

PROPOSED GUIDELINES FOR
GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE
SUBMITTED TO THE FELLOWSHIP 11/18/84

PREPARED BY GPRSE SELECT COMMITTEE

J.R. FRIEL, CHAIRPERSON

II. 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. An NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our Service Centers may employ special workers.
9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA 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.

III. FACTS, AIMS AND PURPOSE OF THE GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE

- A. FACTS - As of this printing the facts that the GPRSC is faced with are a result of our inexperience and immaturity in dealing with matters of service at all levels. We are a newly formed body of addicts brought together by our desire to help in the growth and continuation of Narcotics Anonymous.
- B. AIMS - All of the aims of the GPRSC are to provide services to the Areas and Groups of NA in the tri-state area so they may better carry the message to the addict who still suffers.
- C. PURPOSE - The primary purpose of the GPRSC is to help carry the message of recovery through the Twelve Steps of Narcotics Anonymous to the addict who still suffers. The GPRSC is a service board created for the purpose of being directly responsible to those it serves. The GPRSC is organized to provide to its member areas and to provide better communications with the World Service arms of Narcotics Anonymous.

IV ADOPTION OF ROBERT'S RULES OF ORDER

- A. The GPRSC will conduct its business under Robert's Rules of Order.
- B. QUORUM - A quorum is defined as one-half of all designated voting participants if the GSR's ARE voting or two-thirds of all designated voting participants if the GSR's ARE NOT voting.
- New York ASR not attending can't vote.
- NJRSC not attending can't vote.

(If the RSC decides to change its voting structure it may do so at any regular session of the GPRSC. The GSR's DO NOT have a vote on this motion. An RSC is an assembled body whose purpose is to serve its member areas who are represented by ASR's. In most cases, active voting by GSR's who are well-informed will help a region's stability. However, active voting participation by GSR's who are uninformed can force a region to deteriorate and instill doubt instead of trust in our "trusted servants".

All voting participants in New York are	Com./Secretary
	ASR/ CoChairperson
All voting participants in NJRSC are	ALT/ Treasurer
	RSR/
	ALT/

V. THE STRUCTURE OF THE GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE

A. THE GPRSC DEFINED:

The Greater Philadelphia Regional Service Committee is an assembled body of representatives from member areas within the geopolitical boundaries of the state of Pennsylvania. These representatives meet for the purpose of helping to better carry the NA message of recovery to the addict who still suffers; primarily in the state of Pennsylvania.

B. THE GPRSC COMMITTEES DEFINED:

1. Administration Committee - The Administration Committee coordinates the services that are offered to the member areas through the GPRSC. The members chosen to serve on this committee are qualified leaders who have usually served their home group and area as trusted servants and have gained the experience necessary to qualify them for these positions of trust.
2. Standing Committees - The Standing Committees are usually referred to as Subcommittees. These committees are formed for and when there is a specific need. More than a few good members are required to accomplish the work these committees perform. The work performed and services rendered to the member areas by these committees are the reason for having a Regional Service Conference. Most of the ideas, suggestions and literature presented at the World Service Conference are direct results of regional committee service work.
3. Ad-hoc Committees - An ad-hoc committee is a special committee elected by the voting participants of the GPRSC to perform particular tasks brought onto the floor of the RSC by a voting participant.
4. Select Committee - A select committee is a special committee selected by the chairperson of the GPRSC for the purpose of accomplishing a specific task assigned by the chairperson of the GPRSC.

C. VOTING PARTICIPANTS DEFINED:

1. Members of the Regional Administrative committee. (Chairperson, Vice-Chairperson, Treasurer and Secretary).
2. Regional Subcommittee Chairpersons.
3. Regional Service Representative
4. Alternate Regional Service Representative
5. Area Service Representatives
- *** 6. Alternate Area Service Representative
- *** 7. Group Service Representatives
- *** (If GSR's are not voting at a ^{GRRSC}~~NA~~ then the alternate ASR's do not vote)

D. NON-VOTING PARTICIPANTS DEFINED:

All other members of Narcotics Anonymous who are not defined as voting participants.

E. NON-PARTICIPATING GUESTS DEFINED:

All other persons present but not defined as voting or non-voting participants. These persons usually attend as observers. The Chairperson of the NORSC may solicit comments on their observations during a session of the NORSC.

