Approved

Northern New Jersey Regional Service Committee of Narcotics Anonymous

Guidelines & Policy

Amended 12.01.2024

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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.

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 is 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 full 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, every reminding us to place principles before personalities.

The Twelve Concepts of Narcotics Anonymous

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 the behalf of NA as a whole.
2. The final responsibility and authority for NA service 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 living 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 government.

Sample NNJRSC Agenda

1. Call meeting to order with moment of silence
2. Roll call
3. Set time for adjournment
4. Set time and place for next nnjrsc meeting
5. Correction / approval of minutes
6. Seating of new areas
7. Open forum
8. Executive committee reports
    1. Chair report
    2. Vice Chair report
    3. Treasurer report
    4. Secretary report
    5. RD Report
    6. Ad-Hoc report
    7. Policy report
    8. JAC report
    9. Shared Services report
9. Sub Committee reports
    1. Activities
    2. BOT
    3. H&I
    4. Literature
    5. Meeting List
    6. PR
    7. Web Site
10. Old business
11. New business
12. Area reports
13. Adjournment

Mission Statement

The Northern New Jersey Regional Service Committee of Narcotics Anonymous is a Service Board directly responsible to its Member Areas. The NNJRSC pools and develops local service resources that can be used by groups and areas in better fulfilling their responsibilities. This body does not govern and only carries out was is assigned to it through group conscience.

The Participants Of NNJRSC

THE NNJRSC DEFINED

The NNJRSC is an assembled body of representatives from member Areas in the Northern Region of New Jersey. It meets every two (2) months to do business as per the member areas. The meetings are non-smoking with 5-minute breaks every hour. Only RCM'S, or in their absence, the RCM Alternate, has a vote on any business conducted. On WSC years it meets monthly from January to April due to the Conference Agenda Report (CAR). In March we will meet on the first Sunday to wrap up the events of the CAR. Business at these meetings is conducted in the manner described in these guidelines as well as those described in "A Guide to Local Services in Narcotics Anonymous", which has been adopted into this body's policy through group conscience.

THE NNJRSC SUB-COMMITTEES DEFINED

1. **The Administrative Committee**

   The Administrative Committee coordinates the services that are offered to the member Areas through the NNJRSC. The members elected to serve on this committee are trusted servants who have served in Narcotics Anonymous and have gained the experience necessary to qualify them for these positions of trust. The members of the Administrative Committee consist of the Chairperson, Vice-Chair, Secretary, and Treasurer. They may only second motions; chairperson excluded but may not vote in the regional committee meeting. Members of the Administrative Committee are limited to two (2) consecutive terms.

2. **The Joint Administrative Committee**

   The Joint Administrative Committee consists of the Chairperson of each of the Standing Committees, Ad-Hoc Committees, Select Committee, the RD, AD, RDAA, BOT Chairperson and Vice-Chairperson, the Administrative Officers, and those the Administrative Chair requests. This committee will meet if a motion has been tabled to the Committee, or an outstanding issue needs to be discussed. They have no power of their own but to present all findings and recommendations to the NNJRSC. The NNJRSC Vice-Chair sets the agenda and conducts the meeting, and reports to the NNJRSC.

   There will be at least two yearly JAC meetings to discuss the budget. The first meeting will be in September to develop the budget for the next year. The second will be in March to evaluate how the budget is progressing. Each trusted servant should attend and present a detailed, proposed budget at the September meeting and report on their progress for the March meeting.

3. **Standing Committees**

   The Standing Committees are usually referred to as Sub-Committees. These committees are formed for, and when there is a specific need for them. The work performed and the services rendered to the member Areas by these committees are the reason for having the NNJRSC. More than a few good members are required to accomplish the work these committees perform. The Chairperson of these Standing Committees may make and second motions but may not vote in the regional committee meeting. The Committee as a whole may make motions. If the Committee makes a motion, it does not require a second.

4. **Ad-Hoc Committees**

   An ad-hoc Committee is a special committee directed by the voting participants to perform for, and when there is a specific task brought onto the floor of the NNJRSC. Other than to report, an Ad-Hoc Committee has no voice in the regional committee meeting. The regional committee must vote for its feasibility and the NNJRSC either chooses, by voting process, the Chair of the AD-Hoc, or it may direct the NNJRSC Chairperson to appoint a Chair. These special committees are disbanded when their task has been completed.

5. **Select Committees**

   A Select Committee is a special subcommittee formed, whose Chairperson is appointed by the NNJRSC Chairperson. The Select Committee's specific task is decided by the Regional body. This committee is directly responsible to the NNJRSC and to report its findings. Other than to report, a Select Committee has no voice in the regional committee meeting. These special committees are disbanded when their task has been completed.

6. **The BoT Committee**

   The Board of Trustees is the body that exercises the powers stated in the by-laws of the NNJRSC Convention Corporation. They are responsible for ensuring that the NNJRSC Convention Corporation is legally compliant with the corporate laws of the state of New Jersey. The BOT Chairperson is a signatory of the NNJRSC Convention Corporation account. They handle all corporate and legal aspects, audit the NNJRSC Convention Corporation bank accounts on a quarterly basis, work with the Convention Sub-Committee on any corporate/legal issues they may have, and carry out the duties assigned by the NNJRSC. They give a report at the regular NNJRSC Meeting and a concise annual report after the close of the Convention year. They have a final say on all corporate and legal matters.

   For specifics on Board of Trustees duties and responsibilities, please refer to NNJRSC Convention Corporation. Inc. By-Laws document

INDIVIDUAL PARTICIPANTS DEFINED

1. **Regional Delegate (RD)**

   Is a duly elected trusted servant of the NNJRSC. The RD is generally a very experienced and highly trusted person whom the NNJRSC has chosen to represent them at other levels of NA service. The RD may make and second motions but has no vote in the regional committee meeting.

2. **Regional Delegate – Alternate (RDA)**

   Participates as the RD in the RD's absence.

3. **Regional Delegate – Second Alternate (RDAA)**

   Participates as the RD in the RD's absence.

4. **Regional Committee Member (RCM)**

   Is the trusted servant of the member Areas. The RCM's may make and second motions and are the ONLY VOTING PARTICIPANTS of the NNJRSC.

5. **Regional Committee Member Alternate (RCMA)**

   Participates as the RCM in the RCM's absence.

6. **Member-Participants**

   Is any member of NA who supports member groups and areas of the NNJRSC, may be heard in the regional committee meeting. These participants may petition the Chair to be heard when they have a need but should always try to speak to the RCM or RCMA representing their area. They may not make or second motions and have no vote in the regional committee meeting. Their experience and energy, however, are much needed at the committee level, and should be encouraged to serve when and where they can.

7. **Non-Member Participants**

   The need occasionally arises for members of NA, from other Areas and Regions to share their experiences, strength, and hope in NA service with the NNJRSC. These persons may petition the Chairperson to be heard. They may not make or second motions and have no vote in the regional committee meeting.

8. **Non-Member Guests**

   Any others present, who are not members of NA, are guests of the NNJRSC. These persons usually attend as observers or are invited by the Chairperson to share in their personal area of expertise. The Chair may solicit comments from these individuals. Otherwise, they have neither a voice nor vote in the regional committee meeting.

RESPONSLBILITES OF THE NNJRSC TRUSTED SERVANTS

General Service

General Service provides the support necessary for Groups and Areas of NA members so that they may act together for their 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 makes available to the society it serves a workable program of recovery for the drug addict to 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. Yet in most communities where groups are active, the often-surprising success of our Fellowship is gratefully acknowledged. Virtually all communities that know of us are glad to have us 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 even a faster rate. Without General Service we will have no way to take care of the business of providing the Groups and Areas with the intercommunication and other services we need so that they may continue in 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 disastrous.

Participating ASCs

Bergen			
Freedom Through Unity			
Greater New Brunswick			
Greater Newark			
Greater Plainfield			
Hudson County			
Inner City			
Northwest			
Original			
Passaic			
Silk City			
SEASC			

To function, NA needs active support, YOUR SUPPORT! PARTICIPATE IN FUNCTIONS! GET INVOLVED IN NA! The work is hard and often frustrating. Work hard! Seek to serve whenever and wherever you can. Your personal return will be tenfold.

General Service is for any NA member who wishes to get involved. It has contributed greatly to the growth of NA. Any elected position in the service structure is General Service. Committees are formed to meet our specific needs and are an integral part of General Service. Some members feel it is the “getting on with the business of NA” and wish to be a part of that effort.

NOTE: NNJRSC Trusted Servants serving the Region as RD. AD, RDAA, Standing, Ad-Hoc or Select Committee Chairpersons, Administrative Officer, and BOT member normally have gained experience in service by fulfilling full term commitments in NA and demonstrate a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

Personal Service

The members, the meeting, and the Group provide what is frequently called Personal Service. This kind of service is based on the one-to-one addict sharing experience, strength, and hope that is the foundation of 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 so necessary to continue. Here also is our first introduction to the Narcotics Anonymous program. The Twelfth Step is a matter of personal service, and obviously the most important aspect of service. Without the Twelfth Step, the program would wither and die. 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 aspect of service. The most basic form of Personal Service is bringing a newcomer to an NA meeting. We have found that we can strengthen and maintain our recovery when we offer this kind of service. Personal Service can be any type of service in NA that does not have to do with an elected position. Making coffee and cleaning ashtrays is Personal Service, as is sharing at a meeting, giving rides and working the Twelfth Step.

