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# Arkansas Region Service Committee of Narcotics Anonymous

## Policy Manual

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Revised May 2026

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### **The Twelve Steps of Narcotics Anonymous**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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### **The Twelve Traditions of Narcotics Anonymous**

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

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### **The Twelve Concepts of Service**

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

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### **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. To provide a permanent Regional mailing address.
6. To provide for the "arscna.org" Regional website.

### **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.

### **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 2<sup>nd</sup> 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.

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### FINANCIAL

1. The ARSC is dependent on contributions from Members, Groups, Areas, and donations from fundraisers. These contributions are voluntary, and the ARSC welcomes whatever amount each Member, Group, or Area deems appropriate.
2. All funds received by the Arkansas Region above prudent reserve and pending proposals 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 ARSC shall approve all ARSC spending.
4. Any expenses of ARSC Trusted Servants to be reimbursed shall be vouchered by having a receipt or receipts in hand, submitted to the Treasurer and approved by the ARSC.
5. Any funds advanced, after ARSC approval, in anticipation of expected expenses, will be verified by receipt submitted to Treasurer as outlined in the ARSC Treasurer's Policy Manual.
6. ARSC 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 immediate recoupment of any ARSC funds lost due to malfeasance, misappropriation, or misuse by any Trusted Servant or others shall be the responsibility of the Administrative Committee. The Administrative Committee will pursue all legal avenues to recoup funds in the following manner:

1. The Administrative Committee shall notify the membership of the ARSC of any funds lost due to malfeasance, misappropriation, or misuse.
2. The 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 Administrative Committee, Step 3 will be invoked.
3. The Administrative Committee, acting on behalf of the ARSC, shall proceed with either civil or criminal procedures as is thought the most effective way of recouping funds.

### BECOMING PART OF THE REGION

1. For the purpose of seating at the ARSC, an Area will be defined as:
  - a. Having multiple Groups;
  - b. Having 1 or more active subcommittees; and
  - 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; and
  - 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 ARSC services if needed, without joining 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 Regional business meeting, they will observe the working of the ARSC and pick up a set of the Regional Policy Manual. They may participate in new Regional business and take back to their Area or Group the business that requires a

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Groups may donate directly to each level of service, Areas may donate excess funds to Region or World, and Region may donate

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group conscience and return to the next ARSC meeting to be a voting participant. They will receive a set of minutes from the Regional meeting they attend.

### **Loner Group Seating**

When considering seating a Loner Group the following should be checked:

1. 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 or what problems exist between the Group and the existing Area? If there appears to be some roadblocks, would the Group(s) and Area be willing to sit down with each other with some members from the ARSC to attempt to work out these problems through an attempt at mediation through open discussion? How can the ARSC be of service?
  - c. If after all avenues have been attempted and there is still not a potential resolution in sight, seat the Loner Group requesting seating.
2. This Policy is not to affect current Loner Groups (but it is suggested that they do explore these avenues)
3. Any Area or Loner Group missing two (2) consecutive Regional business meetings will be removed from the roll. Attendance 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 ARSC. They will be returned to the roll at their second meeting.
4. 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 ARSC 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 ARSC. By consensus, the ARSC may choose to meet virtually or hybrid.
3. A workshop shall be held on Saturday beginning no earlier than 10am, followed by the ARSC meeting.
4. The ARSC business meeting shall be held on Sunday at 10am, preceded by the Administrative Committee meeting.
5. The hosting Area/Group will coordinate the ARSC meeting and possible workshops. The Regional Vice-chair will oversee workshops and serve as contact for hosting Area/Loner Group. Subcommittee and ARSC expenses to be covered by Region in the amount of \$200 a meeting or less is suggested. Function expenses and proceeds will go to the hosting Area/Loner Group.
6. The topic of the workshop will be at the discretion of the hosting Area/Loner Group and presenter.
7. The hosting Area or Loner Groups shall provide adequate accommodations for others while the closed Administration Committee is meeting.
8. The hosting Area of Loner Group shall have an information flyer one (1) ARSCs prior with location, workshops, etc.

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**MEETING 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 proposals should be given to the Policy Coordinator prior to the Administrative Committee meeting. All proposals submitted to the ARSC as New Business must be reviewed by the Policy Coordinator and either the Chairperson or Vice Chairperson. Any changes or revisions to the proposal or the intent must be affirmed by the maker of the proposal prior to the submission of the proposal in New Business.
3. All meetings of the ARSC 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. Coordinators
  - f. Ad-Hoc (if necessary)
  - g. Special Projects (if necessary)
4. Secretary Report
  - a. Read minutes from last ARSC to include Old & New Business, Open Sharing, and Elections, if necessary
  - b. Correspondence Report
5. Treasurer's Report
6. RD and/or AD Report
  - a. Reports from Southern Zonal Forum
7. RCMs or Alternate reports (Alphabetically)
8. Subcommittee Chairs and Coordinators (including ad-hoc and Special Projects)
9. Read Overview of Consensus section (See Appendix A)
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 proposals, order of the day)**
15. New Business
  - a. Reports from Areas/Loner Groups joining the Region
  - b. Nominations
  - c. Treasury Request Proposals
  - d. Other Proposals including new business items from discussion and Admin.
  - e. Annual budget reports
  - f. Convention Bid process begins immediately after convention at November ARSC (See Appendix E).
  - g. Announcements

