in writing.

The Team Member will be given an opportunity to address this removal.

If the Team Member is not willing to accept the determination of the Communications Coordinator, the Team Member will be given the opportunity to address this removal at the next RSC meeting. If requested, the RSC floor will vote on the reinstatement of the Social Media Team member access.

[Index](#)

[Table of Contents](#)

3. Team Members' Qualifications:

Social Media Security Team Member: Minimum clean time requirement (continuous abstinence) of four years.

Social Media Admin(s): Minimum clean time requirement (continuous abstinence) of two years.

Social Media Editor(s): Minimum clean time requirement (continuous abstinence) of one year.

Social Media Content Contributor(s): The minimum clean time requirement for Content Contributors is one day of abstinence.

- a. Member of Narcotics Anonymous within the Arkansas Region
- b. Willingness to communicate with the Communications Coordinator.
- c. Willingness to undergo the training outlined in this manual prior to starting the job.
- d. Availability and willingness to commit to maintenance shifts.
- e. Willingness to adhere to the Arkansas Region Social Media Guidelines Manual and protect the reputation of Narcotics Anonymous in keeping with the 12 Traditions, 12 Concepts, and spiritual principles of the fellowship.
- f. Willingness to adhere to Contributed Content Guide.
- g. Willingness to train their replacement.

4. Team Members' Job Descriptions & Responsibilities:

Communications Coordinator:

The Communications Coordinator will oversee all Social Media operations, train trusted servants for positions as Team Members, and report to the Communications Coordinator. The Communications Coordinator will assign trusted servants to Social Media Management Roles – Social Media Admin(s) and Social Media Editor(s) as defined by social media account(s), and Content Contributor(s). The Communications Coordinator will serve as a Social Media Admin, and will cover all Social Media Management Roles in the absence of assigned trusted servants or in the case of their removal. The Communications Coordinator will complete all tasks outlined in the Duties and Responsibilities section of this manual. Willingness to facilitate Arkansas Region Social Media meetings when needed.

Maintenance Duties and Responsibilities:

- a. Train Social Media Team
- b. Assign Social Media Account(s) Roles to Social Media Team Members.
- c. Provide a point of accountability for the Social Media Team Members.
- d. Facilitate Arkansas Region Social Media.
- e. Communicate with Region Service Boards and Committees.
- f. Report to Arkansas Region.
- g. Review analytics (social media account(s) Insights).

Social Media Security Team Member:

The Social Media Security Team Member will NOT perform ANY actions on the social media account(s) unless trained for the Duties and Responsibilities of social media account(s) Admins as outlined in this manual. To do so presents a security risk that could result in our Region permanently losing access to the social media account(s). The SOLE responsibility of the Social Media Security Team Member is to add approved Team Members or remove Team

[Index](#)

[Table of Contents](#)

Members due to negligence or noncompliance.(See Removal of Social Media Team Members.)
This position will be filled by a member of the Social Media Team.

Maintenance Duties and Responsibilities:

- a. The Social Media Security Team Member should NOT attempt to secure the social media account(s) by clicking on ANY links sent to the social media account(s) by private message. This is always a hacker attempt. social media account(s) will NEVER send private messages to a social media account(s) for any reason. social media account(s) sends messages via email and in the support inbox of personal profiles. Failure to adhere to this rule will result in the Arkansas Region permanently losing access to our Social Media. Hackers who take over Social Media will usually use it to promote third party sites that post X-rated content. As this would damage the reputation of Narcotics Anonymous, it is of paramount importance that we maintain social media account(s) security. ***All Team Members must reset their login password every three months.***

Social Media Admin(s):

Social Media Admins are responsible for creating and posting content according to the Duties and Responsibilities and Content Guide outlined in this manual.

Maintenance Duties and Responsibilities:

- a. Review analytics (social media account(s) Insights).
- b. Curate content according to the Content Curation Guide. (See Glossary)
- c. Create content according to the Content Creation Guide. (See Glossary)
- d. Periodically evaluate and adjust posting schedule to reflect activity.
- e. Respond to social media account(s) followers in a polite and professional manner (comments, shares, private messages).
- f. Provide email support for Social Media Team Members.
- g. Review analytics (social media account(s) Insights).
- h. Reset login password every three months.

Social Media Editor(s):

Social Media Editors are responsible for posting pre-approved content according to the Duties and Responsibilities and Content Guide outlined in this manual.

Social Media Content Contributor(s):

Content Contributors submit content sourced from Narcotics Anonymous literature, to include posters and quotations. Any member of Narcotics Anonymous is welcome to contribute content for the Arkansas Region Social Media, provided that Content Guide is followed. Content Contributors are not required to undergo training; however, should a Content Contributor wish to receive training, the Communications Coordinator will provide basic training in curating and creating content that meets the Contributed Content Guide.

AMENDMENT OF GUIDELINES

1. All guideline changes to be sent back to Areas.
2. These guidelines may be amended by a consensus or a 2/3-majority vote at a regular or special meeting of the RSC, provided that the exact wording of the amendment has been submitted in writing and announced at a previous RSC meeting.

Policy and Procedures Manual

Arkansas Regional Service Committee of Narcotics Anonymous

FINANCIAL

1. Groups may donate directly to each level of service, Areas may donate excess funds to Region or World, and Region may donate excess funds to World (from *The Guide To Local Services* Fund Flow Chart on pg 50), with the greater percentage (prudent reserve) staying close to home and/or where the message of recovery can best be carried.
2. Any RSC bank account and/or checks will require two (2) signatures. All checks should be filled out entirely before being signed.
 - a. If there is a conflict of interest regarding signers on any account for RSC (including both main and convention, then they should not both sign the same check as the 2 signers.
3. All motions dealing with amounts over \$250 that are NOT already approved in the budget will be referred to Areas/Loner Groups, except RD and **RDA AD** expenses for travel to WSC and World Service Meetings, or Zonal Forum events/meetings.
4. All ARSCNA Trusted Servants (that have or require a budget) need to be prepared to discuss/submit their annual budget at the last ARSCNA meeting of the year.
5. The Regional Treasurer should be the only person to initiate checks unless he/she is absent from the RSC. Checks written in the absence of the Treasurer should be reported to the Treasurer for record-keeping within five (5) working days.
6. Treasury requests should be made during RSC meeting. Requests should be written out as a motion with receipts attached (if applicable).
7. The Administrative Committee, including the incoming Treasurer, will audit treasury records whenever a new Treasurer is elected.
8. At the beginning of a new term in office, the Treasurer may transfer Regional funds to a bank in his/her hometown in order to simplify and expedite banking procedures.
9. An itemized receipt issued by an authorized individual where the money was spent shall verify all monies advanced or reimbursed by the ARSCNA. No handwritten receipts, by the trusted servants receiving funds, will be accepted. The only exceptions to the receipt expenses will be up to five dollars per day for beverages/snacks while traveling on approved/funded ARSCNA trips to include WSC, World Service Meetings, Southern Zonal Forum, and rent for meetings of the ARSCNA.
10. Use "Reconciliation Report" and "Acknowledgement of Responsibility & Restitution Agreement" for any advancement of funds and all money handling positions, including any subcommittee. (See Appendix H)
11. **ARSCNA RD/RDA AD authorized travel** will be calculated using the following information to determine advanced funding; all unused funds will be returned to the ARSCNA at the next ARSCNA meeting following the event the trusted servant was funded to attend.
 - a. Mileage will be calculated using the rates in the Guide to World Service. Airline travel advances will be estimated through pricing fares to and from the location of the event.
 - b. Food expenses should not exceed the per diem rate established in the Guide to World Service and must be accompanied with receipts.

- c. Hotel expenses are not to exceed \$115 per night, with the exception of the **RDA-AD** expense for the WSC. The **RDA AD** hotel expense for the WSC will be calculated at 50% of the current room rate at the hotel where the WSC is being held.
 - d. Additional expenses for Southern Zonal Forum will include registration and tapes/CD at the current rate.
 - e. Additional expenses for travel will include parking (if necessary) at the airport of departure, baggage charges, and shuttle from the arrival airport to where the funded event is being held.
12. **ARSCNA Travel Fund** will be calculated using the following information to determine advanced funding; all unused funds will be returned to the ARSCNA at the next ARSCNA meeting.
- a. Request for use of the travel fund should be requested in advance no more than one ARSCNA before the funds are to be used.
 - b. Expenses should be itemized when making a request.
 - c. Mileage will be calculated using no more than the rates in the Guide to World Service.
 - d. Hotel expense will be based on shared occupancy when appropriate and not to exceed the cost of 1 (one) female room and 1 (one) male room per ARSCNA meeting.
 - e. Additional expenses must be approved in advance by the RSC.
 - f. It is expected that the most economical means of transportation and lodging safely available will be used.

RECOUPING REGIONAL FUNDS

The immediate recoupment of any ARSCNA funds lost due to malfeasance, misappropriation, or misuse by any trusted servant or others shall be the responsibility of the ARSCNA Administrative Committee. The ARSCNA Administrative Committee will pursue all legal avenues to recoup funds in the following manner:

- Step 1) The ARSCNA Administrative Committee shall notify the membership of the ARSCNA of any funds lost due to malfeasance, misappropriation, or misuse.
- Step 2) The ARSCNA Administrative Committee shall request voluntary restitution from the trusted servant or others. If no restitution is forthcoming within 90 days for the balance owed or payments as scheduled by the ARSCNA Administrative Committee, Step 3 will be invoked.
- Step 3) The ARSCNA Administrative Committee, acting on behalf of the ARSCNA, shall proceed with either civil or criminal procedures as is thought the most effective way of recouping funds.

BECOMING PART OF THE REGION

When any duly elected RCM from any NEW Area or Loner Group that wishes to become part of the Arkansas Region comes to their first RSC meeting, they will observe the working of the RSC and pick up a set of the Regional Guidelines. They may participate in new Regional business and take back to their Area or Group the business that requires a group conscience and return to the next RSC meeting to be a voting participant. They will receive a set of minutes from the Regional meeting they attend.

1. Loner Group Seating

When considering seating a Loner Group the following should be checked

Is the group within 50 miles, of the central point, of an existing ASC (or within an existing ASC's boundaries if larger than 50 miles), or is it within 50 miles of another Loner Group?

- a. If no to these, seat the group if it is requesting seating.