ELECTION PROCESS

Doing service is no easy task at any level. It requires a commitment to personal recovery above all else. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have sufficient integrity to hear others well, to compromise and to demonstrate the courage of their convictions, as well as the ability to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service to others, studying available resource materials, consulting those with more experience and carefully fulfilling the tasks we've given them. Clear, frequent two-way communication is an important prerequisite. So long as our committees regularly issue complete, candid reports of their activities, we can be confident that we have delegated our authority wisely. (Concept Eight). We apply the Sixth Concept when we invite a loving God to influence us before making service-related decisions.

QUORUM

A quorum (the number of voting members who must be present in order to conduct business) for the NNJRSC is a majority of all eligible voting members. In our Region, each Area gets one vote. That vote can be cast by the RCM, the RCM-A or another

representative chosen by the Area. A person may not act in a voting capacity and fulfill another position during a Regional session. If they are chosen to serve in their Area in this capacity, their Vice Chair, etc. will act as the Chair of the committee for the duration of the Regional Session. As for quorum, we need a majority of the Areas represented. If there are 12 Areas in the Region, we would need 7 RCMs or their Alternates to open Region and conduct business.

VOTING PROCEDURE

The Facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator asks for a show of hands of those in favor of the motion. Then the Facilitator asks for a show of hands of those opposed to the motion, and then asks for a show of hands of those abstaining from voting.

The goal of a vote should be to determine the conscience of the body. If less than half (less than two thirds for a Policy vote) of the voting members are in favor of an idea, then it doesn't have a clear group conscience. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion. Whenever there are abstentions in a vote, except elections, we go around the room and ask each abstainer if they would like to elaborate as to why they abstained. Discussion should be limited to one minute per person. The results of votes on motions will be recorded in the minutes, including for, opposed, and abstentions.

ELECTION PROCEDURE

Elections for trusted servants at The NNJRSC must **always** abide by the following procedures:

1. The qualifications and responsibilities for the specific position are read out loud.
2. The chairperson shall open the floor for volunteers and, or nominations. Any addict, who is present at The NNJRSC, is nominated by, or whose nomination has been seconded by an RCM or RCMA is eligible to be a candidate.
3. The floor will remain open until there are no more volunteers or nominations and a last call for either is made.
4. Candidates will state their qualifications in the order that they volunteered or were nominated.
5. The floor will be open for any questions to the candidates.

6. The volunteers and, or candidates will be asked to leave the room and the floor will open for discussion of candidate's qualifications and any pertinent information.
7. The floor will be closed for discussion and voting process will begin.
8. Each member area will have only one vote in the election.
9. The chairperson will call for votes on candidates in the order that they volunteered or were nominated.
10. The secretary shall temporarily record the number of votes for each candidate, discarding the record immediately after the election is concluded.
11. The eligible candidate with the majority of votes will assume the position that the election was held for.

In the unlikely event that no candidate has a majority of votes the following procedure will determine who will assume the position the election is being held for:

A. The candidate with the least votes will be eliminated from eligibility and the voting procedure instituted again.
B. In a case where two or more candidates have been eliminated leaving a single candidate, the chairperson shall call for a vote of confidence confirming the single candidate as elected. If no vote of confidence is given the single candidate will be eliminated and the election procedure will be instituted again with the remaining candidates.
C. In a case where there is a tie with more than two candidates a number of elections equal to the number of candidates will held. A different candidate will be left out each time
D. In the eventuality of a tie the chairperson will call for a vote of confidence to cast the tie- breaking vote.

Requirements

These positions require a commitment of at least one year, and in some cases two or more. You may be asked to make considerable investment of your time you may be asked to travel to other service meetings; you may also be required to spend some of your own personal funds in order to fulfill your responsibilities, such as tolls, gas, telephone calls, etc. You will have work to do at home in your spare time, such as reading or writing reports and discussing plans and objectives with other members.

Our service bodies must also manage funds responsibly, accounting fully and accurately for its use to those who have provided it. Accountability is another aspect of responsible NA financial management. Consistent financial records help us make realistic spending plans for future service activities. In order to provide our Fellowship with the very best level of service possible, we ask our members to carefully consider the responsibilities that go with the elected position for which they may be nominated or volunteer for. Service on any level has many rewards and may have a profound effect on your personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

Election Of NNJRSC Officers

The Administrative Committee requires a substantial amount of clean time and personal maturity should be the first consideration along with experience. Our Trusted Servants should demonstrate the stability and personal sense of direction that serve as an example to others. Newly elected trusted servants assume role once the meeting in which they are elected.

General Responsibilities

Each Regional officer, sub-committee Chairperson, and Chairperson of any board created by this body is responsible for maintaining accurate records and minutes of all meetings, policy guidelines, budget information, accounting records, (if applicable), and any other paperwork and computer discs relevant to the sub-committee. **This information must be brought to the Region at the December meeting to be turned over to the newly elected officer for the coming year.**

Requirements should not, and, in some instances **CANNOT** be waived. NNJRSC members may succeed themselves in office, but in keeping with our Ninth Tradition and the principle of rotation, **the officers on the Executive Committee, specifically the Chair, Vice Chair, Secretary, Treasurer, Policy Chair, and Regional Delegate are limited to two consecutive terms. It is recommended that Sub-Committee Chairs do not serve more than two consecutive terms.** A term is defined as 75% of the length of the term. All elected NNJRSC servants must resign to the Regional body. **Any NNJRSC officer or subcommittee Chair may be removed during their term by a majority vote of the NNJRSC.** Elected servants begin their position at the end of the meeting they are elected unless motions #57 and 73 are in effect.

Removal of Trusted Servants

Trusted Servants may be removed from their positions by a two-thirds majority vote of the Region. Grounds for removal are as follows:

1. Failure to attend two consecutive JAC and/or Regional meetings during their term.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense that they committed during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous funds.

Any and all trusted servants can be removed and voted out of their commitment with a two-thirds majority vote for failure or inefficiency to fulfill the requirements, responsibilities, and/or duties as outlined in the NNJRSC policy.

After the second meeting the Trusted Servant missed, they will be brought up for review. The Secretary will email the attendance list to the Chair, and the Chair will call the Trusted Servant in question and email the Region to inform them the person will be brought up for review. The review will happen prior to Old Business. At that time, the trusted servant in question will discuss their absence, and the Member Participants will discuss it. At the end of the discussion a vote will be taken. Removal will occur if two thirds of the voting members present agree.

NNJRSC Chairperson

Duties:

1. The Chairperson presides over NNJRSC meeting, it run in an orderly manner
2. Sets the agenda for each NNJRSC meeting.
3. Delegates' responsibilities of any open elected NNJRSC position.
4. Assumes the responsibilities of any open elected NNJRSC position.
5. Attends at least 1 of every 4 meetings of each sub-committee within their term
6. Holds at least one Learning Day per year on the NNJRSC trusted servant's requirements and responsibilities.
7. The Chairperson cannot make or second a motion, or share their opinion, pro or con on a motion.
8. Have all available knowledge assessed & expressed on any issue to better inform RCM's.

9. Delegates' trusted servant(s) to attend each sub-committee audit.
10. Is a co-signer of the NNJRSC checking accounts
11. Attends the NNJRSC Joint Administrative Committee (JAC) meeting.
12. Ensures that the P.O. Box is checked regularly.
13. Is limited to 2 consecutive terms.
14. To be on "account name" for the PO Box & when the position changed, both the outgoing & incoming Chairs go to the Post Office & change it to the new Chair
15. Posts the NNJRSC meeting details to state website.
16. Holds one of the keys to the storage unit.
17. Is responsible for saving the meeting minutes, motion slips, and funding requests in order for them to be archived in our storage unit, especially in the absence of an H&A Chair and/or Secretary.

Qualifications:

1. Five (5) years of continuous abstinence from all drugs.
2. Previous experience at presiding over a committee meeting.
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. Ready access to transportation.
5. Basic knowledge of mathematics.
6. Working knowledge of Robert's Rules of Order.

NNJRSC Vice-Chairperson

Duties:

1. The Vice- Chairperson presides over the NNJRSC meeting in the absence of the Chairperson, or as delegated by the Chairperson at least once every four meetings.
2. Presides over any ad-hoc committee where no Chair has been elected or appointed.
3. Attends at least one of every four meetings of each sub-committee within their term
4. The Vice- Chairperson can make a motion or share their opinion, either pro or con, only through the ad-hoc committee, which they may be presiding at the time.

5. Is a co-signer of the NNJRSC checking account.
6. Presides over the NNJRSC JAC meeting.
7. Attends Shared Services Committee meetings.
8. Compares monthly bank statements with the treasury balance.
9. Is limited to 2 consecutive terms.

Qualifications:

1. Five (5) years of continuous abstinence from all drugs.
2. Previous experience at presiding over a committee meeting.
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
4. Ready access to transportation.
5. Basic knowledge of mathematics.
6. Working knowledge of Robert's Rules of Order.