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- h. Review of business to be taken back for group conscience
- i. Plans for next meeting
- 16. Updated Treasurer's Report
- 17. Closing Prayer

**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 Chairperson upon consulting the Administrative Committee.
  - b. The Chairperson contacts the RCMs or their Alternates either by phone or email.
  - c. Vote will be given by phone or email, to the SC 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 Chairperson, upon consulting the Administrative Committee, or may be called by the written or phone request of 50% of the RCMs or their Alternates.
  - b. The purpose of the meeting shall be stated in the call. No business other than that mentioned in the call may be conducted.
  - c. The location, date, and time of a special meeting shall be selected by the 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. The ARSCNA Policy Manual is applicable at special meetings.

**CONFERENCE AGENDA REPORT VOTES**

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 submitted to the RD or AD by the requested deadline.

**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 and 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 affecting Narcotics Anonymous.
2. The ARSC 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.
3. 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.
4. The only proposals referred to member Areas and Loner Groups for input and discussion will be:
  - a. Financial proposals over \$250 (two hundred and fifty dollars) unless already approved in the budget
  - b. Nominations for ARSC service positions

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- c. All other proposals affecting the basic tenets of Narcotics Anonymous as a whole (i.e.: Basic Text, Twelve Steps, Twelve Traditions, Twelve Concepts, etc.)
- d. Any proposals deemed necessary by consensus or by simple majority of the RCMs.
- e. Amendments to the ARSCNA Policy Manual, if requested by at least one RCM.

- 5. Amendments to the ARSCNA Policy Manual must be made by following consensus-based decision making at a regular or special meeting of the ARSC. Unless specified otherwise, any changes shall go into effect at the close of the Regional meeting in which the amendment was approved.
- 6. If a consensus cannot be reached and a vote becomes necessary, all RCM's or their Alternates 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 Chairperson or Vice-Chair.
- 7. All decisions requiring a vote at a Regional meeting 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.
- 8. In case of elections with more than two individuals up for a position, and one individual does not receive a majority 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.
- 9. Once an issue has been voted on, it shall not be brought up again for vote for at least 2 consecutive Regional 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 2/3rds majority. (See Appendix B)

**DISCUSSION LIMITS**

- 1. Any member attending an Arkansas RSC meeting has a voice on the floor if recognized by the Chairperson or Acting Chairperson.
- 2. Both voting and non-voting members have the right to introduce or second proposals and participate in debate with the exception of the Chairperson and Vice-chairperson.
- 3. Anyone in attendance may seek clarification from the Chair.
- 4. Anyone may participate in discussion on Proposals.

**10th Concept Procedures**

- 1. First – Determine the appropriate service body to deal with the redress.
- 2. If the ARSC is the appropriate body then:
  - a. 10<sup>th</sup> 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 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 ARSC. If the ARSC is in consensus with the findings, the matter, in any/all forms, is not to be brought up to the ARSC for a minimum of 9 months. If it does come up, it is to be ruled Out of Order. If the ARSC is not in consensus (as defined in the ARSCNA Policy Manual) then discussion can (and should) ensue. All attempts should be made to reach a consensus. If consensus cannot be reached, then the suggestions

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 Must be recognized to have the floor, only by raising hand, except: ¶  
 Point of Personal Privilege ¶  
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of the team should be brought to the floor for approval by vote, requiring a minimum of a 2/3rds majority to pass.

### **ELECTION OF TRUSTED SERVANTS**

1. ARSC 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. Vice-chairperson, 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.
3. 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.
4. No Administrative Trusted Servant shall hold more than one (1) Administrative office at any given time to avoid the possibility of monopolizing ARSC votes.
5. Nominations should be solicited from each Area and/or Loner Group of the Arkansas Region. In addition, any member of the ARSC may nominate a qualified individual for an RSC position.
  - a. Duties and responsibilities should be read prior to soliciting nominations.
  - b. Nominees to ARSC offices must be present to accept the nomination; however, the Chairperson, in their discretion, may allow a nominee to be attend remotely to accept the nomination.
  - c. The nominee is given the opportunity to accept or decline nomination. If they accept, they should present a service resume.
  - d. A proposal is made to close nominations, seconded, and the nomination is referred to Areas/Loner Groups for a vote at the next Regional meeting.
  - e. The nominee must be present to be elected unless prior notification to the Chairperson has been given and the absence, in the Chairperson's discretion, is warranted.
  - f. If there is more than one nominee, voting is done by paper ballot and the elected Trusted Servant is recorded in the minutes.
  - g. This procedure is followed until all positions are filled.
  - h. 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.