- b. If yes to any of these, has an attempt been made to join an existing Area or form a new Area?
 - i. If no, request that effort be made before seating them.
 - ii. If yes, what are the problems with forming a new Area (How can the ARSCNA be of service?) or what problems exist between the Group and the existing Area (How can the ARSCNA be of service?)? If there appears to be some roadblocks, would the group(s) and/or Areas be willing to sit down with each other and with some members from the ARSCNA to attempt to work out these problems through an attempt at mediation through open discussion?
 1. If after all avenues have been attempted and there is still is not a potential resolution in sight, seat the Loner Group requesting seating.
 - a. This Policy is not to affect current Loner Groups (but it is suggested that they do explore these avenues)
2. Any Area or Loner Group missing two (2) consecutive RSC meetings will be removed from the roll. Attendance at the ARSCNA meeting shall be defined as having attended both the old business and new business sessions. To be included in the roll again, a representative must attend two consecutive meetings of the RSC. They will be returned to the roll at their second meeting.
3. The Administrative Committee will be responsible for writing a letter of explanation to the Area/Loner Group upon removal from the roll.

ROTATION OF MEETINGS

1. Any new Area or Loner Group joining the region will be added to the bottom of the rotation list. At the end of the scheduled rotation, a revision of the list will be made as necessary.
2. The Arkansas Regional Service Committee shall meet quarterly for two (2) days on the first full weekend of February, May, August, and November. This schedule may be changed only by a consensus or a majority vote at the meeting prior to the proposed change. In extenuating circumstances, the Administrative Committee can make the decision to cancel the regional weekend, with Chairperson or other delegated person to contact all members of the ARSCNA. By consensus, the RSC may choose to meet virtually or hybrid.
3. The hosting Area/Group will coordinate the RSC meeting and possible workshops.

Saturday:

10am Workshop
1pm RSC commence

Sunday:

9am Admin
10am RSC commence

Regional Vice-chair will oversee workshops and serve as contact for hosting Area/Loner Group. Subcommittee and RSC expenses to be covered by Region in the amount of ~~\$100~~\$200 a meeting or less is suggested. Function expenses and proceeds will go to the hosting Area/Loner Group.

4. The topic of the workshop will be at the discretion of the hosting Area/Loner Group and presenter.
5. The hosting Area or Loner Groups shall provide adequate accommodations for others while the closed Administration Committee is meeting.

[Index](#)

[Table of Contents](#)

6. The hosting Area of Loner Group shall have an information flyer two (2) RSCs prior with location, workshops, etc.

SPECIAL VOTES/MEETINGS

1. To hold a special vote of the Arkansas Regional Service Committee:
 - a. Due cause should be determined and initiated by the RSC Chairperson upon consulting the RSC Administrative Committee.
 - b. The RSC Chairperson contacts the RCMs and/or their Alternates either by phone or email, return receipt requested.
 - c. Vote will be given by phone or email, return receipt requested, to the RSC Chairperson.
 - d. A consensus or a 2/3 majority must favor the issue for approval.
2. To hold a special meeting of the Arkansas Regional Service Committee:
 - a. May be called by the RSC Chairperson upon consulting the RSC Administrative Committee, and/or may be called by the written or phone request of 50% of the RCMs and/or their Alternates.
 - b. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call will be conducted.
 - c. The location, date, and time of a special meeting shall be selected by the RSC Chairperson upon consulting the Administrative Committee and may be held virtually or by teleconference.
 - d. At least seven days (1 week) notice shall be given.
 - e. All Arkansas RSC Guidelines and Policies & Procedures are applicable at special meetings.

CONFERENCE AGENDA REPORT VOTES

See "Overview of Consensus" section. If time does not allow and consensus cannot be done during a live meeting, then the C.A.R. vote from each voting participant (1 vote from each Area/Loner Group) should be turned in to the RD or ~~RD Alternate AD~~ at least 2 weeks before the World Service Conference. This will enable the RD/~~RDA AD~~ to compile the votes for the Region.

AGENDA

1. The Chairperson will follow the meeting format and will arrange the agenda for old business and new business prior to starting that part of the meeting, assisted by the Administrative Committee.
2. All new business motions should be given to the Policy and Procedures Committee prior to the end of Open Discussion. All motions submitted to the ARSC as new business must be reviewed by at least two Policy and Procedures Committee members, one of which must be the Chairperson or Vice Chairperson. Any changes or revisions to the motion and/or intent must be affirmed by the maker of the motion prior to the submission of the motion in new business.
3. All meetings of the RSC will be non-smoking.

MEETING FORMAT

*Breaks for meals, and breaks for the day will be determined based on time and/or meeting facility.
The chairperson will announce break and return time when doing so.*

1. Opening Prayer
2. Read Twelve Traditions, Twelve Concepts, 1st 2 paragraphs of Tradition 2, Definition and Purpose of Regional Service Committee.
3. Roll Call by Secretary:
 - a. RCMs or their Alternates
 - b. Regional Delegate and Alternate
 - c. Administrative Committee Trusted Servants
 - d. Standing Subcommittee Chairpersons
 - e. Co-ordinators
 - f. Ad-Hoc (if necessary)
 - g. Special Projects (if necessary)
4. Secretary Report
 - a. Read minutes from last RSC to include Old & New Business, Open Sharing, and Elections if necessary
 - b. Correspondence Report
5. Treasurer's Report
6. RD and/or **RD Alternate AD** Report
 - a. Reports from Southern Zonal Forum
7. RCMs or Alternate reports (Alphabetically)
8. Sub-committees and Coordinators (including ad-hoc and Special Projects)
9. Read Overview of Consensus section (see flowchart for Consensus Procedure)
10. Old Business
11. Elections (if applicable)
12. Open Sharing (Set time limit)
13. **Close of Day 1**

14. **Open of Day 2 - 9am Administrative meeting (review motions, order of the day)**
15. New Business
 - a. Reports from Areas/Loner Groups joining the Region
 - b. Nominations
 - c. Treasury Request Motions
 - d. Other Motions including new business items from discussion and Admin.
 - e. Annual budget reports
 - f. Convention Bids/SZF Bids (draw for Convention responsibilities @ November RSC)
 - g. Announcements
 - h. Review of business to be taken back for group conscience
 - i. Plans for next meeting
16. Updated Treasurer's Report
17. Closing Prayer

OVERVIEW OF CONSENSUS

Everyone present is allowed to participate in the Consensus Based Decision Making process, even if they do not hold a trusted servant position. A consensus is when a proposal (motion) is brought up and a decision is made by first checking to see if there is any opposition. If there is any opposition, we have a discussion and see if we can find a compromise. If we can't find a compromise, we check to see if the opposition is willing to stand aside. If the opposition will not stand aside we revert to parliamentary procedure with only the voting participants, and any decision will require a minimum of 2/3rds majority to pass.

VOTING

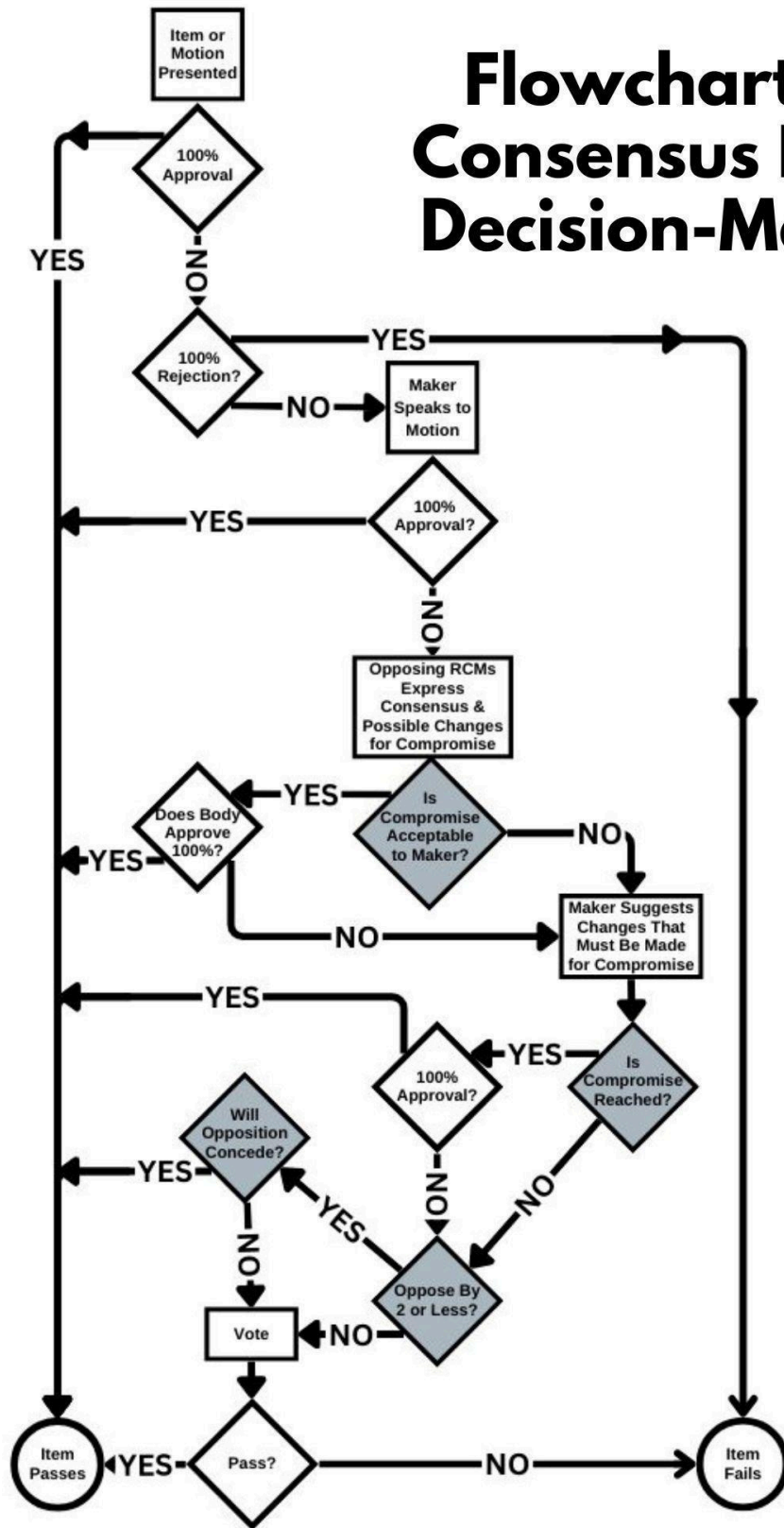
1. Voting is to determine God's will as expressed through Group conscience; it is not to determine personal opinion. The exercise of Group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues affecting Narcotics Anonymous.
2. Participating votes are defined as "yea" or "nay" votes only; abstention votes will be counted as neutral votes and are not considered as a participating vote.
3. All ARSCNA business will be voted on by the RCMs or their Alternates, if a consensus cannot be reached and a vote becomes necessary, otherwise any Narcotics Anonymous member of the Arkansas Region of Narcotics Anonymous can participate in the Consensus-Based Decision-Making process with the exception of the ARSCNA Chairperson or Vice-Chair. The only motions referred to member Areas and Loner Groups for input and discussion will be:
 - a. Financial motions over \$250 (two hundred and fifty dollars) unless already approved in the budget
 - b. Nominations for ARSCNA service positions
 - c. All other motions affecting the basic tenets of Narcotics Anonymous as a whole (i.e.: Basic Text, Twelve Steps, Twelve Traditions, Twelve Concepts, etc.)
 - d. Or any motions deemed necessary by consensus or by simple majority of the RCMs.
4. The ARSCNA utilizes a consensus based decision-making process. A consensus is considered to be 100% of the participating votes in agreement. All effort should be made to further understanding and discussion of any issue on the floor until a consensus is reached. If consensus cannot be reached, a vote will be taken, and a 2/3rds majority shall be considered consensus.
5. All decisions requiring a vote at the ARSCNA be decided upon in the following manner:
 - a. An attempt at an overall consensus to be attempted first.
 - b. If an overall consensus cannot be reached, then a paper ballot will be taken.
 - c. In order for a decision to pass a consensus must be reached, and if not, it will require at least a two-thirds majority.
6. In case of elections with more than two individuals up for a position, and one individual does not receive two-thirds of the required votes to be elected, the two individuals with the highest percentage will be kept in the election. All others will be removed from the election and a second ballot will take place.
7. Once an issue has been voted on, it shall not be brought up again for vote for at least 2 consecutive RSC meetings, unless NEW information has come to light that has not been heard before. The Chairperson can rule if the information warrants reopening an issue. The Chairperson's decision can be challenged by a 2/3rd majority. (See Robert's Rules of Order)