NNJRSC Treasurer

Duties:

Because of the extreme importance in accuracy and accountability of this position, a set of guidelines have been developed and must be followed.
(See: Addendum T)

1. The Treasurer maintains the NNJRSC bank account.
2. Works with the Chair, Vice-Chair, and the Committee Chairs to prepare the NNJRSC Expected Expenses.
3. Writes all checks and is responsible for collecting and holding all receipts for monies paid out. Checks are written only at the direction of the NNJRSC.
4. Is responsible for all monies going in and out of the NNJRSC.
5. Has a written financial report available at each regularly scheduled NNJRSC meeting.
6. Maintains the NNJRSC "Books of Accounts". (Cash Receipts, Cash Disbursements, General Ledger, Etc.)
7. Provides the NNJRSC accountant with requested records on a timely basis.
8. Informs the NNJRSC of the financial impact of any motion requiring a disbursement.
9. Attends the NNJRSC Joint Administrative Committee (JAC) meeting.
10. Attends the Shared Services Committee meeting.
11. Provides The Helpline with billing analysis.

12. Keep all Helpline billing records
13. Commitment ends after the February Regional Meeting.
14. Acts as an advisor for the incoming Treasurer, and assists in creating year end reports.
15. Is limited to 2 consecutive terms.
16. Pays the annual PO Box bill before the bill is due.
17. Is responsible to ensure all monies collected at the Regional Meeting are deposited within 48 hours.

Qualifications:

1. Five (5) years of continuous abstinence from all drugs
2. Demonstrated stability in the local NA community
3. Previous service experience
4. Bookkeeping / Accounting experience
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA
6. A legal and visible source of income
7. Regular attendance of NA meetings
8. A demonstrated willingness to serve

NNJRSC ASSISTANT TREASURER

Duties:

1. Learns to maintain the NNJRSC bank account.
2. Helps the treasurer work with the Chair, Vice-Chair, and the Committee Chairs to prepare the NNJRSC annual budget.
3. In the absence NNJRSC Treasurer, writes all checks and is responsible for collecting and holding all receipts for monies paid out.
4. Is responsible for all monies going in and out of the committee in the absence of the NNJRSC Treasurer.
5. Learns how to write financial reports.
6. Learns to maintain the NNJRSC “Books of Accounts”. (Cash Receipts, Cash Disbursements, General Ledger, Etc.)
7. Assists the NNJRSC Treasurer in providing the NNJRSC accountant with requested records on a timely basis
8. Informs the committee of the financial impact of any motion requiring a disbursement in the absence of the NNJRSC Treasurer.
9. Does not have check signing privileges.

10. Attends the NNJRSC Joint Administrative Committee (JAC) meeting.

Qualifications:

1. Five (5) years of continuous abstinence from all drugs
2. Demonstrated stability in the local NA community
3. Previous service experience
4. Bookkeeping / Accounting experience
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA
6. A legal and visible source of income
7. Regular attendance of NA meetings
8. A demonstrated willingness to serve

NNJRSC ADMINISTRATIVE SECRETARY

Duties:

1. Records the minutes of all regularly scheduled NNJRSC meetings.
2. Is responsible for the publication of the NNJRSC minutes.
3. Is responsible for roll call and attendance registry at NNJRSC meetings.
4. Generates all business forms used at NNJRSC meetings.
5. Is responsible for the mailing of the NNJRSC minutes, and maintains the mailing list current.
6. Assist the chairperson in keeping new business in order.
7. Tallies all regional votes.
8. Submits all secretarial expenses to NNJRSC treasurer.
9. Is a co-signer of the NNJRSC checking account.
10. Mails a copy of the NNJRSC minutes to the New Jersey Region.
11. Attends the Joint Administrative Committee (JAC) meeting.
12. The secretarial team is responsible for carrying the copier.
13. Is limited to 2 consecutive terms.
14. Send minutes out to the body within 14 days following Region meeting

Qualifications:

1. Five (5) years of continuous abstinence from all drugs.
2. Previous service experience.
3. The willingness to give the time and resources necessary to do the job.
4. Access to a PC. (PC not required but would make job easier)
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.

6. Ready access to transportation.

NNJRSC ASSISTANT SECRETARY

Duties:

1. Assists the Secretary with the responsibilities of compiling minutes and other documents.
2. The Assistant Secretary calls all required members prior to JAC meetings, reminding them of the time and place.
3. Assumes the secretary's responsibilities in the secretary's absence.
4. Attends the Joint Administrative Committee (JAC) meeting.

Qualifications:

1. Three (3) years of continuous abstinence from all drugs.
2. Previous service experience.
3. The willingness to give the time and resources necessary to do the job.
4. Access to a PC. (PC not required but would make job easier)
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
6. Ready access to transportation.

NNJRSC REGIONAL DELEGATE (RD)

The RD serves as the primary contact between Narcotics Anonymous World Services (NAWS) and the local NA community. On the one hand, the delegate provides information on current world projects to the regional committee. On the other hand the delegate offers a local perspective to the work of world services. During the RD's three-year term, he or she attends the World Service Conference as a fully active participant, for while the delegate is elected by and accountable to the regional committee, he or she is not a mere regional messenger. **The delegate is selected by the region's group representatives and RCM's to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities**.

From time to time, **NAWS** may ask regional delegates for their input. Delegates often respond to these requests on their own. In matters of wide concern, however, delegates may feel they need to hear broader discussion before they can reply. At such times, they might ask the regional committee to discuss the subject in its sharing session. With that foundation in the region's group conscience, delegates can be confident that the response

they offer to world services is a well-considered one. If the matter seems likely to seriously affect NA as a whole, delegates may even consider going directly to the region's NA membership with the discussion, asking the regional committee to organize a service forum around the topic at hand.

Duties:

1. Attends all regularly scheduled NNJRSC meetings.
2. Term of commitment is (3) three years – in line with the NAWS CAR cycle.
3. Attends the MARLCNA for Conference Agenda Report (CAR) Workshop to gather information for assistance at NNJRSC member areas CAR workshops.
4. Attends World Service Conference (WSC) and Quarterlies then reports to NNJRSC all pertinent information.
5. Is a signature on the Regional Checking account.
6. Attends Regional workshops.
7. Attends the Joint Administrative Committee (JAC) meeting.
8. Attends Zonal Forum.
9. Reads all incoming WSC mailings and reports to NNJRSC all pertinent information.
10. Maintains lines of communication open with other Regional Service bodies.
11. Works for the good of NA, providing two-way communication between the NNJRSC and the rest of NA.
12. Provides copies of all reports sent out by World Boards and Committees to the NNJRSC.
13. Has permanent vote of confidence for any motions presented at WSC not on CAR
14. Has a permanent restriction to vote according to group conscience established by Regional CAR tally.
15. Is limited to 2 consecutive terms.
16. Serves until after the January Regional meeting of their outgoing year.

Qualifications:

1. Five (5) years of continuous abstinence from all drugs.
2. Previous experience at the regional level.
3. The willingness to give the time and resources necessary to do the job.
4. A working knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA. Must be able to conduct workshops and have good communication skills.

REGIONAL DELEGATE – ALTERNATE (RDA)

Duties:

1. Attends all regularly scheduled NNJRSC meetings.
2. Term of commitment is (3) three years, aligning with NAWS CAR cycle
3. Attends the MARLCNA for Conference Agenda Report (CAR) Workshop to gather information for assistance at NNJRSC member areas CAR workshops.
4. Attends World Service Conference (WSC) and Quarterlies then reports to NNJRSC all pertinent information.
5. Attends Regional Workshops.
6. Attends the Joint Administrative Committee (JAC) meeting.
7. Attends Zonal Forum.
8. Reads all incoming WSC mailings and assists the RD to NNJRSC all pertinent information.
9. Assist the RD in maintaining open lines of communication with other regional service bodies.
10. Works for the good of NA, providing two-way communications between the NNJRSC and the rest of NA.
11. Copies all reports sent out by World Boards and Committees and assists the RD in distributing.
12. Has a permanent vote of confidence for any motions presented at WSC not on CAR.
13. Has a permanent restriction to vote according to group conscience established by Regional CAR tally.
14. Serves until after the January Regional meeting of their outgoing year.

Qualifications:

1. Three (3) years of continuous abstinence from all drugs.
2. Previous experience at the regional level.
3. The willingness to give the time and resources necessary to do the job.
4. A working knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA

REGIONAL DELEGATE SECOND ALTERNATE (RDAA)

Duties:

1. Elected at the August session of the NNJRSC - prior to the upcoming World Service Conference (WSC) — Term of Commitment is August thru June.
2. Attends all regularly scheduled NNJRSC meetings
3. Attends Regional Workshops.
4. Attends NNJRSC JAC meetings.
5. Attends the MARLCNA for Conference Agenda Report (CAR) Workshop to gather information for assistance at NNJRSC member areas CAR workshops.
6. Reads all incoming WSC mailings and assists the RD and AD to NNJRSC all pertinent information.
7. Assist the RD and AD in maintaining lines of communication open with other regional service bodies.
8. Works for the good of NA, providing two-way communications between the NNJRSC and the rest of NA.
9. Copies all reports sent out by World Boards and Committees and assists the RD and AD in distributing.
10. Has a permanent vote of confidence for any motions presented at WSC not on CAR.
11. Serves until after the January Regional meeting of their outgoing year.