F. SERVICE DEFINED:

1. Personal Service - The Members, the Meeting and the Group provide what is frequently called Personal Service. This type of service is found in the nature of the one-to-one, addict-to addict relationships so important to our recovery. Sponsorship is personal service. It is at this level that we find personal identification with others with similar problems and experiences and the hope necessary to continue. Here also is our first introduction to the Narcotics Anonymous program.

Personal service is an effort to carry the message of recovery in Narcotics Anonymous to the addict who still suffers. Every member of the fellowship has the responsibility to provide this form of service. The simplest form of this service is introducing a newcomer to an NA meeting. We have found that we can strengthen and maintain our own recovery when we give this type of service. Personal services can be any type of service in NA that does not have to do with an elected position. Making coffee and cleaning ash trays falls into the category of personal service, as does sharing at a meeting and the twelfth step.

F.* SERVICE DEFINED (continued):

2. General Service - General Service provides the support necessary for for groups of NA members so that they may act together for the common good and carry the message of NA recovery to the suffering addict. This kind of service not only helps the addict who still suffers but also makes available to the society it serves, a workable program of recovery for the drug addict for whom other types of help have seemed to be just a wasted effort.

Narcotics Anonymous exists in many areas as an obscure unrecognized drug program about which little is known. It is a fact that in most communities where active groups exist the often surprising success of our fellowship is gratefully acknowledged and the communities are very grateful to have the groups around.

It is no longer enough to have a few members getting together to keep their groups going. NA has grown and will continue to grow at an even faster rate. Without general service we will have no way to take care of the business of providing the groups with the intercommunication and other services so that they may continue their primary purpose - to carry the message of NA recovery to the addict who still suffers. For the addict in or not yet in recovery the result would be disaster.

General Service is for any NA member who wishes to get involved. General service has contributed greatly to the growth of NA. Any elected position in the service structure of NA is by definition General Service. Committees are formed to meet our specific needs and are an integral part of General Service. Some members feel that General Service is "getting on with the business of Narcotics Anonymous", and wish to be a part of that effort. In order to function, NA needs active support; your support.

Choose your representatives carefully. Participate in functions. Get involved in NA. The work is hard and often little seems being accomplished. Work hard anyway. Your personal return will be ten-fold. Seek to serve wherever and whenever you can.

G. THE ^{CRKSC}~~NORSC~~ STANDING COMMITTEES

1. THE POLICY SUBCOMMITTEE:

The policy committee consists of: Chairperson, Vice Chairperson, Chairpersons of all (P.I., H & I Outreach and Activities) and all the administrative committee (ASH, ASC Chairperson, Treasurer, and Secretary).

The policy sub-committee is appointed by the ASC to deal with those things which are the policies of NA. Policy is directly responsible to seeing that the twelve traditions of NA are applied on all sub-committees of the ASC. The policy committee is also responsible to seeing that all sub-committees have acceptable guidelines in which the twelve traditions are being upheld. This committee is responsible for maintenance and revision of our area guidelines.

This committee also deals with violations of the twelve traditions within our area. This committee is not a governing committee and acts only in matters where the ASC gives permission to do so. The main purpose of this committee is to see that the ASC, all sub-committees, and any committees to be formed later do not conflict with the twelve traditions of Narcotics Anonymous.

2. THE ACTIVITIES SUBCOMMITTEE:

This committee consists of: Chairperson, Vice-chairperson, and any interested member.

This committee is responsible to hold activities (dances, picnics, parties, events, etc...) that are attractive to the new comer. The primary purpose of this committee is to reach the suffering addict. The secondary purpose of this committee is to raise funds for area needs.

All net profits generated by this committee will be divided on a 50/50 ratio between this committee and the area, with a \$300 prudent reserve for this committee. The ASC has the right to withdraw from this committee's funds if it becomes necessary.

3. THE HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

H&I committees aid members or groups that wish to carry our message into institutions. Members involved in H&I work form an H&I committee. Sharing our collective experience helps us problems and carry our message effectively.