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Deleted: 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: ¶  
Death of a family member or close friend. ¶  
Accident/Car trouble on the way to the RSC. ¶  
Sickness with documentation. (such as hospitalization, etc) ¶

Deleted: that includes the following: ¶  
Previous service commitments completed ¶  
Other current service commitments ¶  
Service positions vacated by resignation or impeachment (and possibly why) ¶  
Experience in the area of service for which nominated ¶  
Clean date ¶  
Why he/she can serve and wants to serve the fellowship

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### **TERMS OF OFFICE**

1. Nominations for the RD and AD will be opened at the Regional meeting following the World Service Conference. Nominations will be closed at the August meeting and referred to the Areas/Loner Groups. Elections will be held at the November meeting. Nominees' names and qualifications will be included in the August 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 minutes.
3. Convention Chair nominations will follow the same process in even numbered years. Convention Chair term shall coincide with Convention cycle, ending with final report and audit.
4. No ARSC Trusted Servant shall be eligible to serve more than two (2) consecutive terms in the same office.

### **OFFICE VACANCIES**

1. An election to fill a vacancy in an office should occur within two regular ARSC 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 Chairperson, the 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 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 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.

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### **RESIGNATIONS**

1. Resignation to be given, preferably in writing, to the Chairperson.
2. All applicable archives and End of Term report to be given to the ARSC.

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### **REMOVAL FROM OFFICE**

1. An ARSC Trusted Servant or standing Subcommittee Chairperson may be removed from office by a 2/3 majority closed ballot vote of the ARSC after the respondent is given rebuttal time, if desired, not to exceed 10 minutes.
  - a. 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 Chairperson.
  - b. 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 ARSC Trusted Servants and three RCMs from an unbiased Area/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 ARSC. However, if there are problems, the ARSC may bring it to the attention of the appropriate Area/Loner Group.
3. Relapse constitutes automatic and immediate removal in any ARSC office (except for RCM).
4. Removal of a RCM is to be dealt with by the Area or Loner Group they represent.

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RCM's removal from office

### **GENERAL QUALIFICATIONS FOR TRUSTED SERVANTS OF THE ARSC**

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#### **The following qualifications are for all ARSC Trusted Servant Positions:**

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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

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### **DUTIES, RESPONSIBILITIES, and QUALIFICATIONS** **ADMINISTRATIVE COMMITTEE**

This committee consists of the following Trusted Servants: Chairperson, Vice-chairperson, Secretary, Secretary-in-Training, Treasurer, Treasurer-in-Training, Regional Delegate (RD), Alternate Delegate (AD), and Policy Coordinator.

#### **General Duties**

- a. Responsible for conducting the Regional and Convention treasury audits.

- b. Responsible for the formulation of a Regional meeting rotation schedule
- c. Responsible for recouping Regional funds
- d. Responsible for any matters committed to the Administrative Committee by the body of the ARSC.
- e. Responsible for prioritizing New Business proposals on the agenda
- f. Responsible for implementation of any extenuating circumstances procedures
- g. Meet virtually 6 weeks after the ARSC to build a working relationship and follow up on outstanding tasks.
- h. Responsible for the review of any resource submitted from a service body or committee, or by an ARSC Trusted Servant, before presenting it to the ARSC body

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- Deleted: implementation of the **ARSCNA Malfeasance Policy**
- Deleted: B...dy of the ARSCNA
- Deleted: motions
- Deleted: Region ...he ARSC to build a working relationship and follow up on outstanding tasks.
- Deleted: t...usted Ss

**Chairperson**

1. Duties

- a. Responsible for conducting Regional meetings
- b. Responsible for conducting Administrative Committee meetings
- c. Responsible for preparing the agenda for Regional 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 ARSC checking account
- 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 Appendix C)

- Moved up [1]: **DUTIES, RESPONSIBILITIES, and QUALIFICATIONS: ¶ ADMINISTRATIVE TRUSTED SERVANTS ¶**
- Deleted: - **Administrative Committee**
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2. Specific Qualifications

- a. See General Qualifications in the ARSCNA Policy Manual
- b. Suggested minimum of three (3) years clean
- c. Suggested minimum of one (1) year service involvement
- d. One (1) year commitment

- Deleted: r...sponsible for consolidating archives once a year. (See Appendix C See Archiving Policy)
- Deleted: Guidelines
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**Vice-chairperson**

1. Duties

- a. Responsible for conducting Regional meetings in the absence of the Chairperson
- b. Responsible for conducting Administrative Committee meetings in the absence of the Chairperson
- c. Responsible for the coordination of ARSC Subcommittee Chairs
- d. Responsible for reporting to the ARSC the actions and decisions of the Administrative Committee
- e. Responsible to be a co-signer on the ARSC checking account
- f. Responsible to serve as acting Treasurer in the absence of the Treasurer