Qualifications:

1. Three (3) years of continuous abstinence from all drugs.
2. Previous experience at the regional level.
3. The willingness to give the time and resources necessary to do the job.
4. A working knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA

STANDING COMMITTEES

Since the NNJRSC bears final responsibility for the operations of its sub-committees, **all NNJRSC participants need to be as informed as possible about sub-committee activities.** The balance between accountability and delegation is a delicate one. If the NNJRSC delegates too much authority to its sub-committees, the NNJRSC will not be able to account fully for itself to the areas and groups it serves. **The NNJRSC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating sub-committees, giving them sufficient liberty to serve freely while still maintaining accountability.** The NNJRSC is responsible not only to develop and maintain

sub-committees in each field of service, but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all NNJRSC participants need to become as informed as they can possibly be about sub-committee activities.

THE CHAIRPERSONS OF THE STANDING COMMITTEES (subcommittees)

The committee chairpersons conduct the sessions of their respective committees. They must be trusted servants with the proven ability to take charge of their sub-committee and assure that the business at hand is dealt with in an effective manner. At times a committee may not have any members other than the chairperson, it is at these times that a chairperson needs to use the resources available to them, including but not limited to, other experienced members within the NNJRSC, their counterparts in other NA service bodies, NAWS, etc.

General Responsibilities:

1. The Chair is responsible for all their committee's correspondence.
2. They are expected to submit a written report given at each NNJRSC meeting, which must include their phone number. If the committee handles money, a financial statement must be included in the report.
3. Reports with money must be approved. If they are rejected the money will not be spent. If a report is rejected, the report will be received into the minutes and marked as not accepted with the reasons for the rejection stated.
4. If a report has no money, it will not need approval. It will be received. Any discussion about the report will be recorded by the Secretary and summarized in the minutes.
5. The initiation and the finalization of a project always takes place in a regular session of the NNJRSC
6. **Any subcommittees planning any activities shall go through the Activities committee**; earmarked contributions are not permitted. All monies raised must come back to the NNJRSC Treasury.
7. Attends the Joint Administrative Committee (JAC) meeting.
8. The NNJRSC Treasurer shall support the operations of the subcommittees.

A. ACTIVITIES SUBCOMMITTEE CHAIRPERSON

Duties:

1. This committee is responsible for events of interest to the NNJRSC and to provide an additional source of income to the NNJRSC.
2. Functions, which are successful, are well planned and publicized within the Region and Areas. Fliers distributed must display one of the NA logos. Fliers must also be dated.
3. Any subcommittee planning any activity shall go through the Activities Committee.
4. Promotes unity within the region the Activities chair shall maintain a calendar of local events. Coordinating with local Areas Activities committees as to prevent conflicting events at the same time.
5. All functions should also be submitted to our Website sub-committee for posting.
6. All Flyers pertaining to any activity must be reviewed by the Activities sub-committee.
7. GUIDELINES SEE ADDENDUM A

Qualifications:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

B. HISTORY AND ARCHIVES:

Duties:

1. Meet responsibilities and requirements as defined by their respective Regional Service Conference policy.
2. Maintain communications between the NJSH&AC and their Regional Service Conference
3. Coordinate History & Archive workshops within their Region.
4. Alternate hosting of the committee meetings. There is a single presiding chairperson at each committee meeting, and the responsibilities in the following section apply to the presiding chairperson.
5. Arranges an agenda and presides over the committee meeting
6. Oversees implementation and/or delegation of committee functions.
7. Recognizes participants or observers when they are entitled to the floor.
8. Appoints any AD-HOC committee members.
9. Does not vote, except in the event of a tie, to cast the deciding vote, table or entertain a motion to commit to the appropriate committee
10. GUIDELINES SEE ADDENDUM I

Requirements:

1. Three years of continuous cleantime
2. Applicable service experience and willingness to serve.
3. Applicable Helpline service experience.
4. NA member with NA message of recovery.
5. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
6. The term of commitment is for a period of one year.
7. Attends NNJRSC JAC meetings.

C. HOSPITALS & INSTITUTION (H&I):

Duties:

1. Is a resource for members, groups and areas in their H&I efforts by providing supplies, literature, information, and other materials to better carry the message.

2. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.
3. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
5. Maintains communication with the WSC H&I Committee so that member areas may be informed of its activities.
6. Communication flows both ways between the area and world level through the regional subcommittee.
7. Performs any other activities that benefit the H&I efforts in the Region
8. GUIDELINES SEE ADDENDUM J

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

D. LITERATURE:

Duties:

1. Coordinate Literature projects for the purpose of reviewing and preparing input to our review-form Literature. (Host workshops and learning days on a Regional basis.)
2. Supporting and assisting Area Literature Committees with experience, such as: how to generate support and solve problems related to Literature stockpiles, as well as information of additional uses that Area Literature Committees will face at one time or another.
3. Encourage the formation of Area Literature Committees or strengthen existing ones.

4. Keep an accurate and updated filing and documentation system for Literature-in- progress, its development, and general information from the World Board (WE) to be dispersed throughout the Region. *e.g.* : General Correspondence Archives Input of existing materials Original input New material.
5. Be a part of the NJ Shared Services Committee to compile, produce and distribute State-wide Meeting Directories.
6. Encourage and promote growth within the NNJRSC by providing open aspects of Literature such as: Distribution, Newsletters, Development and Review.
7. Hold regularly scheduled meetings for information to be provided and maintained within an atmosphere of recovery and unity.
8. Because no individual or Committee need undertake this process alone, Communication and consultation with other members is essential together we can do what alone is impossible. Therefore, it is suggested that each aspect of Literature be shared among the Committee members. Based on experience these aspects can be the responsibility of a member or members within the Literature Committee
9. GUIDELINES SEE ADDENDUM L

Requirements

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

E. MEETING LISTS:

Duties:

1. Attends as a member of regional Shared Services Committee.
2. The meeting directory chairperson will provide the NNJRSC with ample notice for the RCM's to notify their respective Areas of the deadline for the next directory printing.

3. GUIDELINES SEE ADDENDUM M

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

F. MEETING LIST ASSISTANT:

Duties:

1. Assists the Meeting List Chair and acts on his behalf in his absence.
2. Attends as a member of regional Shared Services Committee.
3. The meeting directory chairperson will provide the NNJRSC with ample notice for the RCMs to notify their respective Areas of the deadline for the next directory printing.
4. GUIDELINES SEE ADDENDUM M

Requirements:

1. Three years of continuous cleantime
2. Assist Meeting List Chair with responsibilities of updating and distributing the meeting list.
3. Act as the Meeting List Chair in the absence of the Chair.
4. The willingness to work hard and motivate others.
5. The ability to deal effectively with people outside the fellowship.
6. Must demonstrate trustworthiness, especially where funds are concerned.
7. A commitment to service; service experience.
8. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
9. The willingness to give time and resources necessary to do the job.
10. The term of commitment is for a period of one year.
11. Attends NNJRSC JAC meetings.
12. Attends the Shared Services Meeting.

G. POLICY:

Duties:

1. Mediates all meetings of the Region with a general understanding of parliamentary procedure (Robert's Rules of Order).
2. Prepares a written report for each RSC Meeting.
3. Coordinates and is responsible for updates to Regional Policy.
4. Is available to answer questions from the regional body.
5. Is a member of the Audit Committee.
6. Maintains communication with NAWS.
7. Creates and distributes to each Area an updated paper copy of NNJRSC Policy (Guidelines).
8. Maintains and updates the Policy for the Region.
9. Maintains and updates the online version of the Policy for the Region.
10. GUIDELINES SEE ADDENDUM O
11. Is limited to 2 consecutive terms.

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Knowledge of Regional Policy.
10. Attends NNJRSC JAC meetings.

H. PUBLIC RELATIONS (PR):

Duties:

1. To open and maintain lines of communication between:
   a. NA and the public.

b. The NNJRSC Public Information Sub-committee and all other levels of PR service, from the individual member to world services.

2. To act as a resource and coordinating body for all area PR efforts by:
   a. Maintaining a close working relationship with the H&I Committee there by ensuring that all requests are referred to and carried out by the appropriate PR and/or H&I representatives in accordance with the twelve traditions and twelve concepts.
   b. Responding to all requests for information in a timely and effective manner.
   c. Ensuring that all requests are handled at the appropriate level of service.
   d. Referring any PR request, which is outside the geographical boundaries of the NNJRSC to the appropriate body of service.
   e. Maintaining a contingency plan
3. GUIDELINES SEE ADDENDUM P

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. The term of commitment is for a period of one year.
10. Attends NNJRSC JAC meetings.
11. Must have at least 6 months of experience in PR.

I. WEBSITE

Duties

1. Arranges the place and time for meetings.
2. Sets the agenda and presides over the committee meetings.
3. Is responsible for all Website correspondence. Committee will discuss channeling information requests directly to appropriate sources and may create positions to ensure accountability.
4. With Vice-Chair, ultimately responsible to ensure online meeting directory is:
   a. as accurate as possible, given information available

b. presented in such as manner that it is accessible for the average internet user.

5. Attends NJ Shared Services meetings to coordinate website services with NJ Region
6. GUIDELINES SEE ADDENDUM W

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

ADDENDUMS

ACTIVITIES

See Addendum A. – *Not in Current Version of Policy*

BOARD OF TRUSTEES

See Addendum B. . – *Not in Current Version of Policy*

CONVENTION

See Addendum C. . – *Not in Current Version of Policy*

HELPLINE

See Addendum H.

HISTORY AND ARCHIVES

See Addendum I.

HOSPITALS & INSTITUTIONS (H&I)

See Addendum J.