Members should be committed to serve, and have a strong NA oriented recovery. A minimum of six months total abstinence is suggested. All participants should be aware of their responsibilities to meet requirements of the facility and to maintain an atmosphere on NA recovery.

Please refer to the HOSPITAL AND INSTITUTIONAL HANDBOOK for further information.

4. THE PUBLIC INFORMATION SUBCOMMITTEE.

A. The Public Information committee has varied responsibilities. They are:

1. Co-ordinating or giving information for local workshops dealing with starting, co-ordinating and maintaining an area phone service "hotline" to help N.A. become more available.
2. Direct mailings (bulk-rate or non-profit) with regional or state-wide agencies, associations, organizations, facilities (private or government assisted) to establish lines of communication
3. Co-operate with but not affiliate with any other group interested in helping the addict who still suffers; also one-on-one contacts with the same desire.
4. Co-ordinating or giving information to area for radio spots, public service announcements, commercials and radio talk shows.
5. Co-ordinating or giving information to area for television public service announcements, commercials, television shows (community or regionally related) etc...
6. Co-ordinating or giving information to area on press announcements (newspapers, magazines, journals etc...)
7. Setting up or arranging for such interviews, giving information appropriate for public service announcements, advertising, etc...
8. Co-ordinates public speaking engagements with the requesting facility or organization and sets up special committees to do the same at any convention related to helping the addict or the concern with the disease or treatment of addiction (drug and/or alcohol related organization, health services or affiliated organizations) such as judicial system related, Joint Commission of Accreditation of Hospitals, A.M.A., or other twelve step programs within the region we serve.
9. Arranging for permission or approval to attend conventions as above, set up displays, special open N.A. meetings, and possibly arranging for a speaker on such convention programs.

B. This committee also:

1. Maintains and co-ordinates distribution of all the above information (numbers 1-9).
2. Maintains archives on past experiences.
3. Maintains phone service (hotline) guidelines.
4. Maintains examples of letters used in direct mailings to different career oriented individuals who may help addicts (doctors, lawyers, health service related, judges, counselors, psychiatrists, wardens, probation/parole officers, clergy, general examples, etc...)
5. Maintains various public service announcements (tapes or typical radio and television shows, announcements, commercials, posters of public displays, stickers for windows, phone booths, etc...)

VI. RESPONSIBILITIES OF THE ~~NJRSC~~^{GPRSC} TRUSTED SERVANTS

- A. THE ADMINISTRATIVE COMMITTEE CHAIRPERSON - The Chairperson conducts all ~~NJRSC~~^{GPRSC} sessions. The Chair maintains order through the responsible enforcement of Robert's Rules of Order. A thorough knowledge of Robert's Rules and the ability to maintain a working productive atmosphere is a necessary prerequisite for the person who holds this position. The Chairperson is responsible for all correspondence.
- B. THE ADMINISTRATIVE COMMITTEE VICE-CHAIRPERSON - The Vice-chairperson coordinates all subcommittee functions and conducts all ~~NJRSC~~^{GPRSC} sessions in the absence of the Administrative Committee Chairperson.
- C. ADMINISTRATIVE COMMITTEE TREASURER - The treasurer keeps track of all the finances of the ~~NJRSC~~^{GPRSC}, makes a report of contributions and expenditures at each ~~NJRSC~~^{GPRSC} meeting, prepares an annual financial report to WSC, and is responsible for bulk purchases of literature for disbursement to the groups.
- D. THE ADMINISTRATIVE COMMITTEE SECRETARY - The secretary records an accurate account of the proceedings of each meeting of the ~~NJRSC~~^{GPRSC} and types and provides copies of the meeting minutes to each ASC, GSR and ~~NJRSC~~^{GPRSC} trusted servant within one week following each meeting of the NJRSC. The secretary provides assistance to other ~~NJRSC~~^{GPRSC} trusted servants in the preparation of all correspondence and is responsible for the maintenance of the filing system of all NJRSC correspondence.
- E. THE REGIONAL SERVICE REPRESENTATIVE - The Regional Service Representative acts for the Region as the ASR acts for the Area and the GSR acts for the Group. The RSR represents and speaks for the member Areas and Groups at WSC and other RSC functions. The primary responsibility of the RSR is to work for the good of NA, providing two-way communications between the NJRSC and the rest of the fellowship. The RSR attends all ~~NJRSC~~^{GPRSC} meetings and as many ASC meetings as possible. The RSR is a very busy person, participating in World Service Conferences, thereby taking part in the decision-making process of NA as a whole. An RSR serves on one or more WSC subcommittees, communicates regularly with the WSC, the Board of Trustees, and the World Service Office. The RSR also works closely with the Regional officers and subcommittees and is a source of information and guidance.