- Deleted: - **Administrative Committee**
- Deleted: ARSCNA ...egional meetings in the absence of the ARSCNA
- Deleted: ARSCNA
- Deleted: NA
- Deleted: NA
- Deleted: NA...checking account ¶ responsible for maintaining ARSCNA Administrative Committee archives

2. Specific Qualifications

- a. See General Qualifications in the ARSCNA Policy Manual
- b. Suggested minimum of three (3) years clean
- c. Suggested minimum of one (1) year service involvement
- d. Two (2) year commitment (1 as Vice Chair; 1 as Chairperson)

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- Deleted: Guidelines
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**Secretary**

1. Duties

- a. Responsible for accurate accounting of all business conducted at each Regional meeting

- Deleted: - **Administrative Committee**
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- b. Responsible for accurate accounting of all business conducted at each Administrative Committee meeting
  - c. Upon review and approval by the Chairperson, responsible for emailing a copy of the minutes to all Trusted Servants and submitting for posting to the website within fourteen (14) days.
  - d. Responsible to maintain all Secretary ARSC archives (See Appendix C)
  - e. Responsible to handle correspondence in accordance with the Communications Policy (See Appendix D)
  - f. Responsible for updating the Regional Letterhead.
  - g. Responsible to be a co-signer on the ARSC checking account
  - h. 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 ARSC 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
- a. See General Qualifications in the ARSCNA Policy Manual
  - b. Suggested minimum of two (2) years clean
  - c. Suggested minimum of one (1) year service involvement
  - d. One (1) year commitment

**Secretary-in-Training**

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

**Treasurer**

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 ARSC checking account
  - d. Responsible for reporting on the financial condition of the ARSC at each of its meetings
  - e. Responsible for including updated Regional budgets in the minutes of each ARSC meeting.
  - f. Responsible to be a cosigner on the ARSC checking account
  - g. Responsible for maintaining all ARSC Treasury archives (See Appendix C)
  - h. Responsible to train and educate the Treasurer-in-Training in the duties and responsibilities of the Treasurer
  - i. Responsible for receiving mail and forwarding to proper Trusted Servant; opening inmate mail and respond with Inmate Correspondence Letter (See Appendix E) and Basic Text, if allowed by facility
  - j. Other specified duties as outlined in the Treasurer's Policy Manual.
2. Specific Qualifications
- a. See General Qualifications in the ARSCNA Policy Manual.
  - b. Suggested minimum of five (5) years clean
  - c. Suggested minimum of one (1) year service involvement
  - d. One (1) year commitment
  - e. Basic knowledge of bookkeeping and/or accounting skills

**Treasurer-in-Training**

- Deleted: ARSCNA
- Deleted: 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.
- Deleted: responsible to ...or emailing a copy of the minutes of the ARSCNA meeting ...o each designated person...ll Trusted Servants and submitting for posting to the website within twenty-one...ourteen (1421... days. All material for submission into minutes shall be received by the Secretary 14 days following each RSC mailed electronically or by USPS mail.
- Deleted: all ...ll Secretary ARSCNA...archives (See Appendix CSee Archiving Policy
- Deleted: all ...orrespondence in accordance with the Communications Policy (See Appendix D)official internal and outgoing correspondence from the ARSCNA as directed (see Communication Policy)
- Deleted: keeping ...pdating the ARSCNA Regional stationary ...etterhead.and making it available at each ARSCNA meeting
- Deleted: NA
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- Deleted: Guidelines
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Duties and Responsibilities are the same as the Treasurer with the exception that the Treasurer in Training will not be a cosigner on the ARSC checking accounts.

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**Regional Delegate (RD)**

Deleted: - Administrative Committee

1. Duties

Deleted: NA

a. Responsible to represent and speak for the member Areas and Groups that comprise the ARSC at the World Service Conference

Deleted: NA

b. Responsible to provide a two-way communication between the ARSC and Narcotics Anonymous World Services

Deleted: NA

c. Responsible to provide a two-way communication between the ARSC and the Southern Zonal Forum and Multi Zonal Forum

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d. Facilitate workshops at the Southern Zonal Forum and Multi Zonal Forum if necessary.

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e. Responsible to provide a two-way communication between the ARSC and other Regions of Narcotics Anonymous as necessary

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f. Responsible to be a resource for information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of Narcotics Anonymous

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g. Responsible to train and educate the Alternate Delegate

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h. Responsible to conduct the Regional meeting in the absence of the Chairperson and Vice chairperson

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i. Responsible to maintain communication with NAWS on all literature in review discussion during the absence of a Literature Review chairperson or committee.

Deleted: Arkansas Regional Service Committee

j. Provide a copy of the C.A.R. (Conference Agenda Report), when it becomes available, for each Area & Loner group represented at the ARSC.