Consensus Procedure:

1. Motion or item is presented
2. Does the item receive 100% approval or rejection? If 100% approval motion passes (go to #9), if 100% rejection motion fails (go to #10), if item does not receive 100% in either go to #3.
3. The Chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The Chair asks if the additional information has changed anyone's opinion. If anyone's opinion has changed, is there now 100% approval? If so item passes (go to #9). If no one's opinion has changed (or some opinions have changed, but the item does not receive 100% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to #4.
4. The maker is asked if the compromise (if any) is acceptable. If so, the RCMs are asked if there is any further discussion needed. If not, the chair asks if there is any opposition. If 100% approval item passes (go to #9), if not go to #5.
5. If the originator cannot live with the compromise (or item did not receive 100% approval from #4), the individual is asked to express concerns and what it might take to reach a compromise. If compromise is reached go to #6. If compromise is not reached go to #7.
6. Does item receive 100% approval? If yes item passes (go to #9), if not go to #7.
7. If a compromise cannot be reached (or item does not receive 100% approval from #6), and 2 or less RCMs are opposed, the Chair asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside the item passes (go to #9). If the opposition does not stand aside, or the item was opposed by more than 2 people, the item needs to be acted on by parliamentary procedure and called to a vote (go to #8).
8. Item is voted on using a paper ballot (after any discussion). If item receives 2/3rds, or more, of the participating votes it passes (go to #9) if it receives less than 2/3rds it fails (go to #10).
9. Item has passed record results in minutes.
10. Item has failed record the results in minutes.

Consensus Flowchart

Flowchart For Consensus Based Decision-Making



[Index](#)

[Table of Contents](#)

DISCUSSION LIMITS

1. Any member attending an Arkansas RSC meeting has a voice on the floor if recognized by the RSC Chairperson or Acting Chairperson.
2. Both voting and non-voting members have the right to introduce and/or second motions and participate in debate with the exception of the RSC Chairperson and Vice-chairperson.
3. Anyone in attendance may seek clarification from the Chair.
4. Participation on Motions: (if consensus fails - see Rules of Order - Short Form appendix A.)
5. Must be recognized to have the floor, only by raising hand, except:
 - a. Point of Personal Privilege
 - b. Point of Order
 - c. Appeal to the Chair
 - d. Point of Information

ELECTION OF TRUSTED SERVANTS

1. Nominations for the RD and **RD Alternate AD** will be opened at the May meeting of ARSC every other year (even years). Nominations will then be closed at the August RSC meeting and referred to the Areas/Loner Groups. Elections will be held at the November RSC meeting. Nominees' names and qualifications will be included in the August ARSC minutes.
2. Nominations for Administrative Committee Trusted Servants and Subcommittee chairs open in February each year and close in May. Nominations are sent back to the Areas/Groups. Elections will be held in August. Nominees' names and qualifications will be included in the May ARSC minutes.
3. RSC trusted servants serve a term of one year or, if willing until their successors are elected. Their term of office shall begin at the end of the regular meeting at which they are elected. The outgoing Regional Treasurer will remain on the Arkansas Regional Convention Committee checking account until the final financial accounting has been given.
4. Vice-chairperson, **RD Alternate Alternate Delegate**, Treasurer In Training, and Secretary In Training are considered an automatic nomination for Chairperson, RD, Treasurer, and Secretary respectively, in the next election year.
5. If there is no one who has the qualifications, clean time, and/or willingness to serve, the position will be left open until such time as a willing, qualified nominee is elected.
6. It is suggested that the nominee should not hold more than two (2) "titled service positions", including an office at the Area and World levels.
7. No RSC Administrative Trusted Servant shall hold more than one (1) RSC Administrative office at any given time to avoid the possibility of monopolizing RSC votes.
8. No RSC Trusted Servant shall be eligible to serve more than two (2) consecutive terms in the same office.

10th Concept Procedures

1. First – Determine the appropriate service body to deal with the redress.
2. If the ARSCNA is the appropriate body then
 - a. 10th Concept letter is to be presented to the Chairperson, by the individual(s) seeking redress (not by proxy or another representative).
 - b. The Chairperson will appoint 2 members of the ARSCNA Administrative Committee, as well as 3 RCMs, none of which is named in the redress letter, or has any appearance

of a conflict of interest. This team is to go over the letter, ask questions of the individual(s) seeking redress, as well as any/all other parties involved. After interviewing the individuals involved, the team is to determine what, if any, amends might be recommended. These findings will be presented to the ARSCNA. If the ARSCNA is in consensus with the findings, the matter, in any/all forms, is not to be brought up to the ARSCNA for a minimum of 9 months. If it does come up, it is to be ruled *Out of Order*. If the ARSCNA is not in consensus (as defined in the ARSCNA Guidelines) then discussion can (and should) ensue. All attempts should be made to reach a consensus. If consensus cannot be reached, then the suggestions of the team should be brought to the floor for approval by vote, requiring a minimum of a 2/3rds majority to pass.

VOTE OF ACCLAMATION

1. If a Vote of Acclamation is indicated, the following procedure will be followed:
 - a. The ARSCNA Chairperson will ask for a ballot vote
 - b. If there is no opposition, that nominee is elected to the position.
 - c. If there is an opposing vote, the floor will be opened for discussion.
 - d. After discussion is concluded, a ballot vote will be taken.
 - e. The nominee must receive 2/3rds of the participating votes to be elected.
 - f. If the nominee fails to receive 2/3rds then nominations will be reopened.

OFFICE VACANCIES

1. An election to fill a vacancy in an office should occur within two regular RSC meetings after the vacancy arises.
2. Notice of intent to fill a vacancy shall be provided and taken back for Area/Loner Group input.
3. In the case of a vacancy in the office of RSC Chairperson, the RSC Vice-chairperson shall assume the duties of the Chairperson until the end of the meeting at which the new Chairperson is elected.
4. In the case of a vacancy in the office of RD, the **RDA-AD** shall assume the duties of the RD until the end of the regular meeting at which the new RD is elected.
5. When an office is vacant, and there is no one willing or able to serve, the duties of the vacant position shall be assigned to another trusted servant by the RSC Chairperson after consultation with the Administrative Committee.
6. Anything less than a full one (1) year term will be considered interim and will not count against the two (2) consecutive term limitation.

RESIGNATIONS

1. Resignation to be given in writing to the RSC Chairperson via email.
2. All applicable archives and End of Term report to be given to the RSC.

REPORTS

1. All RSC meeting reports are to be written or typed and turned in to the Secretary, within 14 days of the RSC meeting.
2. Yearly reports: At the end of term, each trusted servant is responsible to file a written or typed report with the RSC.
 - a. Secretary:

- i. Compile a list of Motions from the past year's minutes and current Guideline Addendum.
- ii. Compile a report summarizing the past year's activities.
- b. **Treasurer:** Compile yearly report consisting of the past year's activity, including contributions, expenditures, and any other financial activity.
- c. **Chairperson (RSC and Standing Subcommittee):** Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), and plans for the coming year.
- d. The ARSCNA requests a yearly report in August from the RCMs, consisting of the following information:
 - i. Number of meetings: H&I, Groups, and total number of meetings
 - ii. Size of the local fellowship
 - iii. H&I Activity
 - iv. PR Activity
 - v. Other Committee Activity
 - vi. Specific problems or situations
 - vii. Plans for the coming year
 - viii. Brief history of N.A. in your Area/Group from the first meeting until now, to be updated yearly.
 - ix. Brief summary of "What your Area/Group would like to accomplish at the World Service Conference".

DUTIES AND RESPONSIBILITIES: ADMINISTRATIVE COMMITTEE

Administrative Committee

1. *Duties*
 - a. responsible for conducting the ARSCNA and ARCNA Treasury audits
 - b. responsible for the formulation of a ARSCNA meeting rotation schedule
 - c. responsible for implementation of the ARSCNA Malfeasance Policy
 - d. responsible for any matters committed to the Administrative Committee by the Body of the ARSCNA
 - e. Responsible for prioritizing New Business motions on the agenda
 - f. responsible for implementation of any extenuating circumstances procedures
 - g. Meet virtually 6 weeks after Region to build a working relationship and follow up on outstanding tasks.