LITERATURE

See Addendum L.

MEETING LIST

See Addendum M.

NEWSLETTER

See Addendum N.

POLICY

See Addendum O

PUBLIC RELATIONS (PR)

See Addendum P.

TREASURER

See Addendum T.

WEB SITE

See Addendum W.

CHRONOLOGY OF POLICY

UPDATES & REVISIONS

Because times change and our service structure encounters new situations on a regular basis, it is suggested that guidelines be reviewed periodically. This will ensure that we are always safeguarding **"Our Primary Purpose"** while utilizing our resources to their fullest potential in our service endeavors.

Addendums B and C have been removed for space. They will be stored in a separate document and stored by the Policy Chair and the Secretary.

ADDENDUM H

NNJRSC

NEW JERSEY STATEWIDE HELPLINE
SUBCOMMITEE GUIDELINES

NEW JERSEY STATEWIDE HELPLINE COMMITTEE POLICY GUIDELINES

ARTICLE I:NAME

The name of this Committee will be "The New Jersey Statewide Helpline Committee" (NJSHC).

ARTICLE II:GEOGRAPHICAL BOUNDARIES

The geographical boundaries of this Committee will be identical with those covered by the member Area Service Committee of any Region within the State of New Jersey.

ARTICLE III:PURPOSE

The purpose of this Committee is to maintain the Helpline services for the still suffering Addict seeking recovery within the- State- of New Jersey.

ARTICLE IV:FUNCTIONS

The functions of this Committee are as follows:

A. To maintain an up-to-date list of New Jersey Statewide Helpline Volunteers.
B. To assist in presenting workshops for Helpline Volunteers in cooperation with Member Areas of any Region within the State of New Jersey.
C. To conduct a Helpline workshop at any Regional Convention, Regional Learning Day, and other Regional events as requested.
D. To maintain communication with the Answering Service in reference to Billing, update of volunteer lists and meeting information, and service execution and any associated problems, if applicable.
E. To review all requests for removal of Helpline Volunteers.
F. To be represented by the NJSHC Chairperson at the Shared Services Committee meeting of the Regions within the State of New Jersey.
G. To be represented by one (1) New Jersey Statewide Helpline Regional Liaison at each Region within the State of New Jersey. (Currently, there are two (2) Regions in 2002.)
H. To maintain any automated systems required for operation of the Helpline, and to continue research of phone and Helpline technology.
I. To double-check all Helpline Volunteer phone numbers once per year by calling these numbers and speaking to the listed Volunteer.

J. To maintain communication with telephone companies as to billing, rates/pricing of services, directory listings, and directory assistance listings

K. To remove information from any automated system that has been reported to be wrong until the information can be verified.

L. To conduct an annual cost analysis and rate review of the Helpline services. To seek out better and competitive rates so to be financially prudent with Narcotics Anonymous money.

M. To verify new Helpline Volunteer listings prior to their being added to the Helpline.

N. To maintain a list of Public Information (PI) Contacts, ideally two (2) volunteers per New Jersey area code. This information is updated, maintained, and provided

by the PI Chairs of Regions within the State of New Jersey. In the event no functioning PI Committee exists, this duty will temporary be assumed by the New Jersey Statewide Helpline Committee.

O. To verify the willingness and availability of the PI Contacts twice per year, or if requested.

ARTICLE V:PARTICIPANTS

The participants of the New Jersey Statewide Helpline Committee are the NJSHC Chairperson, Vice-Chairperson, Secretary, Regional Liaisons for each Region within the State of New Jersey, Area Liaison, Technology Liaison, and Answering Service Liaison. Also, any Regional Vice Chairpersons, Treasurers, and each of the Member Area Helpline Chairperson, as well as any other interested members of NA.

ARTICLE VI:VOTING PROCEDURE

The voting members of the New Jersey Statewide Helpline Committee are the Participants (Article 5), with the exception of “any other interested members of NA”. The NJSHC Chair may only vote in the event of a tie.

Voting is by consensus and should reflect a true group conscience, not just a simple majority.

ARTICLE VII:COMMITTEE MEMBERS

Section 1. Duties:

Chairperson:

Arranges an agenda and presides over committee meetings.

Responsible for communicating with any Region via the Helpline Liaison. If there is no Helpline Liaison, communication will be through the Regional PI Clair or the Regional Vice Clair.

If there is no Regional Liaison to a region, the Chair will asked for a NJSHC member to volunteer to temporarily represent the Committee at that Region. If no member steps forward the Chair or Vice-Chair will go and represent the NJSHC at that Region.

To oversee implementation and/or delegation of all committee functions. To recognize participants or observers when they are entitled to the floor.

To declare the meeting adjourned when the Committee so-orders or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

To appoint all AD-HOC committee and chairpersons.

In the event of a tie, to cast the deciding vote, table or entertain a motion to commit to the appropriate committee.

When an immediate or pressing issue arises, to call an emergency New Jersey Statewide Helpline Committee meeting. Voting members of the NJSHC can request this meeting as well. If a meeting cannot be scheduled in a timely manner, a consensus of the body will be reached by telephone and/or email.

Vice-Chairperson:

Works with task and ad-hoc committees within the Helpline committee and coordinates their activities.

Assumes the role of the chairperson in his/her absence.

Secretary:

To keep a record of all the proceedings of the committee. To keep on file all committee reports

To keep and update the committee's membership list and to call the roll when it is required.

To make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.

To notify the participants of each upcoming session of the New Jersey Statewide Helpline Committee, using such method of notification as is agreed upon by the committee.

Maintain all committee correspondence.

In the absence of the Chairperson, the Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp

To distribute copies of the minutes to each officer, member of the committee and any Region no later than two (2) weeks following each meeting

To record all vote tallies, except in elections, and enter same in minutes along with the motion.

Regional Liaison:

To maintain communications between the NJSHC and a Region. This person is either a volunteer to or elected by NJSHC or from a Region.

Coordinate Helpline workshops with the Region this person is representing.

Act as an outreach to the Region this person is representing regarding the Helpline, encouraging active participation from Helpline Volunteers and that Region.

Area Liaison:

Maintain communications between the New Jersey Statewide Helpline Committee and member Areas of any Regional within the State of New Jersey.

Coordinate Helpline workshops with Areas.

Act as an outreach to Areas regarding the Helpline, encouraging participation of under-represented Areas.

Technology Liaison:

Maintenance of the automated Helpline computer systems, including updating of the recorded meeting list information, PI Contact information, and Helpline Volunteer database.

Research and implementation of any new technological functionality requested by the Helpline Committee.

Production of monthly statistical data of calls counts and monitoring of performance of automated systems.

Answering Service Liaison:

Act as the sole point of contact with the Answering Service. The Liaison is the only person authorized by the committee to contact the Answering Service.

Notify the Answering Service by telephone prior to any visit.

Bring any committee requests to the Answering Service and report to the committee on issues reported by the Answering Service.

Update the Helpline Books at the Answering Service at least 4 times per year.

To inquire or be aware of any updated services or products which would be useful to or in how the NJSHC provides Helpline services.

Regional Treasurer(s):

Provide Helpline billing analysis. Keep all billing records.

Section 2. Qualifications:

A. Vice Chairperson:

1. The same as the chairperson with the exception of item "2" which is three

   (3) years of continuous abstinence from all mood- and mind-altering substances.

B. Secretary:

1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
2. One (1) year of continuous abstinence from all mood- and mind-altering substances.
3. Applicable service experience and willingness to serve.

C. Regional liaison:

1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
2. Four (4) years of continuous abstinence from all mood- and mind-altering substances.
3. Applicable service experience and the willingness to serve.
4. Applicable Helpline service experience.

5. NA member with NA message of recovery.

D. Area Liaison:
   1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous
   2. Two (2) years of continuous abstinence from all mood- and mind-altering substances.
   3. Applicable service experience and willingness to serve.

E. Technology liaison:
   1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous
   2. Two (2) years of continuous abstinence from all mood- and mind-altering substances.
   3. Demonstrable working knowledge of personal computer hardware and the Windows NT operating system.
   4. Demonstrable working knowledge of a Windows-based programming language such as Visual Basic.
   5. Basic understanding of computer networking and computer telephony integration.
   6. Willingness to respond rapidly to computer system malfunctions and information update requests.

F. Answering Service Liaison:
   1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous
   2. Three (3) year of continuous abstinence from all mood and mind altering substances.
   3. A responsible business attitude.
   4. Applicable service experience and willingness to serve.

G. Regional Treasurer(s):
   1. Elected by their Region per their Regional requirements.

Section 3. Terms:

All terms are one (1) year. No one person may serve more than two (2) consecutive terms as Chairperson.

ARTICLE VIII:REMOVAL OF OFFICERS

A Committee Officer may be removed from their position for non-compliance. Noncompliance includes, but is not limited to:

A. Relapse.
B. Non-fulfillment of duties.
C. Vote of ack of confidence by the Helpline Committee

ACTICLE IX:HELPLINE VOLUNTEERS

Section 1. Requirements:

The requirements for being a New Jersey Statewide Helpline volunteer are:

A. One (1) year continuous abstinence from all mind and mood altering substances.
B. Willingness to receive calls at any time of the day or night and return" those calls promptly (within 24 hours).
C. A working knowledge and sound appreciation of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
D. Attendance at a Helpline Workshop.
E. An NA member with a clear NA message of Recovery.
F. Possess a current Statewide Meeting Directory and an Area Meeting List (if available).
G. If possible, access to the Internet via a Personal Computer for the purpose of logging onto the New Jersey website, www.nani.org , to get current and updated meeting list information to assist the caller.
H. An operational answering machine with a clear and simple message to receive calls when not at home. REQUIRED.
I. Advise others in household that you may receive calls from the NA Helpline.