Deleted: <#>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). ¶ 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. ¶

k. Responsible to coordinate CAR/CAT workshop

Deleted: Guidelines

2. Specific Qualifications

Deleted: <#>Knowledge of current ARSCNA issues. ¶

a. See General Qualifications in the ARSCNA Policy Manual

Deleted: NARCOTICS ANONYMOUS

b. Suggested minimum of six (6) years clean

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c. Suggested minimum of four (4) years service involvement

Deleted: (4) year commitment (2 as RD; 2 as a member of the Policy and Procedures subcommittee)

d. Time and resources to attend multiple service meetings, including travel

Deleted: <#>NOTE: 2023-2029 change: 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

e. Commitment length follows the World Service Conference cycle (e.g., if the conference meets every 2 years, the commitment shall be 2 years; if the conference meets every 3 years, the commitment shall be 3 years).

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**Alternate Delegate (AD)**

Deleted: <#>responsible to attend all

1. Duties

Deleted: Guidelines

a. Responsible to work closely with the Regional Delegate to fulfill the duties of that office

Deleted: Six (6) year commitment (2 as RD; 2 as a member of the Policy and Procedures subcommittee)

b. Responsible to act as the Regional Delegate in the absence of the RD

Deleted: and Procedures Committee

2. Specific Qualifications

Deleted: -Administrative Committee

a. See General Qualifications in the ARSCNA Policy Manual

Deleted: Guidelines, Policies, and Procedures

b. Suggested minimum of five (5) years clean

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c. Suggested minimum of three (3) years service involvement

d. Time and resources to attend multiple service meetings, including travel

e. Commitment length will be double the World Service Conference cycle (e.g., if the conference meets every 2 years, the commitment will be 4 years, 2 years as AD and 2 years as RD; if the conference meets every 3 years, the commitment will be 6 years, 3 years as AD and 3 years as RD).

**Policy Coordinator**

1. Duties

a. Serve as a member of the Administrative Committee

- b. To act as an advisor to the Chair and Vice Chair in matters concerning ARSC policies
- c. Responsible for keeping the ARSCNA Policy Manual updated, accurate, and available to Trusted Servants and on the website.
- d. Responsible for reviewing new proposals ensuring they are clear and all necessary details are included, before submitting to the Administrative Committee prior to the start of New Business
- e. In the event of a vacancy in the position of Vice Chairperson, will fill in for any vacant positions that would have been fulfilled by the Vice Chairperson.

**Deleted:** ARSCNA ...hair and /...ice -...hair in matters concerning Guidelines and Policies

**Deleted:** 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 ARSCNA Policy Manual
- b. Suggested minimum of six (6) years clean
- c. Suggested minimum of three (3) years prior involvement in service to the ARSC, preferably as a committee chairperson or a member of the Administrative Committee.
- d. Should have a working/functioning knowledge of the ARSCNA Policy Manual.

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**Deleted:** NA... preferably (...s a committee chairperson and/...r a member of the Administrative Committee)

**Deleted:** <#>It is recommended, not required, that the Policy Chairperson be a former Chair (or Vice Chair) of the ARSCNA or a former RD.

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**Deleted:** RSC meeting ...eports are ...ouldto...be written or typed and turned ...ubmittedin...to the Secretary,...within seven (7)14...days of the RSC

**Deleted:** Yearly reports: At the end of term, each trusted servant is...he following are responsible to ...or filing...a written, end-of-term or typed...report with the RSC:..

**Deleted:** <#>Secretary: ¶  
 Compile a list of Motions from the past year's minutes and current Guideline Addendum. ¶  
 Compile a report summarizing the past year's activities. ¶

**Deleted:** The ARSCNA requests a yearly report in August from the RCMs, consisting of the following information: ¶  
 Number of meetings: H&I, Groups, and total number of meetings ¶  
 Size of the local fellowship ¶  
 H&I Activity ¶  
 PR Activity ¶  
 Other Committee Activity ¶  
 Specific problems or situations ¶  
 Plans for the coming year ¶  
 Brief history of N.A. in your Area/Group from

**Deleted:** motion ...o form an *ad hoc committee*. These special committees are set up for specific purposes, and they have limited lives- when

**Deleted:** Guidelines, Policies, and Procedures...olicy Manual (Revised 08-05-2024

**REPORTS**

- 1. All reports should be written or typed and submitted to the Secretary, within seven (7) days of the Regional meeting.
- 2. The following are responsible for filing a written, end-of-term report with the RSC:
  - a. Treasurer: Compile yearly report consisting of the past year's activity, including contributions, expenditures, and any other financial activity.
  - b. Chairperson (ARSC and Standing Subcommittees): Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), and plans for the coming year.
- 3. The RD/AD may request additional information from the RCMs in order to prepare for the World Service Conference.

**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 proposal 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 proposal to refer to an ad hoc committee should specify what the committee's purpose would be. The 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.

**ELIMINATION OF A STANDING COMMITTEE**

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

**FORMING A NEW STANDING COMMITTEE**

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 policies within 6 months of establishment. This draft to be submitted to the Region for approval.