In order to prevent the necessity of tabling important WSC actions, the RSR should, before leaving the New Jersey region to participate at WSC

meetings, obtain a vote of confidence that they are authorized to use their own best judgment when voting on matters that the Region did not have the opportunity to obtain a group conscience.

F. THE ALTERNATE REGIONAL SERVICE REPRESENTATIVE - The RSR-Alt. should work as closely as possible with the RSR to insure that the maximum training and information sharing is available to each of them. The alternate should do everything that the RSR does. The RSR-Alt. attends the WSC for two years. The first year is as an alternate, and the second year is as the RSR.

G. THE PROXY REGIONAL REPRESENTATIVE - The Proxy Representative is an elected last-minute replacement to the WSC in case the RSR and RSR-Alt are unable to attend. This contingency plan is necessary to insure that the NORSC conscience will be heard at the WSC.

H. CHAIRPERSONS OF THE STANDING COMMITTEES - These subcommittee chairpersons conduct the sessions of their respective subcommittees. These chairpersons must be proven leaders with the experience and ability to take charge of their committees and assure that the business at hand is dealt with in an effective and efficient manner. The chairperson is responsible for all subcommittee correspondence.

I. VICE-CHAIRPERSONS OF THE STANDING COMMITTEES - These subcommittee vice-chairpersons assist the chairpersons to conduct the sessions of their respective subcommittees, coordinates the specific tasks delegated to the subcommittee, and conducts the subcommittee sessions in the absence of the subcommittee chairperson.

J. SECRETARIES OF THE STANDING COMMITTEES - These subcommittee secretaries record an accurate account of the proceedings of each of their subcommittee meetings. They type and provide copies of the minutes of each meeting to the Administrative Committee and any others the subcommittee chairperson may designate.

K. TREASURERS OF THE STANDING COMMITTEES - In most cases the subcommittees will have no need of their own budget. In that case no treasurer is necessary. In the case that monies are allocated to the subcommittee, the Chairperson, Vice-chairperson and secretary will decide (with guidance from the Administrative committee) whether the subcommittee secretary will handle the funds or if a treasurer is needed.

VII. ELECTION PROCEDURES AND TERMS OF OFFICE OF THE TRUSTED SERVANTS

- A. THE CHAIRPERSON OF THE ADMINISTRATIVE COMMITTEE - Elected from the floor of the designated NJRSC Regular session where election of officers has been named as an agenda item in the previous ^{GPRSC} NJRSC regular session. Nominations and seconds are made only by voting participants. Voting is accomplished by voice vote. If the acting Administrative Committee cannot determine majority vote beyond the shadow of doubt, a roll-call vote will be taken. Term of office is one year. *Show of hands*
- B. THE ADMINISTRATIVE COMMITTEE VICE-CHAIRPERSON - Elected from the floor in the same manner as the Chairperson. Term of office is one year.
- C. THE ADMINISTRATIVE COMMITTEE TREASURER - Elected from the floor in the same manner as the Chairperson. Term of office is one year.
- D. THE ADMINISTRATIVE COMMITTEE SECRETARY - Elected from the floor in the same manner as the Chairperson. Term of office is one year.
- E. THE REGIONAL SERVICE REPRESENTATIVE - The RSR will be elected from the floor in the same manner as the Administrative Committee Chairperson in the first ^{GPRSC} ~~regular~~ general election. The RSR's term of office will be for one year in this first ^{GPRSC} NJRSC. The RSR position will be ascended to by the RSR-ALT after the first year.
- F. THE ALTERNATE REGIONAL SERVICE REPRESENTATIVE - Elected from the floor in the same manner as the Chairperson, but for a period of two years. The first year will be as RSR-ALT whereupon after serving one year at that level the RSR-ALT will succeed to the position of RSR for one more year.
- G. THE CHAIRPERSONS OF THE STANDING COMMITTEES - Elected from the floor in the same manner as the Administrative Committee Chairperson. Term of office is one year.
- H. THE VICE-CHAIRPERSON, SECRETARY AND TREASURER OF THE STANDING COMMITTEES - These trusted servants are nominated, seconded and elected by the members of the subcommittees they are to serve. Their terms of office will be for one year.