Section 2. Voluntary Removal:

If for any reason a current Volunteer listing becomes void (change of address/phone number), the volunteer should contact their Area Helpline Chairperson or this Committee with either the amended information or a request for removal. A Helpline Volunteer may request to be removed for personal reasons at any time.

Section 3. Involuntary Removal:

A Helpline volunteer will be removed from the Helpline list for not complying with the "Guidelines for Helpline Twelve Step Volunteers". Non-compliance includes, but is not limited to:

A. Relapse
B. Failure to respond promptly to Helpline calls.
C. Taking physical, emotional, sexual or financial advantage of the caller.
D. Continued disregard of the Twelve Traditions of Narcotics Anonymous.

E. Not carrying a Narcotics Anonymous Message of Recovery.
F. Disregard of the "Guidelines for Helpline Twelve Step Volunteers"
G. No longer an NA member.
H. Not returning calls from the New Jersey Statewide Helpline Committee during verification procedures.

Reinstatement of Helpline Volunteers who have been involuntarily removed requires:

A. Re-establishment of Helpline Volunteer requirements.

ARTICLE X:PUBLIC INFORMATION CONTACTS

Section 1. Requirements:

The requirements for being a PI Contact are:

A. Five (5) years continuous abstinence from all mind and mood altering substances.
B. Willingness to receive a significant volume of calls from professionals, public institutions, and other non-addicts.
C. A working knowledge and sound appreciation of the Twelve Steps, Twelve Concepts, and Twelve Tradition of Narcotics Anonymous.
D. Experience in Public Information service in Narcotics Anonymous.
E. Approval of the Committee.

Section 2. Responsibilities:

A. Answer and/or return phone calls received, providing information to the caller about recovery within Narcotics Anonymous.
B. Maintain a list of local PI and H&1 Committees and forward received requests to the appropriate local committees.
C. Send out Statewide Meeting Directories, provided by this Committee, to parties requesting such information (two (2) lists per request), and include a Meeting List Order Form with the send-out.
D. Keep a written record of incoming calls, the date and time received, the nature of the call, and the action taken.

Section 3. Voluntary Removal:

If for any reason a current PT Contact listing becomes void (change of address/phone number), the PI Contact should contact this Committee with either the amended information or a request for removal. A PI Contact may request to be removed for personal reasons at any time.

Section 4. Involuntary Removal:

A PI Contact will be removed for non-compliance of the Committee guidelines. Non- compliance includes, but is not limited to:

A. Relapse
B. Continued failure to return calls from the public.
C. Disregard of the Twelve Traditions of Narcotics Anonymous.
D. Not carrying a clear Narcotics Anonymous Message of Recovery.
E. No longer an NA member.
F. Not returning calls from the New Jersey Statewide Helpline Committee during verification procedures.

ARTICLE XI:STANDING RULES

A. All funding for the New Jersey Statewide Helpline Committee will be from the NJRSC Treasury. All New Jersey Regions within the state will share equally) in maintaining and maintenance of the overall Helpline system.
B. Minutes of all meetings are to be sent to:
    1. New Jersey State Helpline Committee Members.
    2. Any Region within the State of New Jersey.
    3. Courtesy copies may be sent to meeting Participants and past Participants at the discretion of the committee. Minutes are available upon request to any NA member. Courtesy copies should be sent for no more than one (1) year.

ARTICLE XII:INTERESTED MEMBER

A. Interested member is a person who has attended at least one regular Helpline meeting and will receive minutes of the meeting they have attended.
B. A regular member of this Committee is moved to the status of an interested member by Committee vote.

ADDENDUM

I

NNJRSC
NEW JERSEY STATEWIDE HISTORY AND ARCHIVES SUBCOMMITEE GUIDELINES

NEW JERSEY STATEWIDE HISTORY & ARCHIVE COMMITTEE GUIDELINES

ARTICLE I
NAME

The name of this Committee will be "The New Jersey Statewide History & Archive Committee" (NJSH&AC).

ARTICLE II
GEOGRAPHICAL BOUNDARIES

The geographical boundaries of this Committee will be identical with those covered by the member Area Service Conferences of the NJRSC (New Jersey Regional Service Conference) and NNJRSC (Northern New Jersey Regional Service Conference.

ARTICLE III
PURPOSE

The purpose of this Committee is to research, verify and document, archive the history of NA in New Jersey.

ARTICLE IV
FUNCTIONS

The functions of this Committee are as follows:

A) To maintain an up-to-date list of The New Jersey Statewide History & Archive Committee.

B) To conduct History & Archive workshops at any Regional Convention, Regional Learning Day, and other Regional events as requested.

C) To be represented by the NJRSC and NNJRSC History & Archive Chairpersons at the Shared Services Committee meeting within the State of New Jersey. –

ARTICLE V
PARTICIPANT S

The participants of the New Jersey Statewide Archive Committee are the NJRSC History & Archive Chairperson, NNJRSC History & Archive Chairperson, Secretary, Technology Liaison.

Also, any Regional Chairpersons & Vice Chairpersons, each of the Member Area History & Archive Chairpersons, as well as any other Interested Members of NA.

ARTICLE VI
VOTING PROCEDURE

The voting members of the New Jersey Statewide History & Archive Committee are the Participants (Article 5), with the exception of "any other interested members of N.A.". The presiding Regional History & Archive Chairperson may only vote in the event of a tie.

Voting is by consensus and should reflect a true group conscience, not just a simple majority. All Guideline amendments must pass via 2/3 majority vote.

ARTICLE VII
COMMITTEE MEMBERS

Section 1. Duties:

A) Regional History & Archive Chairpersons:

1. Meet responsibilities and requirements as defined by their respective Regional Service Conference policy.
2. Maintain communications between the NJSH&AC and their Regional Service Conference
3. Coordinate History & Archive workshops within their Region.
4. Alternate hosting of the committee meetings. There is a single presiding chairperson at each committee meeting, and the responsibilities in the following section apply to the presiding chairperson.

B) Presiding Chairperson

1. Arranges an agenda and presides over the committee meeting
2. Oversees implementation and/or delegation of committee functions.
3. Recognizes participants or observers when they are entitled to the floor.
4. Appoints any AD-HOC committee members.
5. Does not vote, except in the event of a tie, to cast the deciding vote, table or entertain a motion to commit to the appropriate committee.

C) Co-Chairperson:

1. Defined as the non-presiding chairperson. Assumes the role of the presiding chairperson in his/her absence.

D) Secretary:

1. To keep a record of all the proceedings of the committee.
2. To keep on file all committee reports.
3. To keep and update the committee's membership list and to call the roll when it is required.
4. To make the minutes and records available to NA members upon request and in the manner prescribed by the committee.
5. To notify the participants of each upcoming session of the New Jersey Statewide History & Archive Committee, using such method of notification as is agreed upon by the committee.
6. Maintain all committee correspondence.
7. In the absence of a presiding Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
8. To distribute copies of the minutes to each officer, member of the committee and any Region no later than two (2) weeks following each meeting.
9. To record all vote tallies, except in elections, and enter same in minutes along with the motion.

E) Technology Liaison:

1. Research and implementation of any new technological functionality requested by the New Jersey Statewide History & Archive Committee.

F) INTERESTED MEMBER

1. Interested member is a person who has attended at least one regular NJSH&AC meeting and will receive minutes of the meeting they have attended.

2. A regular member of this Committee is moved to the status of an interested member by Committee vote.

Section 2. Qualifications:

A) Chairpersons (2):

1. Elected by their respective Regional Service Conferences as per their regional requirements.

B) Secretary:

1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
2. One (1) year of continuous abstinence from all mood and mind altering substances.
3. Applicable service experience and willingness to serve.

C) Technology Liaison:

1. A working knowledge and sound appreciation of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous.
2. One (1) year of continuous abstinence from all mood and mind altering substances.
3. Demonstrable working knowledge of personal computer hardware and software, computer networking, etc

Section 3. Terms:

1. All terms are one (1) year.

ARTICLE VIII
REMOVAL OF OFFICERS

A Committee Officer may be removed from their position for non-compliance. Non- compliance includes, but is not limited to:

A) Relapse.
B) Non-fulfillment of duties.

C) Vote of lack of confidence by the NJSH&AC.

ARTICLE XI
STANDING
RULES

A) All funding for the NJSH&AC will be from the NJRSC Treasury, shared equally by the NNJRSC within the existing Shared Services financial sharing process. .

B) Minutes of all meetings are to be sent to:

1. NJSH&AC New Jersey State Archive Committee Members.
2. Any Region within the State of New Jersey.
3. Courtesy copies may be sent to meeting participants and past participants at the discretion of the committee.
4. Minutes are available upon request to any NA member.

ADDENDUM

J

NNJRSC

HOSPITALS & INSTITUTIONS SUBCOMMITEE GUIDELINES

NORTHERN NEW JERSEY REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS GUIDELINES

"...that no addict seeking recovery need ever die."