**STANDING COMMITTEE & COORDINATOR TRUSTED SERVANTS**

**CHAIRPERSON or COORDINATOR:**

1. Duties:

- a. Elected by the group conscience of the ARSC.
- b. Presides over all meetings of the subcommittee with a general understanding of parliamentary procedure and consensus procedure.
- c. Prepares a report for each Regional meeting and makes all proposals 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 Region for the upcoming year (if necessary).
- g. Notify Policy Coordinator of any policy changes.
- h. The Chair will communicate all information to committee members and hosting Area subcommittee chairs

2. Specific Qualifications:

- a. See General Qualifications
- b. Suggested minimum of two (2) years clean.
- c. Suggested minimum of one (1) year N.A. service involvement.
- d. One (1) year commitment.

**COMMUNICATIONS COORDINATOR**

The Arkansas Regional Communications Coordinator shall be the primary point of contact between the Region and the answering service, the website, the BMLT, and social media.

Functions and Responsibilities:

1. Operate and maintain the Regional phonenumber provided by a professional answering service. This role shall function utilizing NA Conference-approved suggestions as put forth in "A Guide to Phonenumber Service."
2. Develop and maintain an instructional package of policies for phonenumber operations 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), and keep the answering service informed as changes occur.

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

**¶**  
**SUBCOMMITTEE MEMBERSHIP AND COMPOSITION ¶**

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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.
  - a. The Communications Coordinator should work with Areas/Loner Groups to host regional phonline workshops to train phonline volunteers.
  - b. Phonline volunteers must have 1 year clean.
  - c. Phonline volunteers must attend a regional phonline workshop every two years to qualify for the patch list.
  - d. It is the responsibility of the RCM or RCM Alternate to check the contacts on the patch list in their area for accuracy and report back to the Communications Coordinator.
6. Provide a forum or pooling place for Area/Loner Group Phonline Subcommittees to share their experience, strength, and hope.
7. Encourage flyer days, learning days, and activities that will attract and keep phonline volunteers.
8. Maintain the BMLT meeting list so information is accurate on our website in accordance to meeting criteria.
9. ARSCNA may hire, at the recommendation of the Communications Coordinator, an outside worker as webservant to keep the website updated.
10. Oversee all social media operations, in accordance with the ARSCNA Social Media Policy, and support all social media efforts by the Region or subcommittees.

**CONVENTION CHAIR**

The Arkansas Regional Convention Chairperson duties and responsibilities are listed in the ARSCNA Convention Policy.

**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 located.

**OUTREACH PROJECTS**

Any Outreach projects should use the NAWS PR Handbook and the PR Basics handbooks to manage projects. It is 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 located.

**MEETING LIST CRITERIA**

1. Use Area meeting lists as available.
2. For a Group not covered by an Area meeting list, to be on the Regional Meeting List:
  - a. A Group must be meeting for 30 days.
  - b. A Group must be attempting to adhere to the Twelve Traditions.
3. They can meet virtually provided they have an Arkansas mailing address.

RCMs and Groups are responsible for sending up-to-date meeting information to [meetings@arscna.org](mailto:meetings@arscna.org). Groups should provide information helpful to addicts about their meetings, such as whether the location is handicap accessible, whether a meeting is considered open or closed, and the format of the meeting. Groups should also indicate if a meeting should be labeled women or men only, for veteran's only, or other common needs groups.

**Deleted:** <#>Provide training, such as group and individual orientations, for such volunteers.¶

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**Deleted:** <#>Point of contact with special worker for ebsite maintenance.¶ Responsible for updating the NAWS Website with current and correct Regional meeting and trusted servant information.¶ Access codes, for the website, are to be given to the ARSCNA Secretary, RD, and AD.¶ The domain/website that shall be hosted and monitored for the ARSCNA is "arscna.org".¶ The hosting fees shall include updating and maintenance of the calendar, minute uploads, updating contact page contact information¶ There shall be one liaison that will communicate all updates with the webservant.¶

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## APPENDIX A: CONSENSUS BASED DECISION MAKING (CBDM)

### 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 2/3<sup>rd</sup>s majority to pass.

### Consensus Procedures

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.

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¶  
**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. ¶

