

NA CHINA REGIONAL SERVICE COMMITTEE GUIDELINES

BOUNDARIES

All of China (PRC) and Autonomous Regions.

PURPOSE

The NA China Regional Service Committee (NACRSC) serves as the single point of accountability for all Regional Services within the boundaries as defined above. NACRSC will assist with the coordination of NA services and functions common to the Area Service Committees and Locals in the process of formulating a service structure within this Region. We respond to the needs of the Fellowship of NA whenever possible. We exist to facilitate communication between NA China, Asia Pacific Forum (APF) Regions and the rest of NA as a whole. Our actions/decisions must always be in accordance with the spirit of the 12 Traditions and the Concepts of Service. To ensure that our purpose is carried out, the SCRSC shall have committees directly responsible to those they serve, through the SCRSC.

FUNCTIONS

1. Provide guidance and oversight to all Regional Service Committees (RSC).
2. Conduct quarterly RSC business meetings or as needed.
3. Record minutes of RSC meetings and distribute.
4. Maintain NA China Regional archives.
5. Contribute to NA by supporting the APF, NAWS and the WSC.
6. To ensure our purpose is carried out, the NACRSC shall have committees directly responsible to those they serve.

PARTICIPANTS

RSC Participants have three basic duties, "act as" and "speak from" their positions, accountable to who elected them; to insure that the NACRSC acts in the best interest of this Region and the RSC maintains a cooperative position with the Fellowship of NA as a whole. A participant is to fulfill these three responsibilities. All RSC Participants are equally accountable, both morally and spiritually, but not legally. A participant may be required to cease service NA China on the committee with a vote of non-confidence that is to be 2/3 of the voting members of NACRSC.

REGIONAL COMMITTEE MEMBER: (RCM)

A RCM is elected by the NACRSC for 1 year of service and may not serve for more than 2 years in any one given service position. When possible a RCM will overlap their responsibilities for 2 months in order to advise and or train a newly elected trusted servant. RCMs for NA China Region are; Chairperson, Vice-Chairperson, Secretary, Treasurer, Delegate, Alternate Delegate, Communications Committee Chairperson, Literature Translations Chairperson, Literature Chairperson, Area Service Representatives, Local Representatives.

WORKING GROUPS:

RSC Working (Ad-Hoc) Groups are created to serve short-term goals and/or projects for the RSC as needed and are usually disbanded upon completion of their assigned task. Chairpersons do not vote.

ATTENDANCE:

It is the responsibility of all RCMs to attend either in person or via Internet communications procedure at all NACRSC meetings. Failure to attend any one regular quarterly meeting will be cause to call for a vote of non-confidence by the RCMs and may result in the removal of any NACRSC member from their service position.

EXPENDITURES AND EXPENSES:

Only pre approved expenditures and expenses will be provided and or reimbursed.

VOTING PROCEDURES:

QUORUM:

1. A quorum must be established prior to conducting any old or new business.
2. A quorum shall be a minimum of two-thirds of the voting members of NA China Region.

MOTIONS:

Participants (except the presiding officer) may make or second motions. Once a motion is made a "second" will be necessary before any discussion will be allowed.

1. Secondary motions to amend, substitute, refer, or table a motion, may be made any time prior to voting on a motion.
 - a. Any motion or resolutions that would alter the NACRSC Guidelines must be submitted in writing a minimum of 30 days prior to a regular meeting.

VOTING:

1. A two-thirds majority of NACRSC Participants eligible to vote shall be required to pass any and all motions pertaining to the guidelines and policies of the RSC.
 2. A simple majority of NACRSC Participants eligible to vote shall be required to pass any and all main motions, a simple majority is defined as 50% plus one. If the NACRSC demonstrates a general lack of support the Chair may make a ruling. Voting is done by raised hands.
- All RSC Participants (except the presiding officer) may vote on all motions that are considered to be NACRSC business and/or operations such as elections or motions not referred to Areas or locals.

ELECTIONS:

REGULAR NACRSC ELECTIONS:

The Chairperson may vote in case of a tie. Elections are done via the Internet with a period of two weeks for nominations and two weeks for voting. NACRSC nominations and elections will be held in September of each year. A servant may not serve in any one position for more than two consecutive cycles of service. A cycle of service is one year.

NACRSC Administration Subcommittee Chairs and Vice-Chairs:

If a vacancy exists and a nomination is made an interim election shall be held.

NACRSC Direct Elect Seats:

Conduct interim elections any time there is a vacancy on NACRSC.

REMOVAL/SUSPENSION OF PARTICIPANTS:

Trusted servants elected/appointed to serve the NACRSC or any of it's subcommittees may be recalled or removed by a 2/3 majority of NACRSC participants eligible to vote, due to lack of attendance, failure to perform duties of the position, interruption of abstinence, gross negligence, incapacitation or vote of non-confidence.

GRIEVANCE PROCEDURE:

1. Only members of the NACRSC, or directly affected by the actions of the NACRSC may petition for redress of personal grievance.
2. Petitions for redress shall be written to the NACRSC Chairperson from the person seeking redress and concisely state the reason for which redress is being sought. The Chairperson will then distribute the letter and the NACRSC shall indicate, by vote or consensus, whether the body will hear the redress and if granted, a specific amount of time is to be allotted to dealing with the redress. At this time the petitioner may state his/her grievance, express what corrective actions he/she would like to have taken and answer any questions. If the redress concerns the actions of specific members of that committee, it would also be appropriate to allow them to respond at that time.