NNJRSC - H&I COMMITTEE MEETING OPENING

WELCOME

Moment of silence for the still suffering institutionalized addict.

WHAT IS H&I?

A hospitals & institutions meeting is a special or introductory meeting held within a facility in which a regular N.A. meeting cannot or should not be held. H&I meetings can be held in jails, prisons, treatment centers, rehabilitation programs, recovery houses, detoxification units and mental hospitals. A variety of formats may be used, depending upon local norms and the type of facility.

Since H&I work is one of those areas within Narcotics Anonymous that carries the message extensively to newcomers and the public as well, it must never be taken lightly. Members who involve themselves in this work are those who are applying the Twelve Steps in their daily lives and who have a working knowledge of the Twelve Traditions. They bring to their service work an enthusiasm for the lifestyle of recovery.

The initial approach to start an H&I meeting is done in cooperation with an area H&I committee. Be sure that any H&I meeting you begin is a team effort among N.A. members

WHY IS AN H&I MEETING NEEDED?

We know that for many of us our disease eventually led us to "jails, institutions and death". While we unfortunately cannot help the addict who has died, we can certainly offer hope and recovery to addicts in jails and institutions. To fulfill this responsibility, we have developed a special type of meeting called the H&I meeting. This was necessary because the rules and

regulations of many facilities and our own need to observe the 6~ Tradition carefully, make it impossible to form a regular N.A. group within the facility. In a spirit of cooperative non-affiliation, the H&I meeting effectively brings the badly needed message of recovery to institutionalized addicts without violating N.A. Traditions or the institution's rule.

WHAT ARE THE TWELVE TRADITIONS OF NA?

We keep what we have only with vigilance and just as freedom for the individual comes through the Twelve Steps, freedom for the group and the service committee comes through the Twelve Traditions.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. Four 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 is 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 full 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, every reminding us to place principles before personalities.

WHAT IS THE NNJRSC H&I COMMITTEE?

1. General Purpose:

Many of us, now recovering in NA, first heard the message of recovery while in a hospital or an institution of some kind. We, of this service body, acknowledge the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in the state of New Jersey. It is for this purpose that we have created the H&I Committee of the NNJRSC.

2. Direct Responsibilities:

a. To establish a solid, working H&I committee directly responsible to those we serve.
b. To implement, through committee service work, appropriate projects which are deemed the responsibility of the region.
c. To provide an ongoing learning experience for all involved members in H&I committee service work.
d. To foster communications and a sense of unity among member areas, providing a communications link between area level H&I committees without discouraging diversity.
e. To provide a communications link between area level H&I committees and the WSC H&I Committee, including WSO.
f. To interface NNJRSC PI Committee on projects with mutual interests.

3. MEMBERSHIP

The subcommittee shall consist of administrative officers (chairperson, vice-chairperson, and secretary), all area level H&I chairpersons and/or their vice chairs, and all involved members interested in H&I work. The only officer elected by the general session of the region will be the chairperson. The vice-chairperson will be elected at the subcommittee and will assume the position of chairperson by election of the general session of the region at the appropriate time. The vice- chairperson

appropriate time. The vice- chairperson of the NNJRSC is a member of this subcommittee. All subcommittee members may bring motions to the floor. All members may speak to motions. All members may vote on motions.

1. SUBCOMMITTEE MEMBERSHIP

Membership on the regional H&I subcommittee shall consist of the chairperson, vice-chairperson, secretary, and chairpersons of area H&I subcommittees or their

designated representative, as well as any member of the Fellowship who wishes to better carry the message to hospitals and institutions.

2. FUNCTION OF THE SUBCOMMITTEE

a. Is a resource for members, groups and areas in their H&I efforts by providing supplies, literature, information and other materials to better carry the message.
b. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.
c. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
d. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
e. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
f. Maintains communication with the WSC H&I Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the regional subcommittee.
g. Performs any other activities that benefit the H&I efforts in the (region) Region.

3. AGENDA

a. Opening Prayer.
b. Read 12 Traditions.
c. Read basic purpose and functions of the NNJRSC H&I Subcommittee.
d. Secretary's report (last meeting minutes).
e. Administrative committee report (activities since last meeting).
f. Budget expenditures (including literature disbursements).
g. Area reports.
h. Old business.
i. Elections.
j. New business.
k. Review of upcoming subcommittee activities and motions for RSC.

l. Announcements.
m. Closing Prayer.

VOTING

Voting members of the Regional H&I subcommittee shall be the area H&I subcommittee chairpersons or the designated representative such as the H&I vice chairpersons, the RCM or Alt. RCM, the area chairperson or vice-chairperson, or an appointed member of the H&I subcommittee. The NNJRSC H&I vice- chairperson and secretary each have one vote. NNJRSC H&I chairperson only has a vote in the case of a tie.

4. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

a. Chairperson
    i. Is elected by the group conscience of the NNJRSC as per its guidelines.
    ii. Mediates all meetings.

ADDENDUM

L

NNJRSC LITERATURE SUBCOMMITEE

GUIDELINES

NNJRSC LITERATURE SUBCOMMITTEE

GUIDELINES

1. PURPOSE

"To carry the written message of recovery to the addict who still suffers" by:

a) Encouraging and supporting all NA members to share their experience, strength, and hope in written form.
   1. Hosting open forums and workshop meetings.
   2. Coordinate the creation, development and revision of Literature for the Fellowship of NA.

b) Serving as a communication link in all matters of Literature between the Group and Literature Committees and/or Services of all "levels": Area, Region, Zonal and World.

c) Effectively carrying the message of recovery by letting addicts know when and where to find NA meetings in the State of New Jersey.

d) Providing unity and growth with an Area or Region.

2. DESCRIPTION OF COMMITTEE / DUTIES

a) This Committee will maintain an understanding of the basic purposes of the Literature Committee for the necessity of all aspects of its services to function properly:
   1. Encourage all members of NA to serve on this Committee.
   2. Coordinate Literature projects for the purpose of reviewing and preparing input to our review-form Literature. (Host workshops and learning days on a Regional basis.)
   3. Supporting and assisting Area Literature Committees with experience, such as: how to generate support and solve problems related to Literature stockpiles, as well as information of additional uses that Area Literature Committees will face at one time or another.
   4. Encourage the formation of Area Literature Committees or strengthen existing ones.
   5. Keep an accurate and updated filing and documentation system for Literature-in-progress, its development, and general information from the World Board (WE) to be dispersed throughout the Region. *e.g.* : General Correspondence Archives Input of existing materials Original input New material.

6. Be a part of the NJ Shared Services Committee to compile, produce and distribute State-wide Meeting Directories.
7. Encourage and promote growth within the NNJRSC by providing open aspects of Literature such as: Distribution, Newsletters, Development and Review.

Hold regularly scheduled meetings for information to be provided and maintained within an atmosphere of recovery and unity (*Description of committee/duties continued*)

a) Because no individual or Committee need undertake this process alone, Communication and consultation with other members is essential together we can do what alone is impossible. Therefore, it is suggested that each aspect of Literature be shared among the Committee members. Based on experience these aspects can be the responsibility of a member or members within the Literature Committee.

3. MEMBERSHIP

Any member of NA may and is welcomed to participate in the NNJRSC Literature Committee.

4. RESPONSIBILITY POSITIONS

To be chosen within the Literature Committee. One year of continuous abstinence of all drugs. A commitment to serve, and a working Knowledge of Steps, Concepts and Traditions of NA. Positions may be: Distribution, Meeting List Coordinator, Development and Review, Newsletter.

DUTIES: As responsibilities arise task to be completed.

5. GUIDELINES FOR SECRETARY

To be chosen with the Literature Committee. Six months of continuous abstinence of all drugs, and a willingness to serve.

DUTIES: To keep accurate minutes of Literature Committee meetings, maintains an active file of works in progress on Literature review. Secretary may recruit members to assist in clerical duties such as typing drafts of material and other input.

6. GUIDELINES FOR VICE-CHAIRPERSON

To be chosen with the Literature Committee. Two years of continuous abstinence of all drugs. A commitment to serve, and a working Knowledge of Steps, Concepts, and Traditions of NA.
DUTIES: To assist in all duties relating to Literature work. She or he is a key figure in the structure of any Literature Committee. Vice-Chairperson acts as Chairperson if, for any reason, the Chairperson is unable to attend Literature Committee meetings or fulfill the responsibilities of the Chairpersonship.

7. GUIDELINES FOR CHAIRPERSON

To be chosen with the Literature Committee. Three years of continuous abstinence of all drugs. The willingness to give the time and resources necessary for the "job", a commitment to serve, and a working Knowledge of Steps, Concepts and Traditions of NA.
DUTIES: Chairperson is responsible for communicating with other chosen servants of the committee to ensure continuity of effort. Chairperson sets up and schedules regular Literature Committee meetings, times, dates and locations, and directs the focus of those meetings. In addition, the Chairperson is responsible for making regular reports to the appropriate service committee (NNJRSC) and serving as a liaison between the World Board and any Area Literature Committees, and the NA members within the NNJRSC.

ADDENDUM

M

NNJRSC

MEETING LIST SUBCOMMITE GUIDELINES

NNJRSC Meeting Directory

Chairperson:

1. Elected in regular session.
2. Term: 1 year.
3. Cleantime requirement: 3 years.
4. NNJRSC trusted servants maybe re-elected to a second term.