DUTIES, RESPONSIBILITIES, and QUALIFICATIONS: ADMINISTRATIVE TRUSTED SERVANTS

Chairperson - Administrative Committee

1. *Duties*
 - a. responsible for conducting ARSCNA meetings
 - b. responsible for conducting Administrative Committee meetings
 - c. responsible for preparing the agenda for ARSCNA meetings in conjunction with Administrative Committee
 - d. responsible for compiling an end of term report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), and plans for the coming year
 - e. responsible to train and educate the Vice-chairperson in the duties and responsibilities of the Chairperson
 - f. responsible to be a cosigner on the ARSCNA checking account

[Index](#)

[Table of Contents](#)

- g. responsible for overseeing all Administrative Committee responsibilities, which includes coordinating any audits and interim meetings between regions
 - h. responsible for consolidating archives once a year. (See Archiving Policy)
2. *Specific Qualifications*
- a. See General Qualifications in the Guidelines
 - b. Suggested minimum of three (3) years clean
 - c. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
 - d. One (1) year commitment

Vice-chairperson - Administrative Committee

1. *Duties*
- a. responsible for conducting ARSCNA meetings in the absence of the ARSCNA Chairperson
 - b. responsible for conducting Administrative Committee meetings in the absence of the ARSCNA Chairperson
 - c. responsible for the coordination of ARSCNA Subcommittee Chairs
 - d. responsible for reporting to the ARSCNA the actions and decisions of the Administrative Committee
 - e. responsible to be a co-signer on the ARSCNA checking account
 - f. responsible for maintaining ARSCNA Administrative Committee archives
 - g. responsible to serve as acting ARSCNA Treasurer in the absence of the Treasurer
2. *Specific Qualifications*
- a. See General Qualifications in the Guidelines
 - b. Suggested minimum of three (3) years clean
 - c. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
 - d. Two (2) year commitment (1 as VC; 1 as Chairperson)

Secretary - Administrative Committee

1. *Duties*
- a. responsible for accurate accounting of all business conducted at each ARSCNA meeting
 - b. responsible for accurate accounting of all business conducted at each ARSCNA Administrative Committee meeting
 - c. responsible to email a list of all activities announced or presented during or prior to the ARSCNA meeting to each designated person within three (3) days. All activities for submission into this list shall be received by the Secretary before the end of business at the RSC.
 - d. responsible to email a copy of the minutes of the ARSCNA meeting to each designated person within twenty-one (21) days. All material for submission into minutes shall be received by the Secretary 14 days following each RSC mailed electronically or by USPS mail.
 - e. responsible to maintain all ARSCNA archives (See Archiving Policy)
 - f. responsible to handle all **official internal and** outgoing correspondence from the ARSCNA as directed (see *Communication Policy*)
 - g. responsible for keeping the ARSCNA stationary and making it available at each ARSCNA meeting
 - h. responsible to be a co-signer on the ARSCNA checking account
 - i. Maintain and update a list of logins, passwords, addresses, who we mail funds to for Zonal donations, where materials are stored, bank information, and any other pertinent

information that is the "business" of the RSC including email accounts and passwords. This list would be a password-protected document and the password could be changed when Trusted Servants rotate. This list would be shared with the Administrative committee and specific information on it to the trusted servant responsible for that tasks/duty.

2. *Specific Qualifications*
3. See General Qualifications in the Guidelines
4. Suggested minimum of two (2) years clean
5. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
6. One (1) year commitment

Secretary in Training – Administrative Committee

Duties and Responsibilities are the same as the ARSCNA Secretary with the exception that the Secretary in Training will not be a signer on the ARSCNA checking accounts.

Treasurer - Administrative Committee

1. *Duties*
 - a. responsible for accurate accounting of all monies received
 - b. responsible for accurate accounting of all monies disbursed
 - c. responsible for administering the ARSCNA checking account
 - d. responsible for reporting on the financial condition of the ARSCNA at each of its meetings
 - e. responsible for including updated ARSCNA budgets in the minutes of each ARSCNA meeting.
 - f. responsible to be a cosigner on the ARSCNA checking account
 - g. responsible for maintaining all ARSCNA Treasury archives (see *Archiving Policy*)
 - h. Create and/or update Treasurer Policy Manual
 - i. responsible to train and educate the Treasurer in Training in the duties and responsibilities of the Treasurer
 - j. responsible for receiving mail and forwarding to proper trusted servant; **open inmate mail and respond with Inmate Correspondence Letter (Appendix I) and Basic Text if allowed by facility**
 - k. other specified duties as outlined in the Treasury Maintenance Process (addendum A)
2. *Specific Qualifications*
 - a. See General Qualifications in the Guidelines
 - b. Suggested minimum of five (5) years clean
 - c. Suggested minimum of one (1) year NARCOTICS ANONYMOUS service involvement
 - d. One (1) year commitment
 - e. Basic knowledge of bookkeeping and/or accounting skills

Treasurer Procedures: (See Policy and Procedures)

1. All quarterly receipts to go into 1 envelope and are labeled as such.
2. All moneys received by the Regional Treasurer shall be deposited within five (5) days of receipt of said moneys.
3. Set up and maintain an accrual account to accumulate funding for expenses that are needed less frequently than every RSC meeting
4. Treasurer's beginning balance to equal the ending balance of previous report.
5. Treasurer's report to be of consistent format. All receipts and expenses to be itemized (showing check number, date, dollar amount, and who the check is from except for

- donations from Areas- they will only reflect that it was a donation from an Area. A record will be kept of where donations came from for Region's use only.)
6. Create and update (as needed) a 2-year budget
 7. The checking account should be non-interest bearing so there will be no need to report taxes.
 8. If at all possible, reimbursements should be in check form; i.e.: personal check, money order, or cashier's check.
 9. Treasurer's records are to be kept up to date, so that RSC Trusted Servants may look at the books at any time and get an accurate picture of Regional finances.
 10. All records to be reconciled on a monthly basis.
 11. Revise the budget at the last ARSCNA meeting, of the year, and include the updated budget in the minutes of that meeting

Treasurer in Training – Administrative Committee

Duties and Responsibilities are the same as the ARSCNA Treasurer with the exception that the Treasurer in Training will not be a cosigner on the ARSCNA checking accounts

Regional Delegate (RD) - Administrative Committee

1. *Duties*

- a. responsible to represent and speak for the member Areas and Groups that comprise the ARSCNA at the World Service Conference
- b. responsible to provide a two-way communication between the ARSCNA and Narcotics Anonymous World Services
- c. responsible to provide a two-way communication between the ARSCNA and the Southern Zonal Forum and Multi Zonal Forum
- d. Facilitate workshops at the Southern Zonal Forum and Multi Zonal Forum if necessary.
- e. responsible to provide a two-way communication between the ARSCNA and other Regions of Narcotics Anonymous as necessary
- f. responsible to be a resource for information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
- g. responsible to train and educate the ~~Regional Delegate Alternate~~ **Alternate Delegate**
- h. responsible to conduct the ARSCNA in the absence of the Chairperson and Vice chairperson
- i. responsible to maintain communication with *NAWS* on all literature in review discussion during the absence of a Literature Review chairperson or committee.
- j. To purchase a copy of the C.A.R. (Conference Agenda Report), when it becomes available (every 2 years on odd years), for each Area & Loner group represented at the Arkansas Regional Service Committee.
- k. responsible to attend all meetings of the Policy and Procedures subcommittee as a member (it is strongly suggested that the RD is not to hold a trusted servant position in the committee).
- l. the most recent former RD is to serve on the Policy and Procedures subcommittee for 2 years, after his/her term as RD is fulfilled.
- m. responsible to coordinate CAR/CAT workshop; ~~to be sole point of contact for CAR/CAT workshop.~~

2. *Specific Qualifications*

- a. See General Qualifications in the Guidelines
- b. Knowledge of current ARSCNA issues.
- c. Suggested minimum of six (6) years clean

[Index](#)

[Table of Contents](#)

- d. Suggested minimum of four (4) years NARCOTICS ANONYMOUS service
- e. Four (4) year commitment (2 as RD; 2 as a member of the Policy and Procedures subcommittee)
 - i. **NOTE:** 2023-2029 change: Five (5) year commitment (3 as RD; 2 as a member of the Policy and Procedures subcommittee) (*in accordance with WSC 2023 CAR motion #9 that states "to approve a three-year World Service Conference Cycle on a trial basis following the WSC 2023 through WSC 2029. Following 2029, the WSC cycle would return to two years, unless another decision is made."

Regional Delegate Alternate (RDA)-Alternate Delegate (AD) Administrative Committee

1. *Duties*

- a. responsible to work closely with the Regional Delegate to fulfill the duties of that office
- b. responsible to act as the Regional Delegate in the absence of the RD
- c. responsible to attend all meetings of the Policy and Procedures subcommittee as a member (it is strongly suggested that the **RDA-AD** is not to hold a trusted servant position in the committee).

2. *Specific Qualifications*

- a. See General Qualifications in the Guidelines
- b. Suggested minimum of five (5) years clean
- c. Suggested minimum of three (3) years service involvement
- d. Six (6) year commitment (2 as Alternate; 2 as RD; 2 as a member of the Policy and Procedures subcommittee)
 - i. **NOTE:** 2023-2029 change: Eight (8) year commitment (3 as Alternate; 3 as RD; 2 as a member of the Policy and Procedures subcommittee) (*in accordance with WSC 2023 CAR motion #9 that states "to approve a three-year World Service Conference Cycle on a trial basis following the WSC 2023 through WSC 2029. Following 2029, the WSC cycle would return to two years, unless another decision is made."

Policy and Procedures Committee Chairperson-Administrative Committee

1. *Duties*

- a. Serve as a member of the Administrative Committee
- b. To act as an advisor to the ARSCNA Chair/Vice-Chair in matters concerning Guidelines and Policies
- c. Responsible to attend all sessions of the ARSCNA to make sure any business that transpires, that affects Policy, is properly recorded and that the main copy of the Policy Manual gets updated prior to the next meeting of the ARSCNA.