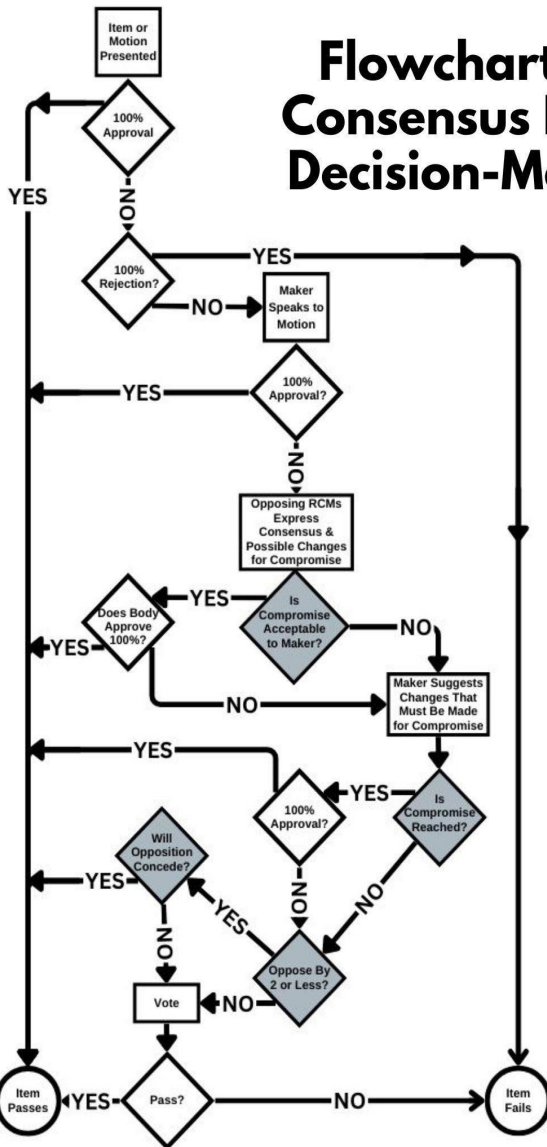
¶  
**Appeal the Chair** - means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize 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

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# Flowchart For Consensus Based Decision-Making



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## **APPENDIX B: ROBERTS RULES OF ORDER SIMPLIFIED**

### **Guiding Principles**

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the Chairperson, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

### **How to do things**

- **You want to bring up a new idea before the group.**  
After recognition by the Chairperson, present your motion (either written or verbal). A second is required for the motion to go to the floor for discussion or consideration.
- **You want to change some of the wording in a motion under discussion.**  
After recognition by the Chairperson, move to amend by
  - adding words,
  - striking words, or
  - striking and inserting words.
- **You like the idea of a motion being discussed, but you want to reword it beyond simple word changes.**  
Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
- **You want more study or information given to the idea being discussed.**  
Move to refer to a committee. Try to be specific as to the charge to the committee.
- **You want more time personally to study the proposal being discussed.**  
Move to postpone to a definite time or date.
- **You are tired of the current discussion.**  
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.
- **You have heard enough discussion.**  
Move to close the debate. Requires a 2/3<sup>rd</sup>s vote. This cuts off discussion and brings the body to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.
- **You want to postpone a motion until some later time.**  
Move to table the motion. The motion may be taken from the table for one meeting. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to

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table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

Call for an order of the day.

**You want to take a short break.**

Move to recess for a set period of time.

**You want to end the meeting.**

Move to adjourn.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chairperson will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the prevailing side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup>s vote is required.

**You may INTERRUPT a speaker for these reasons only:**

- o to get information about business – point of information
- o to get information about rules – parliamentary inquiry
- o if you can't hear, safety reasons, comfort, etc. – question of privilege
- o if you see a breach of the rules – point of order
- o if you disagree with the president of the board's ruling – appeal

**Quick Reference**

	<b>Must Be Seconded</b>	<b>Open for Discussion</b>	<b>Can be Amended</b>	<b>Vote Count Required to Pass</b>	<b>May Be Reconsidered or Rescinded</b>
<u>Main Motion</u>	✓	✓	✓	<u>Majority</u>	✓
<u>Amend Motion</u>	✓	✓		<u>Majority</u>	✓
<u>Kill a Motion</u>	✓			<u>Majority</u>	✓
<u>Limit Debate</u>	✓		✓	<u>2/3rds</u>	✓
<u>Close Discussion</u>	✓			<u>2/3rds</u>	✓
<u>Recess</u>	✓		✓	<u>Majority</u>	
<u>Adjourn (End meeting)</u>	✓			<u>Majority</u>	
<u>Refer to Committee</u>	✓	✓	✓	<u>Majority</u>	✓
<u>Postpone to a later time</u>	✓	✓	✓	<u>Majority</u>	✓
<u>Table</u>	✓			<u>Majority</u>	
<u>Postpone Indefinitely</u>	✓	✓	✓	<u>Majority</u>	✓

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**APPENDIX C: ARCHIVING POLICY**

1. The ARSC Year-End shall be the August meeting of the Regional meeting.
2. The ARSC will maintain 3 years of physical documents in the archive and electronic documents permanently.
3. The Secretary and Treasurer shall have the current year and previous year of documents available at each Regional meeting.
4. Procedure:
  - a. The Chairperson shall collect the documents to be archived from the Secretary and Treasurer each August.
  - b. The documents shall be bound together by year with financial documents on top.
  - c. The Chairperson will ensure that the documents are archived, removing the 3rd year of documents and disposing of them in a manner appropriate to protect member and financial information.
  - d. Electronic records will be kept permanently on an online storage or USB file.