VIII. THE MEETING SESSIONS OF THE NJRSC

A. SPECIAL SESSIONS OF THE ~~NJRSC~~ ^{GPRSC}

A special session of the ~~NJRSC~~ may be called by the Administrative Committee Chairperson for a specified need and purpose. Special sessions are only to be called in an emergency to deal with an important problem which cannot wait until a regularly scheduled session. Proper notification of all voting participants is required, an agenda must be presented and a quorum must be present and registered with the Administrative Secretary. The special session will follow the format of a regular session.

B. REGULAR SESSION OF THE ~~NJRSC~~ ^{GPRSC}

1. REGISTRATION - All delegates must register with the Administrative Committee Secretary.
2. SEATING OF PARTICIPANTS
 - a. The floor is reserved to voting participants
 - b. The Gallery is the portion of the meeting room behind the floor. All non-voting participants and non-participating guests are restricted to the gallery.
3. AGENDA - An agenda is required and must be distributed to the voting participants at registration.
4. OPENING
 - a. The Serenity Prayer
 - b. Reading of the Twelve Traditions of Narcotics Anonymous
 - c. Reading of the NJRSC purpose
5. QUORUM CALL (Recorded by Administrative Committee Secretary)
6. READING OF THE MINUTES
 - a. Amendments
 - b. Acceptance
6. TREASURER'S REPORT
7. AREA REPORTS
8. COMMITTEE REPORTS
 - a. ~~NJRSC~~ ^{GPRSC} Administrative Committee
 - b. Standing Committees
 - c. Ad-Hoc Committees
 - d. Select Committees

9. CONCLUSION OF OLD BUSINESS
10. INTRODUCTION OF NEW BUSINESS
 - a. Entertainment of motions
 - b. Caucus and Discussion
 - c. Resolutions of Motions
11. PROCEDURAL DEFINITIONS - Commit or Refer to:
 - a. Committee Deliberations
 - b. Group Conscience
 - c. World Services Committee
 - d. Area Service Committee
12. MOVE TO RECESS OR ADJOURN
13. CLOSE OF SESSION
 - a. The Seventh Tradition
 - b. Notice of Next Session
 - c. Call for Agenda Items for Next Session
 - d. The Lord'S Prayer
14. GOOD OF THE ORDER
15. ADJOURNMENT

NOTES

GROUP CONSCIENCE - VOTE
EVERY DAY BUSINESS - NOT A VOTE
WHO IS ABLE TO MAKE DECISIONS
GOOD OF THE PEOPLE - GOOD OF THE ORDER

ITEMS IN NEED OF SPECIAL CONSIDERATION

1. We are in immediate need of a permanent mailing address.
2. Hotline Information - If you have information on Hotlines, get with the people assigned to that task.
3. Money flow - WSC suggests 60/30/10.
 - A. After establishing 1 - month prudent reserve, Group sends 60% of excess funds to their ASC, 30% of excess funds to their RSC and the remaining 10% of their excess funds to WSC.
 - B. After establishing 2 - month prudent reserve, ASC sends 70% of excess funds to the RSC and the remaining 30% of their excess funds to WSC.
 - C. After establishing a 3 - month prudent reserve, RSC sends 100% of their excess funds to WSC.
4. History and Archives - Do it now, while we're all still around

GREAT PHIA
5. ~~New Jersey~~ Regional Service Office - consider the following needs:

- A. Location
 - B. Size
 - C. Cost
 - D. Management
 - E. Assign this task to Ad-Hoc or Select Committee.
6. Registration with WSO as a Region
 7. Notify other Regions that ~~it~~ *CPRSC* exists and that we are a Region and Unified
 8. Set up lines of communications with other RSO's and RSC's.
 9. Begin immediately to plan attendance and participation in WSC workshops and other functions.