2. *Specific Qualifications*

- a. See General Qualifications in the Guidelines
- b. Suggested minimum of six (6) years clean
- c. Suggested minimum of three (3) years prior involvement in service to the ARSCNA (as a committee chairperson and/or a member of the Administrative Committee)
- d. It is recommended, not required, that the Policy Chairperson be a former Chair (or Vice Chair) of the ARSCNA or a former RD.
- e. Should have a working/functioning knowledge of the ARSCNA Regional Policy & Procedures

- f. In the event of a vacancy in the position of RSC Vice-Chairperson, the Policy & Procedures Chairperson will fill in for any vacant positions that would have been fulfilled by the RSC Vice Chairperson.

FORMING NEW STANDING COMMITTEES

To form a new standing committee:

1. A letter to identify the needs that this committee may better serve the purpose of the Region is to be brought forth in new business.
2. The proposal to be sent back to the Areas/Loner Groups for Group Conscience.
3. A consensus or a two-thirds majority is necessary to form a standing committee.
4. The newly formed standing committee must formulate a draft of proposed guidelines within 6 months of establishment. This draft to be submitted to the RSC for approval.

QUALIFICATIONS: STANDING COMMITTEE AND COORDINATOR TRUSTED SERVANTS

CHAIRPERSON or COORDINATOR:

1. See General Qualifications in the Guidelines
2. Suggested minimum of two (2) years clean.
3. Suggested minimum of one (1) year N.A. service involvement.
4. One (1) year commitment.

RESPONSIBILITIES: SUBCOMMITTEE AND COORDINATOR TRUSTED SERVANTS

1. CHAIRPERSON or COORDINATOR
 - a. Elected by the group conscience of the RSC as per its guidelines.
 - b. Presides over all meetings of the subcommittee with a general understanding of parliamentary procedure and consensus procedure.
 - c. Prepares a report for each RSC meeting and makes all motions on behalf of the committee and is the voice of the indicated subcommittee.
 - d. Coordinates and is responsible for all work done.
 - e. Maintains communication with World Services.
 - f. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year (if necessary).
 - g. Notify Policy and Procedures Chairperson of any policy changes.
 - h. The Chair will communicate all information to committee members and hosting Area sub-committee chairs

SUBCOMMITTEE MEMBERSHIP AND COMPOSITION

The Convention Subcommittee will be composed of members outlined in the Convention Guidelines and Policies.

Information Flow for Meeting List, Phonenumber, and Website

To maintain the same information on our 800 number, meeting list, and website (and to keep all information as accurate as possible) all meeting additions/changes must be emailed to meetings@arscna.org or the BMLT coordinator. The BMLT Coordinator will update the meeting database which will update the Phonenumber and website automatically.

HOSPITALS AND INSTITUTIONS / PUBLIC RELATIONS (HIPR) PROJECTS

Any HIPR projects should use the NAWS PR Handbook and the PR Basics handbook to manage projects. Whenever possible they should be coordinated with an Area or Loner Group near where the project needs are.

LITERATURE REVIEW - Projects

All Literature Review projects are open to the fellowship as a whole and will be reported to the RSC by the RD/**RDA AD** team. RCMs are asked to share these projects to their areas in a timely fashion offering as many members as possible a chance to participate.

OUTREACH - Projects

Any Outreach projects should use the NAWS PR Handbook and the PR Basics handbooks to manage projects. It is probably also advised to seek out Outreach resources created by other regions that might be helpful. Whenever possible they should be coordinated with an Area or Loner Group near where the project needs are.

POLICY AND PROCEDURES

Functions and Responsibilities:

1. The Current RD and **RD Alternate AD** are to attend all meetings of the Policy and Procedures committee as members
2. The Policy and Procedures Committee is to have on hand copies of the *Consensus Workshop*, *ARSCNA Guidelines*, and *ARSCNA Policy & Procedures Manual* to give to new RCMs (so they can go over it between meetings of the ARSCNA)
3. The Policy Committee is to receive any new motions prior to the end of Open Discussion, to make sure the motion is clear, clean, and all necessary details are included, and the Policy Chairperson will bring these motions to the Administrative Committee's attention prior to the start of New Business.
4. The Policy and Procedures Committee will update the main copy of the Policy Manual after each meeting of the ARSCNA and will update the other available copies at the following RSC. A Master List will be kept ensuring that all copies have the most current revisions included.

COMMUNICATIONS COORDINATOR

Specific Purpose:

The Arkansas Regional Phonenumber Coordinator shall be one point of contact between the Region and the answering service and shall be responsible for maintaining contact numbers to prevent the distribution of inaccurate information to addicts within, as well as visitors to, the Arkansas Region. By maintaining the BMLT, they will ensure that meeting list information is accurate on the Arkansas Region website which the answering service uses to relay meeting information to callers.

To ensure accurate contact information each area will have a regional phonenumber workshop once

every two years. Phonline volunteers must have 1 year clean. Contacts on the patch list must attend a regional phonline workshop every two years to qualify for the patch list. On the alternate years when a regional phonline workshop is not required, the RCM or RCM Alternate will check the contacts on the patch list in their area for accuracy and report back to the phonline coordinator.

Functions and Responsibilities:

1. Operate and maintain the Arkansas Regional Phonline provided by a professional answering service. This role shall function utilizing NA Conference-approved suggestions as put forth in "A Guide To Phonline Service."
2. Develop and maintain an instructional package of procedures, policies, and guidelines for phonline operation by the answering service. Conduct periodic presentations for orientation of answering service personnel.
3. Maintain a roster of contacts of Regional Administrative and Standing Committee Trusted Servants, which shall include committee position held, first name with last initial, and phone number(s). Keep the answering service informed as changes occur.
4. Maintain communication with the answering service and any pertinent NA World Services contacts to ensure the availability of the most current information.
5. Develop and maintain a Phonline Orientation Package for the use of phonline volunteers.
6. Provide training, such as group and individual orientations, for such volunteers.
7. Provide a forum or pooling place for Area Phonline Subcommittees to share their experience, strength, and hope.
8. Conduct flyer days, learning days, and activities that will attract and keep phonline Volunteers.
9. Maintain the BMLT meeting list so information is accurate on our website in accordance to meeting criteria.
10. Point of contact with special worker for Website maintenance.
11. Responsible for updating the NAWS Website with current and correct Regional meeting and trusted servant information.
12. Access codes, for the website, are to be given to the ARSCNA Secretary, RD, and **RDA AD**.
13. The domain/website that shall be hosted and monitored for the ARSCNA is "arscna.org".
14. The hosting fees shall include updating and maintenance of the calendar, minute uploads, updating contact page contact information
15. There shall be one liaison that will communicate all updates with the webservant.
16. ARSCNA may hire, at the recommendation of the Website Coordinator, an outside worker as webservant to keep the website updated. The name of this outside worker shall only be noted in any contract signed by the ARSCNA chairperson and the treasurer's registry for payment.
17. The BMLT database will be maintained monthly to ensure that all levels of service utilizing this tool have accurate information.
Oversee all Social Media operations in accordance with the Social Media Guidelines and Procedures.

SOCIAL MEDIA

Training:

1. Thorough understanding of the 12 Traditions and 12 Concepts of Narcotics Anonymous.
[Index](#) [Table of Contents](#)

2. Thorough understanding of the Narcotics Anonymous Public Relations Handbook.
3. Thorough understanding of Internet security and social media account(s) security, to include antivirus software, anti-malware software, typical methods of hacking and spamming Social Medias, setting secure passwords and keeping a social media account(s) secure.
4. Thorough understanding of the Narcotics Anonymous Fellowship Intellectual Property Trust.
5. Thorough understanding of copyright law and social media account(s) intellectual property rights policies.
6. Thorough understanding of social media account(s) Terms of Service and Community Standards.
7. Thorough understanding of Social Media Terms and social media account(s) Help Center.
8. Familiarity with free programs used for content creation (see Posting Guidelines).

Tools Needed:

1. Daily access to a computer or smartphone.
2. Access to social media account(s) through PC and/or mobile device throughout maintenance shift.
3. Install social media account(s)s management App on phone.
4. An email address to facilitate communications between the Communications Coordinator and Social Media Team Members. It is suggested that Team Members set up a dedicated social media account(s) login email address for emails specific to the management of the Arkansas Region Social Media, as there will be hundreds of notifications per month if Team Members choose to receive social media account(s) notifications. A free Gmail account can be set up here, though other Internet Service Providers can be used.
5. An antivirus and anti-malware program. Recommended program: Webroot. Note: Though security products often come with a free trial the paid version will require a financial commitment on the part of the trusted servant. At this time, that investment will not be reimbursed by the Region.
6. Dropbox account (free version available here) in which to securely store files and images.
7. An Evernote account (free version available here) in which to securely store quotations from Narcotics Anonymous literature and other textual information to be posted on the social media account(s).

Duties and Responsibilities of Social Media Team Members:

Duties and Responsibilities During Initial Launch or Re-Launch Phase:

The Communications Coordinator:

- Set up the social media account(s) Settings:
 - Category
 - About Section
 - Short Description
 - Long Description
 - Cover and profile pictures
 - Tabs

[Index](#)

[Table of Contents](#)

- Custom URL
- Apply blocks and filters (including profanity and commenting if possible)
- Create social media account(s) Identity (Cohesive graphic art look):
social media account(s) name
Poster templates
 - Just for Today Meditation
 - Basic Text
 - It Works: How and Why
 - Living Clean
 - NA Way Magazine
 - Information Pamphlets
 - Service Manuals
 - Booklets
 - Write taglines.
 - Write hashtags.
 - Create QR code for social media account(s). (See Glossary)
 - Set up content organization system:
 - Evernote (free version)
 - Dropbox (free version)
- Install social media management program for scheduling and analytics.
Options include but are not limited to:
 - Social media account(s) management App (free)
 - Postcron (\$9.99/month)
 - Buffer (free for one platform)
 - Hootsuite (\$9.99/month for up to 50 profiles)
- Establish an editorial calendar (post schedule).
- Link Arkansas Region Social Media to Arkansas Region website.

Social Media Content Contributor(s):

- Content Contributors must follow the Contributed Content Guide. Content will not be accepted for posting if it does not follow the guidelines in this manual unless permission to edit has been granted to bring the contribution into adherence with the guidelines.
- It is recommended that Content Contributors become familiar with the 12 Traditions and 12 Concepts of Narcotics Anonymous, the Narcotics Anonymous Public Relations Handbook, the Narcotics Anonymous Fellowship Intellectual Property Trust, copyright law, social media account(s) intellectual property rights policies, social media account(s) Terms of Service and social media account(s) Community Standards prior to designing content.
- Training is not required for Content Contributors. (See Content Guide)

Social Media Posting Guide:

Narcotics Anonymous Trademark and Copyright Notice:

All posters created for the Arkansas Region Social Media will display the registered Narcotics Anonymous trademark (including the trademark symbol) and the following statement of copyright: © [year] Narcotics Anonymous World Services Inc. Reprinted

[Index](#)

[Table of Contents](#)

by Permission. All Rights Reserved. Status posts quoting the literature will bear the same statement of copyright.