**APPENDIX D: COMMUNICATIONS POLICY**

This Communications 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 event that a member can't perform their duties, another member of the ARSC 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 ARSC Trusted Servants to outside enterprises or other NA service bodies.
2. All written communications that the ARSC 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 ARSC by trusted servants should be done using ARSC email accounts. If a Trusted Servant receives an email from an outside enterprise for regional business, they should forward it to the official ARSC email account for their position.
4. All email signatures for regional accounts should include the trusted servant's position, the ARSC website, the phonenumber, and our mailing address.
5. When it's difficult or impossible to use the official regional 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 the ARSC body should be sent 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](http://www.arscna.org) (800) 338-8750  
 210 S. Thompson Street, Ste #6 #531, Springdale, AR 72764

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**APPENDIX E. CONVENTION VOTING CHART**

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The Convention is held the 3<sup>rd</sup> weekend of October. Host Bids are received at the "off year" February RSC. The Convention Chair is elected at the "off year" August RSC.

	MONTH	WHEN	TASK	HOST CITY BIDS	CONVENTION CHAIR
	<b>October</b>	<b>EVENT</b>	<b>EVENT</b>		
RSC Meeting	<b>November</b>	immediately after event	still finalizing all reports and invoices	solicit for "host city" bids (ask Areas/Loner Groups to bring bids to next RSC)	
RSC Meeting	<b>February ("off year")</b>	after event - "off year"	final report to RSC - money over seed money turned over to RSC - no later than May	receive "host city" bids & vote OR send bids back to Areas/Loner Groups (if more than one is received)	Nominations for Convention Chair open (can receive nominations today)
RSC Meeting	<b>May ("off year")</b>		Full audit completed before seed money turned over to new Convention Chair	RSC vote on "host city" bids (if not already completed). Areas/Loner Groups draw for convention responsibilities	Nominations for Convention Chair close and sent back to Areas/Loner Groups to vote
RSC Meeting	<b>August ("off year")</b>	after RSC	Seed money turned over and signatures updated at bank		RSC vote on Convention Chair
RSC Meeting	<b>November ("off year")</b>	event planning	event planning		Initial event budget presented to the RSC
RSC Meeting	<b>February</b>	event planning	event planning		Final event budget presented to the RSC
RSC Meeting	<b>May</b>	event planning	event planning		
RSC Meeting	<b>August</b>	event planning	event planning		
	<b>October</b>	<b>EVENT</b>	<b>EVENT</b>		
RSC Meeting	<b>November</b>	immediately after event	still finalizing all reports and invoices	solicit for "host city" bids (ask Areas/Loner Groups to bring bids to next RSC)	

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**APPENDIX E. INMATE LETTER WITH REACHING OUT**

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**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](http://www.arscna.org)

(800) 338-8750

210 S. Thompson Street, Ste #6 #531, Springdale, AR 72764

Dear

Thank you for contacting Narcotics Anonymous of Arkansas, we are pleased to receive a letter from you. We have sent a Basic Text to you in the facility that you are staying in, if the facility allows literature to be sent. We suggest reading this book to find our message of hope while you are incarcerated. Our message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Narcotics Anonymous is a program of complete abstinence from any mood changing, mind altering substances. Members go to Narcotics Anonymous meetings, work the 12 steps with a sponsor, and are of service to others; you are a member when you say you are.

At a meeting of Narcotics Anonymous we read specific readings at the beginning of the meeting; Who is an Addict, What is the NA Program, Why Are We Here, How it Works, The Twelve Traditions of NA, Just for Today and We Do Recovery. All of these readings can be found in the Basic Text, in italics, at the beginning of each of those chapters. We share our experience, strength and hope. A meeting is two addicts sharing and can be done while in the facility that you are in.

We have attached an application for our monthly newsletter Reaching Out. If you would like to receive this newsletter during your incarceration, please fill out and send into the address on the application.

Thank you once again for reaching out. Being a part of this fellowship means you are never alone. This is a "we" program and getting to a meeting your first day out upon release can give you a better shot at recovery by connecting with other addicts. Our state meeting list can be found at [arscna.org](http://arscna.org). We hope to see you soon!

Sincerely,

Arkansas Region of Narcotics Anonymous  
Help Line 1-888-501-1607

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# Order Form

*Reaching Out* is a quarterly, recovery-oriented newsletter made available free of charge to incarcerated addicts through Narcotics Anonymous World Services. If you will be incarcerated for at least six more months and would like a free subscription to *Reaching Out*, complete and return the following form.

***Reaching Out* is also available in a printer-ready format, for free download at [www.na.org/reachingout](http://www.na.org/reachingout)**

*Reaching Out* is also available by a 20-copy bulk subscription at a cost of \$38.05 annually. If you are interested in purchasing a bulk subscription, please complete the following form and return it along with a check or money order.

- I am an incarcerated addict (and will be for at least six more months) and want a free subscription to *Reaching Out*.
- I want to purchase \_\_\_\_\_ 20-copy bulk subscriptions of *Reaching Out* @ \$38.05 each, total \$ \_\_\_\_\_.

Name \_\_\_\_\_

Identification Number \_\_\_\_\_

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

### Attention Inmates

**If you are relocating and your mailing address changes while you are incarcerated, please update your new address with us so that**

**we can maintain your subscription to *Reaching Out*.**

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