Making Changes:

Any changes to the content list must be approved by the Arkansas Region Communications Coordinator with the approval of the Arkansas Regional Service Committee.

Content Guide:

Content list:

1. Posters featuring properly attributed quotes (See Glossary) from Narcotics Anonymous literature that do not exceed 25% of the original piece, chapter, or section, except in the case of the NA Way Magazine, which we may reprint in its entirety with the permission of Narcotics Anonymous World Services Inc. (NAWS). Posters should be created in social media account(s)-friendly dimensions. Posters must contain the Narcotics Anonymous Trademark and Copyright Notice.
2. Posters about Narcotics Anonymous events. Posters should be created in social media account(s)-friendly dimensions. Event posts should follow social media account(s) guide for dimensions (See social media account(s) Help Center). Posters must contain the Narcotics Anonymous Trademark and Copyright Notice.
3. Calls to Action for the purpose of attracting addicts to Narcotics Anonymous meetings, events or websites. Calls to Action should follow social media account(s) guide for dimensions (See social media account(s) Help Center). Calls to Action posts must contain the Narcotics Anonymous Trademark and Copyright Notice.
4. Status posts featuring properly attributed text passages from Narcotics Anonymous literature that do not exceed 25% of the original piece, chapter, or section, except in the case of the Narcotics Anonymous Way Magazine, which we may reprint in its entirety with the permission of NAWS. Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.
5. PSAs about what Narcotics Anonymous is and what we do, and anonymous audio testimonials by Narcotics Anonymous members about how Narcotics Anonymous has impacted their lives. All testimonials and audio PSAs recorded by members shall be anonymous. Social Media Administrators shall not post any recordings without permission from the individual(s) whose voice(s) appear(s) on the recordings. Video recordings will feature actors and identify them as actors. Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.
6. Shared content linking to verified (See Glossary) Narcotics Anonymous Social Medias, and verified Narcotics Anonymous websites.
7. Links to verified (See Glossary) Narcotics Anonymous websites.
8. Posts about meetings in our Region.
9. Phone numbers for our local and statewide Narcotics Anonymous helplines.
10. QR code (See Glossary) that links to our Arkansas Region meeting list, events, or Arkansas Region website.
11. A disclaimer regarding any businesses or facilities that appear on event flyers or meeting information postings.

Content Curation Guide:

Content may be found from the following sources:

[Index](#)

[Table of Contents](#)

1. Quotations from Narcotic Anonymous literature.
2. Arkansas Region event information and information about events in surrounding Regions or Regions.
3. Narcotics Anonymous PSAs (Public Service Announcements).
4. If third-party images are used, they must have Creative Commons Zero licensing. (See Glossary)
Note: Google Images is a catalog of images, not a free source. Images in their catalog are almost always copyrighted and cannot be used without permission.
5. Anonymous member testimonials.

Content Creation Guide:

In the spirit of unity, content created for the Arkansas Region Social Media should be standardized and recognizable:

Graphics:

Posters should be created in social media account(s)-friendly dimensions in order to display well in the social media account(s) feed.

Photos:

Creative Commons Zero only.

Quotes:

Quotes should come from NA-approved literature (not to exceed 25% of the original piece, chapter, or section, except in the case of the NA Way Magazine, which we may reprint in its entirety with the permission of NAWS). Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.

Status updates:

Status updates will consist of NA-approved literature quotes, announcements of upcoming events, and meeting information. Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.

Articles:

We may use articles from NA Way Magazine, which we may reprint in its entirety with the permission of NAWS. Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.

Scheduling Guide:

The Arkansas Region Social Media should follow a regular posting schedule. The posting schedule will be determined by the Communications Coordinator based on availability of the Social Media Team Members.

Contributed Content Guide:

This section is for Content Contributors. In order to be considered for posting on the Arkansas Region Social Media, content must follow this guide:

1. Must include the Narcotics Anonymous Trademark and Copyright Notice.
2. Must be created by the person submitting it, using original artwork, an original photograph, or Creative Commons Zero images. Google Images are not original artwork. Images must have Creative Commons Zero licensing. See Content Curation Guide for more details.
3. Must quote the NA literature. Quotes cannot exceed 25% of any piece, chapter, or section, except in the case of the NA Way Magazine, which we may reprint in its entirety with the permission of NAWS). Posts quoting NA literature must contain the Narcotics Anonymous Trademark and Copyright Notice.

[Index](#)

[Table of Contents](#)

4. Should be designed to display well in the social media account(s) feed.
5. Artwork will not be credited by us. If you would like to credit your artwork on the poster, please use your first name and last initial only. Be aware that if you identify yourself on the poster, we cannot prevent others from tagging you or breaking your anonymity.
6. By submitting your artwork, you grant Narcotics Anonymous a non transferable license to use said artwork in perpetuity. We are not responsible for third-party uploads of your work.
7. Artwork can be submitted via email to the Communications Coordinator. Artwork submitted via social media account(s) private message will not be considered.
8. All submissions will be considered. If your submission is approved, we will notify you by email.

ARSCNA Social Media Dos and Don'ts:

Dos:

1. Do manage the Arkansas Region Social Media in a manner consistent with the organizational requirements of Narcotics Anonymous:
The Twelve Traditions of Narcotics Anonymous
The Twelve Concepts of Narcotics Anonymous
2. Do observe the intellectual property rights of Narcotics Anonymous in keeping with copyright, trademark, and trade name assets as detailed by Narcotics Anonymous World Services Inc.
The Narcotics Anonymous Fellowship Intellectual Property Trust
Bulletin One
Bulletin Four
Group Conscience and NA Literature
Social Media and Our Guiding Principles
3. Do confirm that the Communications Coordinator, Social Media Admins, and Social Media Editors have received the required training before assuming social media account(s) Management Roles.
4. Do confirm that the Communications Coordinator, Social Media Security Team Member and all Social Media Admins, and Social Media Editors have adequate security measures on the devices from which they will manage the social media account(s). It is strongly recommended that all Social Media Team Members set up secure passwords and change their passwords at least every three months (See Tools Required). To protect the security of the social media account(s), passwords should not be shared with ANYONE who has not gone through the training outlined in this manual.
5. Do contact the Communications Coordinator, Social Media Security Team Member or a Social Media Admins if there is a concern that arises. Do not handle it alone.

Don'ts:

1. Do not click on ANY links sent to Social Media via private message. NO EXCEPTIONS. This is the primary method through which Social Medias are hacked. social media account(s) will NEVER send private messages to a social media account(s) for any reason. social media account(s) sends messages via email and in the support inbox of personal profiles. Failure to adhere to this rule will result in the Arkansas Region

[Index](#)

[Table of Contents](#)

permanently losing access to our Social Media. Hackers who take over Social Media will usually use it to promote third party sites that post X-rated content. As this would damage the reputation of Narcotics Anonymous, it is of paramount importance that we maintain social media account(s) security.

2. Do not make changes to the Arkansas Region Social Media Guidelines Manual without the approval of the Arkansas Region Communications Coordinator who receives direction from the Arkansas Regional Service Committee.
3. Do not add or remove Team Members to the Arkansas Region Social Media without the approval of the Arkansas Region Communications Coordinator.
4. Do not block other Team Members on the social media account(s) platform. In order to work together in the spirit of unity and cooperation, Team Members must be able to communicate through the social media account(s) platform. Blocking Team Members will result in immediate removal from the Social Media accounts.
5. Do not make changes to the About section of the Arkansas Region Social Media without the approval of the Arkansas Region Communications Coordinator.
6. Do not make changes to the social media account(s) name, social media account(s) logo hashtags, poster templates, profile picture, or cover photo without the approval of the Arkansas Region Communications Coordinator.
7. Do not argue with social media account(s) followers about the efficacy of Narcotics Anonymous.
8. Do not use last names in communications between Social Media Admins and social media account(s) followers.
9. Do not break the anonymity of other Social Media Admins or social media account(s) followers. NO TAGGING.
10. Do not link to, follow, or subscribe to anything that is not a verified (See Glossary) Narcotics Anonymous Social Medias or verified Narcotics Anonymous websites. This includes any personal pages or business pages, even if those pages are licensed vendors that can legally utilize the Narcotics Anonymous trademark.
11. Do not speak on behalf of the Arkansas Region about facts or issues not already available online or in print – refer questions to the appropriate Subcommittee heads or online resources (e.g., the Narcotics Anonymous Public Relations Handbook).
12. Do not distribute social media account(s) passwords to anyone. Every Social Media Team Member will use their individual social media account(s) Profile password to log on to the Arkansas Region Social Media. For security purposes, each Team Member must reset their password every three months. Team Members should not share their profile passwords with friends or family members, as these individuals have not gone through the security training for Team Member positions and might click on a link that could jeopardize the safety of the social media account(s). Many social media account(s) admins create an additional profile for managing social media account(s)s. It is not against social media account(s) Terms of Service to create a separate profile from which to manage social media account(s)s, provided that you do not use a fake identity (i.e., you must not use a phony name or profile picture or otherwise misrepresent your identity). As an added precaution, Team Members can periodically reset their login emails as well.
13. Do not use Narcotics Anonymous literature quotes without the required attribution (See Posting Guide).
14. Do not upload content (See Glossary) from other Social Medias or social media sites.

[Index](#)

[Table of Contents](#)

15. Do not share content from any other Social Medias, websites, or social media sites unless they are verified Narcotics Anonymous sites.
16. Do not post Narcotics Anonymous material that exceeds 25% of the original piece, chapter, or section, except in the case of the Narcotics Anonymous Way Magazine, which we may reprint in its entirety with the permission of NAWS.
17. Do not post screenshots of Narcotics Anonymous literature.
18. Do not post links or screen shots of controversial copies of Narcotics Anonymous literature.

Social Media Glossary:

Additional terms may be added based on feedback from groups.

Admin

- Admin is the official social media account(s) terminology for someone who manages a public Social Media. It's an abbreviation of "Administrator."

Creative Commons Zero

- This is a legally operative term that extends licensing of published works to anyone who wants to use them. There are different types of Creative Commons licensing – attribution required, personal use only, commercial use, no attribution required, etc. Creative Commons Zero allows the user unrestricted use of the work (for example, images or memes). This is different from the Public Domain Mark, which is not legally binding. Please note that just because an image (or other work) is made available on the Internet, this does not mean that it is in the public domain. Most images (and other works) on the Internet are restricted by copyrights. Just because we can find it doesn't mean we can use it. Creative Commons Zero is abbreviated as CC0.

Content Curation

- "Content Curation" is social media lingo for "collecting material." In the case of our Region Social Media, this would refer to quotes from Narcotics Anonymous literature, Creative Commons Zero images, anonymous testimonials, PSAs, etc.
- **Recommended free programs:**
 - For PC: PicMonkey, Canva, Pablo, Fotor, GIMP, Inkscape
 - For Mobile Device: PicsArt, Font Studio
 - Familiarity with sites from which to source accurate quotes and Creative Commons Zero images.
 - Recommended sites:
 - Pexels.com
 - Pixabay.com
 - Unsplash.com
 - Stockphotosforfree.com
 - Morguefile.com

Content Creation

- For our purposes, this refers to making posters and videos for the social media account(s), writing status posts, writing the About section of the social media account(s), etc.
- Recommended dimensions:

[Index](#)

[Table of Contents](#)

- Instagram post size: The ideal size for square posts is 1080px by 1080px at a 1:1 aspect ratio. For landscape posts, use an image that is 1080px by 566px, with an aspect ratio of 1.91:1. Vertical images should be sized at 1080px by 1350px with a 4:5 aspect ratio.
- Facebook post size: The Facebook recommended image size for sharing images and sharing links with an image is **1,200 x 630 pixels**.

Social Media Account(s)

- In social media account(s)-land, this is the shorthand social media term for a public Social Media.

Social Media Account(s) Role

- Social Media has terminology that it assigns to specific jobs people have on the back end of a Social Media. These jobs come with varying degrees of permission (i.e., what they are able to do). For example, an Admin is the only role that can add or remove other people managing the social media account(s). For more information and to see other roles, click here.

Properly Attributed

- After reviewing The Narcotics Anonymous Fellowship Intellectual Property Trust and speaking with Public Relations and the Fellowship Services Team at NAWS, our Communications Coordinator discovered that because we are a service board, we are allowed to use limited portions of the Narcotics Anonymous literature provided that we provide the registered Narcotics Anonymous trademark (including the trademark symbol) and the following statement of copyright:

© [year] Narcotics Anonymous World Services Inc. Reprinted by Permission. All Rights Reserved. Status posts quoting the literature will bear the same statement of copyright.

QR Code

- This stands for "Quick Response Code". A QR code is the square barcode you see on packages and websites that looks like an inkblot. It's a two-dimensional machine-readable code that stores the link to a website, and it can be read from your smartphone using an app called QR Reader. For example, on our Region business cards, the QR code takes you directly to the meeting list page on our Arkansas Region website. (See illustration.)

Verified (Pages or websites)

- Our research revealed that there are a ton of websites, Social Medias, Instagram Pages and social media account(s) pages/groups that bear the name of Narcotics Anonymous. Unfortunately, many of them are individuals posting as the Fellowship, without the knowledge or permission of the Fellowship. These individuals are violating the 12 Traditions of Narcotics Anonymous, the 12 Concepts of Narcotics Anonymous, the Fellowship Intellectual Property Trust of Narcotics Anonymous, and the Narcotics Anonymous Public Relations Handbook. For this reason, any time we share material from outside our Region or material that was not created by our Social Media Team Members, we will vet the Social Media or website to make sure that it is run by an authorized Narcotics Anonymous service board or committee in observance of the Traditions.

Uploading Content

[Index](#)

[Table of Contents](#)

- Clicking "Save As" and saving an image or meme to your phone or computer, then posting it to a Social Media (uploading) is almost always a violation of someone's copyrights. (See Content Guide)

MEETING LIST CRITERIA

1. Use Area meeting lists as available.
2. For a Group not covered by an Area meeting list, there would be two requirements to be on Regional Meeting List:
 - a. Group must have 90 days in existence.
3. Group must be attempting to adhere to the Twelve Traditions.
4. Adheres to the 6 points of "What is an NA group?" outlined in the Group Booklet
5. They can meet virtually provided they have an Arkansas mailing address.

Regional Meeting Lists should include the following items:

1. Area-Group Phonenumber numbers
2. Day and Time
3. Smoking or Non-Smoking
4. Handicap accessibility
5. Meeting type - Open or Closed
6. Meeting format - Topic, discussion, speaker, etc.
7. Meeting attended by predominantly (men, women, etc.) when pertinent.

Regional Meeting List to be updated every three months. RCMs are responsible for getting up-to date information to the Website Coordinator and the BMLT Coordinator.

ARCHIVING POLICY

1. The ARSCNA Year-end shall be the February meeting of the RSC.
2. The ARSCNA will maintain 7 years of physical documents in the archive and electronic documents permanently.
3. The Secretary will be responsible for organizing the minutes, motions, and reports pertaining to the general business of the ARSCNA
4. Procedure
 - a. The RSC shall always have the current year and previous year of Motions including, but not limited to: motions, reports, and all financials paperwork present at every meeting.
 - b. The Secretary will be responsible for the minutes and they shall include the following: sub-committee reports, motions and associated documents.
 - c. The Treasurer will be responsible for organizing and maintaining the Treasurer's reports, financial requests, income statements, invoices, receipts, and any additional paperwork pertaining to the treasury.
 - d. Every February it will be the RSC Chair's responsibility to collect the documents from the Secretary and the Treasurer
 - e. The documents to be archived as year 2. The documents will be bound together with financial documents on top.
 - f. The original minutes and the motions should be kept with the Final Approved Minutes.
 - g. Within 2 weeks of the May RSC meeting, the RSC Chairperson will ensure that the documents are archived and filed as year 2, removing year 7 and disposed of by shredding and recycling.

[Index](#)

[Table of Contents](#)

- h. Electronic records will be kept permanently on an online storage and USB file.
- 5. In the first year of the implementation of this policy, the administrative committee will strive to find all documents pertaining to the RSC business since its inception. All documents found will be scanned and digitized. Seven (7) years of physical documents will be preserved, labeled by year, bound together, and then archived. A secure location will be found for the physical archives. All documents older than seven (7) years will be shredded and recycled.

AUDIT PROCEDURES – FOR RSC AND CONVENTION SUBCOMMITTEE

Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. It is their responsibility to have sufficient backup for each transaction as described in the audit procedures below.

1. The Treasurer for the account being audited shall provide the following
 - a. Treasury Ledger that is reconciled (maybe digital)
 - b. Checkbook
 - c. Reconciled bank statements;
 - d. RSC, subcommittee or host committee meeting minutes;
 - e. Written reimbursement/funding requests with money motions;
 - f. Copies of all signed contracts for which payments have been made;
 - g. Receipt book;
 - h. Deposit receipts.
 - i. Printed check images from Bank Statement
2. Voided checks shall not be destroyed and must be present.
3. All budget requests/ money motions (with back-up) should be filed in the chronological order of the ledger.
4. Bank statements should be in order or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.
5. Meeting minutes must include all budget requests.
6. All budget requests, deposits, or any transactions must have backup. Backup is defined as receipts for purchases and receipts for monies received.
 - a. All budget requests and/or money motions must have a receipt to accompany the request.
 - b. All deposits must have receipts from the recipient of the monies turned in.
7. All audits are performed in sequential order and are derived from the bank statements, line by line, and all money transfers are verified sent and received by the other account bank statement.
 - a. Every check written is matched up with the budget request with receipts or monthly bills.
 - b. Every deposit must be supported with a receipt from every donation or monies turned in.
 - c. The Ledger is used to organize the bank statement and match it up with all budget requests and deposits.
8. One person should take notes of all procedural errors and anomalies. Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests with receipts, another to verify receipts for deposits in concert, and one person to take notes for anomalies or procedural errors.
9. An anomaly for the purposes of the audit, is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. For example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in the ledger does not match the bank statement deposit.
10. A procedural error for the purposes of the audit, is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our own check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.
11. All accounting books (both hard copy and/or electronic), copy of checkbook register, budget requests w/receipts, bank statements w/cancelled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the RSC Chairperson at the

[Index](#)

[Table of Contents](#)

conclusion of the Final Audit. All these materials are to be archived. (See archive policy for procedure.)

12. The chairperson with the help of the person who took notes at the audit shall prepare a report for the next RSC meeting after the audit.

COMMUNICATION POLICY

This communication policy is not meant to control members but to facilitate continuity in our communication, especially with outside enterprises. This also helps new members to a position to read through previous communication done by the Trusted Servant they are replacing. In the sad event that a member can't perform their duties, another member of the RSC can help with the communication and take over where someone else left off.

1. The Secretary shall prepare a template with a Regional Letterhead for all written communication by RSC trusted servants to outside enterprises or other NA service bodies.
2. All written communications that the RSC has requested a Trusted Servant to write should be completed with the Regional Letterhead template.
3. All email communications to outside enterprises for the business of the RSC by trusted servants should be done using RSC email accounts. If a trusted servant receives an email from an outside enterprise for RSC business, they should forward it to the official RSC email account for their position.
4. All email signatures for RSC accounts should include the trusted servant's position, the ARSCNA website, the phoneline number, and our mailing address.
5. When it's difficult or impossible to use the official RSC email account, a Trusted Servant should try to forward the communication to the official email account for archiving purposes.
6. Any official communication and updates to RSC to be notified via email from the arscna.secretary@gmail.com address.

Letterhead template example:



Arkansas Regional Service Committee of Narcotics Anonymous

That no addict seeking recovery need ever die from the horrors of addiction without knowing that there is a better way of life

www.arscna.org

(800) 338-8750

1310 Eastside Centre Ct 6 216, Mountain Home, AR 72653



Arkansas Regional Service Committee of Narcotics Anonymous

That no addict seeking recovery need ever die from the horrors of addiction without knowing that there is a better way of life

www.arscna.org

(800) 338-8750

1310 Eastside Centre Ct 6 216, Mountain Home, AR 72653

UPDATES TO GUIDELINES AND POLICY & PROCEDURES

Amendments are to be recorded, kept in the ARSCNA archives, and Appendix D (Updates to Guidelines, Policy and Procedures. The whole is to be updated annually to coincide with the election of Trusted Servants.

POLICY CHANGES

This Policy and procedures Manual is a living document that changes as the policy continues to change and evolve through decisions made at the ARSCNA. All changes to the policy, unless specified during the making of the policy change motion, shall go into effect at the following ARSCNA meeting.

Appendix to Policy

APPENDIX A. RULES OF ORDER - DEFINITIONS

Adjourn - means to close the session immediately.

Amend - (a pending motion) means to modify the wording of a pending motion and is considered a primary amendment (that is, it applies directly to the main question). The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

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.

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, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

Appeal the Chair - means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly 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 Chair unless they appeal the decision.

Call to Question - (vote) means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Call to Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

Change Order of the Day - means to take a question out of its proper order or to consider one before the time to which it was postponed.

Division of 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 be.

Lay on the Table - means to set the pending motion aside temporarily when something else 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.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely, Postpone Indefinitely, or vote against the motion. The motion to 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 Chair to ask for the reason of Laying on the Table.

[Index](#)

[Table of Contents](#)

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 substitute, the tabled motion would first need to be taken from the table and disposed of.

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. This motion cannot impose an immediate closing of debate. The appropriate motion then would be Reconsider Previous Question. Extend Debate can be utilized when either all pros or all cons are exhausted. Unlimited debate occurs unless specific number of pros and cons are stated in the motion to Extend Debate.

Order of the Day - means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules of Order or Changes the Order of the Day.

Point of Information - is a request directed to the Chair, or through the Chair 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.

Point of Order - means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent 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 and in accordance with its guidelines and other rules of order. This point needs to be made immediately at the time the perceived breach occurs. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

Point of Personal Privilege - permits a request 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 would otherwise be out of order.

Postpone indefinitely- means that the assembly declines to take a position on the main question. Its adoption kills the main 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.

Postpone to a definite time- 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. When the time to which a question has been postponed arises, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

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 it had never been updated.

[Index](#)

[Table of Contents](#)

Recess- means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted. If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair 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 Rules of Order.

Reconsider Previous Question - enables a motion or amendment to be reconsidered if a member believes it was a 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 on the same day of the original vote. If the Reconsider Previous Question 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 member has the right to debate on the Reconsider Previous Question motion regardless of whether his rights to debate were exhausted on the original motion.

Refer to Committee - means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special ad hoc committee is needed, the committee can be formed in the same or amending motion.

Suspend rules of order - enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to make this motion.

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 reintroduced later as a new question. If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. When a matter is Taken from the Table, members who had exhausted their right to debate cannot speak again. -

Withdraw a Motion - means the assembly gives permission to the maker to withdraw his motion. This permission is only required after the motion has been stated by the Chair.

TYPES OF MOTIONS:

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.

S - Subsidiary Motion

Assists the assembly 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.

M - Main Motion

Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void. No main motion is in order, which presents substantially the same question as a motion previously, rejected during the same session.

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 doesn't 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.

B - Bring back a motion

A motion that brings a question again before the assembly. Generally, can only be made when no other business is pending.

APPENDIX B. RULES OF ORDER – SHORT FORM

Motion	Speaker			Type	Second	Debatable
	Required			Interrupt	Amendable	Adoption
Adjourn	P	Yes	1 Pro/1 Con	No	No	2/3
Amend	S	Yes	3 Pro/3 Con	No	Yes	2/3
Appeal the Chair	I	Yes	1 Pro/1Con Chair	Yes (*4)	No	2/3
Call for Order of Day	P	No	No	Yes	No	(*2)
Call to Question (Vote)	S	Yes	2 Con	No	No	2/3
Change Order of Day	I	Yes	1 Pro/1 Con	No	No	Chair
Division of Question	I	Yes	3 Pro/3 Con	No	Yes	2/3
For area/group Conscience (*5)	I	Yes	3 Pro/3 Con	No	No	2/3
Lay on Table (*3)	S	Yes	No	No	No	2/3
Limit or Extend Debate	S	Yes	1 Pro/1 Con	No	Yes	2/3
Main Motion	M	Yes	3 Pro/3 Con	No	Yes	2/3
Parliamentary Inquiry	I	No	No	Yes	No	None
Point of Information	I	No	No	Yes	No	Chair
Point of Order	I	No	No (*6)	Yes	No	Chair (*7)
Point of Personal Privilege	I	No	No	Yes	No	Chair
Postpone Indefinitely (*3)	S	Yes	3 Pro/3 Con	No	No	2/3
Postpone to a Definite Time (*3)	S	Yes	3 Pro/3 Con	No	Yes	2/3
Recess	P	Yes	No	No	No	Chair
Reconsider Previous Question (*9)	B	Yes	2 Con (*10)	No	No	2/3
Refer to Committee	S	Yes	3 Pro/3 Con	No	Yes	2/3
Suspension of Rules of Order	I	Yes	1 Pro/1 Con	No	No	2/3
Take from the Table	B	Yes	No	No	No	2/3
Withdrawal of Motion	I	Yes *8	No	Yes	No	2/3

FOOTNOTES:

1. Time must be stated with the motion.
2. Must be enforced on demand of a member unless set aside by 2/3 majority.
3. Applies to the entire motion pending
4. Must be made immediately following Chair’s decision.
5. If questioned, motion will be automatically sent back to area/loner groups for group conscience.
6. Unless Chair submits question to assembly, then Yes.
7. Unless submitted to assembly, then 2/3.
8. Must be seconded by the seconder of the original motion
9. Only voting member of prevailing side can introduce.
10. Limited to participants who were on the prevailing side

[Index](#)

[Table of Contents](#)

APPENDIX C. Treasury Maintenance Process

ARSCNA Treasury

1. Prepare initial report.
2. Collect checks from the regional service body.
3. Write receipts, include check and receipt numbers.
4. Enter checks into the database.
5. Subtract ~~\$200.00~~ **\$250.00** quarterly accrual for ~~RDA~~ **AD** world travel which occurs bi-annually.
6. As checks are written, update the budgeted expenses list.
7. Your Message Center is an EFT they auto draft ~~\$100.00~~ **\$143.00** every month. At the beginning of each RSC, the EFT is accounted for in the ledger (always check to see if there is a balance owed and pay additional if needed).
Your Message Center, Inc.
3181 Old Redlick Road, Texarkana, TX 75503
903-255-4800
8. Pay rent of ~~\$100.00~~ **\$200** to host.
~~Prepay MCI. They run anywhere from \$40.00 to \$60.00 a month, so we estimate 3 months in advance and then send them a check (we try to keep about \$200.00 in there just in case). MCI PO Box 4644, Iowa City, IA 52244-4644
800-366-3122~~
9. ~~Pay Twilio for providing ARSCNA Helpline number, 888-501-1607. \$150.00 annual budget, monthly fee based on call volume. www.twilio.com~~
10. Website Host, domain name, and maintenance payment is due at the February RSC \$194.95. This check should be given to Jennifer D. from Central Arkansas Area, ~~the Website chairperson,~~ via mail
11. PO Box fees are ~~\$104.00~~ **\$168.00** annually and due before March 14th so should be paid at the February RSC. Mail forwarding is paid in advance of service to ensure that our mail is sent. We should check this in January and July, so checks can be written at the February or August RSC meetings as needed.
UPS Store
PMB 216
1310 Eastside Centre Court #6, Mountain Home, AR 72653-12
Phone 870-424-6245; Fax 870-424-3299
12. Write checks for budgeted expense requests. Make sure you know the line item for later budget updates.
13. Reconcile any funds returned from monetary requests at the last RSC. Make sure that people have turned in their receipts.
14. Write checks for non-budgeted motion requests.
15. To update the budget. Take every item within the ledger then copy and paste it into the budget. Add the new expenditures to the past expenditures and subtract this from the budgeted expense to determine the balance.
16. Reconcile bank statements.
Simmons Bank: check signers include: **Chair, Vice Chair, Secretary, and Treasurer**
17. Any funds over prudent reserve are sent to a general travel fund, NAWS and SZF. We set aside 10% for a general travel fund for ARSC trusted servants and subcommittee chair members (capped at \$2,000), we send 40% to the Southern Zonal Forum and the other 50% to NAWS. When Travel Fund cap is reached, 50% goes to SZF and 50% to NAWS. After all expenses are paid, write the checks, get signatures and mail. Report any donations in the final treasurer's report.
18. Who the checks get mailed to will be recorded in the Treasurer's Ledger

[Index](#)

[Table of Contents](#)

[Index](#)

[Table of Contents](#)

Notes to Remember:

November: The new budget is done each November.

Budgeted expense requests must be made on a treasury request form by the Administrative or Standing Committee Chairperson responsible to the ARSCNA for the specific line item in the budget but does not require a motion form unless the expenses are above the budgeted expenses. A receipt must be turned in to account for monies spent.

Any monies not budgeted require an approved motion and receipts turned in to account for the expenditures.

APPENDIX D. Updates passed since the last Guidelines and Policy & Procedures Revision

Amendments added 01-31-2025

Pg.14	Rotation of Meetings #3	host reimbursement = \$200	M2024-11-01
Pg.15	CAR Votes	add clarifying text for CBDM	M2024-11-07
Pg.23	Secretary Duties #F	internal communication=email	M2024-11-09
Pg.24	Treasurer Duties #J	add inmate correspondence	M2024-11-11
Pg.25	RD Duties #M	CAR/CAT workshops	M2024-11-06
pg .40	Communication Policy #6	official RSC= secretary email	M2024-11-09
Pg.47	Appendix C Treasury Maintenance		
	#5, #7, #11	amounts update annually	M2024-11-02
	#8	host reimbursement= \$200	M2024-11-01
	#9	replace MCI with Twilio information	M2024-11-02
	#10	remove web chair title	M2024-11-02

Amendment added 02-15-2025

Table of Contents	RDA known as AD	M2024-11-03
Pgs. 6; 12 - 3), 11), 11)c.; 15; 16 - 6); 20 - 1), 4); 21; 25; 26; 28 - 1); 29 - 12); and 48 - 5)		

ATTACHED:

APPENDIX E. RCM Report

APPENDIX F. ARSCNA Meeting Note

APPENDIX G. ARSCNA Financial Restitution Agreement

APPENDIX H. ARSCNA Reconciliation Report

APPENDIX I. Inmate Letter with Reaching Out

APPENDIX J. Communication Flowchart