Responsibilities:

1. Attends as a member of regional Shared Services Committee.
2. The meeting directory chairperson will provide the NNJRSC with ample notice for the RCM's to notify their respective Areas of the deadline for the next directory printing.

Meeting Directory Committee Policy:

1. The format of the meeting directory is a decided by the region.
2. Area representatives are allowed to buy 1 box of meeting directories on consignment. All Areas receiving meeting directories on consignment will not to order more directories until their consignment is paid in full.
3. Statewide meeting directories are sold to area within our region at cost.
4. The meeting directory committee may sell meeting directories at cost outside of NA.
5. The meeting directory committee will be allotted meeting directories per printing to be used for sales outside the Fellowship.
6. Outside enterprises purchasing meeting directories must prepay by check, money order or by submitting a voucher.
7. The Meeting Directory Committee will allot up to 1000 meeting directories for donation to the Regional Convention.
8. Special interest group designations are allowed in the meeting directory.
9. Helpline phone number is to be printed on meeting directory.
10. The name of the meeting list is "New Jersey Statewide Meeting Directory".
11. New Jersey Helpline and NNJRSC mailing addresses are printed on back.
12. The meeting directory is printed in booklet form.
13. The meeting directory shall be printed upon demand with not more the two printings per year.
14. Meetings are listed by county, town, and then time.
15. Printed in conjunction with the New Jersey Regional Service Conference.
16. The following statement is to be included in the New Jersey Statewide Meeting Directory:
    - "A listing in this directory does not imply endorsement or affiliation with any of the facilities where Narcotics Anonymous meetings are held."
17. Income from the meeting directories goes into reserve to pay for the future directories printing.
18. Group names will not be listed in the meeting directory.
19. Public Information shall receive an initial allotment of 500 meeting directories. More shall be allotted if necessary to meet their needs.

ADDENDUM O

NNJRSC
POLICY SUBCOMMITEE
GUIDELINES

I. PURPOSE

A. The Policy Subcommittee shall maintain, record, collate, review, research, clarify, identify, and provide input regarding Regional policy.

B. The Policy Subcommittee shall serve as a resource to Area Policy Committees, the Regional Chairperson, as well as to the Regional body itself.

II. FUNCTIONS OF THE REGIONAL POLICY COMMITTEE

A. Maintain an up-to-date policy log.

B. Review and research Regional motions for continuity with regard to the Traditions and current Regional policy.

C. Research and recommend, upon request of the Regional body, policy on current Regional issues.

D. Identify where policy exists by precedent and suggest the formal adoption of this policy, where needed, by the Regional body.

E. Review the wording of motions for clarity.

F. Support Area policy committees through discussion, clarification, & attendance at Area policy committee meetings upon request.

G. Provide clarification of current policy at RSC meetings and serve as a resource to the Regional body in this regard.

H. Review NAWS policy issues as necessary and provide this information to Areas through their respective policy committees.

I. Identify areas where policy is in conflict or where conflict is present due to the absence of' policy and report findings to the RSC

J. Hold quarterly policy committee meetings prior to the RSC meeting, and additional workshops and forums as needed.

III. COMMITTEE MEMBERSHIP

Membership in the Regional Policy Committee shall be composed of the Chairperson, the Vice-Chairperson, the Secretary, the Chairpersons of member Area Policy Committees or their

representative, as well as any member of Narcotics Anonymous who wishes to be involved.

IV. AGENDA

A. Opening prayer.
B. Read Twelve Traditions and Twelve Concepts.
C. Secretary report.
D. Officer's reports.
E. Area reports.
F. Old business.
G. Review minutes of previous RSC meeting to ascertain any policy changing motions.
H. Elections (if applicable).
I. New business.
J. Review of upcoming RSC agenda and motions to be brought up at the RSC.
K. Announcements.
L. Closing prayer.

V. VOTING

Voting members of the Regional policy committee shall be the Area Policy Committee Chairpersons or their designated representative.
Additionally, each Regional policy committee officer shall be entitled to one vote. However, the Committee Chairperson shall only vote to break a tie.

VI. qUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIRPERSON:

1. Is elected by the Regional Service Committee.
2. Has at least three years clean.
3. Should have at least six months' experience in regional policy work and have a good working knowledge of the function of the policy committee, Twelve Steps, Twelve Traditions, Twelve Concepts, and Robert's Rules of Order, as well as the Guide to Local Service.

4. Must attend all meetings of' the Regional policy committee as well as the RSC.
5. Mediates at all meetings of' the committee.
6. Prepares a report for each RSC meeting, makes all motions on behalf, and is the voice of' the Policy Committee.
7. Coordinates and is responsible for all work done by the committee.
8. Is available to answer questions from and give support to Area policy committees.
9. Maintains communication with NAWS concerning policy issues.
10. If necessary, the committee may recommend removal to the RSC by a 2/3 vote of the committee.
11. Serves for a one-year term of office.

B. VICE-CHAIRPERSON:

1. Is elected by the Policy Committee.
2. Has at least three years clean.
3. Should have at least six months' experience in Regional policy work and have a good working knowledge of the function of the policy committee, Twelve Steps, Twelve Traditions and Twelve Concepts, and Robert's Rules of Order, as well as the Guide to Local Service.
4. Must attend all meetings of' the Regional policy committee as well as the RSC.
5. Works with the committee chairperson to ensure the smooth operation of the committee.
6. Performs the duties of the chairperson in his/her absence.
7. If necessary, may be removed by the committee by a 2/3 vote of' the committee.
8. Serves for a one-year term of office.

C. SECRETARY:

1. Is elected by a majority of the committee.
2. Has at least three years clean.
3. Should have at least six months' experience in regional policy work and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
4. Is responsible to provide accurate minutes of all committee meetings.

1. Keeps an accurate set of all minutes of all committee meetings and workshops. They should be reviewed by the Chairperson prior to distribution to all committee members.
2. Works with the Chairperson to ensure a smooth operation of the committee.
3. If necessary, may be removed by the committee by a 2/3 vote of' the committee.
4. Serves for a one-year term of office.

ADDENDUM P

NNJRSC

PUBLIC RELATIONS SUBCOMMITEE GUIDELINES

Northern New Jersey Regional Service of Narcotics Anonymous Public Information Subcommittee Guidelines and Policies

A. DEFINITION:

We are an operating Subcommittee of the Northern New Jersey Regional Service Committee of Narcotics Anonymous (NNJRSC). We serve the NNJRSC and all area PI committees. The NNJRSC member areas PI chairs and vice-chairs, and any other NA member who may be interested should compose the membership of this subcommittee.

B. PURPOSE:

1. Our purpose is to inform the public that recovery from the disease of addiction is possible and available thru the twelve steps, twelve traditions, and twelve concepts of NA.
2. To aid all area PI committees to carry our purpose.

C. GEOGRAPHICAL BOUNDARIES:

Bergen Area, Freedom Through Unity Area, Greater New Brunswick Area, Greater Newark Area, Greater Plainfield Area, Hudson County Area, Inner City Area, Northwest Area, Original New Jersey Area, Passaic County Area, Silk City Area, and Suburban Essex Area.

D. FUNCTIONS AND RESPONSIBILITIES:

1. To open and maintain lines of communication between:
   a. NA and the public.
   b. The NNJRSC Public Information Subcommittee and all other levels of PI service, from the individual member to world services.
2. To act as a resource and coordinating body for all area PI efforts by:
   a. Maintaining a close working relationship with the H&I Committee there by ensuring that all requests are referred to and carried out by the appropriate PI and/or H&I representatives in accordance with the twelve traditions and twelve concepts.

b. Responding to all requests for information in a timely and effective manner.
c. Ensuring that all requests are handled at the appropriate level of service.
d. Referring any PI request, which is outside the geographical boundaries of the NNJRSC to the appropriate body of service.
e. Maintaining a contingency plan.

E. AD-HOC COMMITTEE:

1. Functions and responsibilities are documented in their internal guidelines. The areas will be informed of any changes of these guidelines via the NNJRSC minutes.
2. Ad-hoc committees will be formed to accomplish a specific task.
3. The PI subcommittee must approve final projects completed by an ad-hoc committee.
4. The ad-hoc committee must be dissolved when their tasks are completed.
5. Each ad-hoc committee will establish individual guidelines.

F. MEETINGS:

1. The NNJRSC PI Subcommittee will meet bi-monthly on the 1st Saturday of the month starting from February of each year.
2. The NNIRSC PI Subcommittee will meet at the facility arranged by the hosting area.

G. VOTING PROCEDURES:

Voting members:

1. Officers (excluding chairperson, who only votes in the event of a tie).
2. All area PI chairs, vice chairs, and/or Proxies.
3. There will be only one voting member per area PI subcommittee.
4. Any NA member who has attended two (2) consecutive Regional PI meetings.
5. Any member who misses two (2) consecutive Regional PI meetings without notifying the chairperson will not have a vote. They must

attend two consecutive Regional PI meetings again to regain this privilege.

Quorum: Quorum will be set at two (2) voting members.

H. TRUSTED SERVANTS:

Requirements:

1. Working knowledge of the twelve steps, twelve traditions, and the twelve concepts.
2. Willingness to serve.
3. Suggested clean time.
4. Clean time:
    a. Chairperson - three (3) years.
        i. Also expected to have at least 6 month of PR experience.
    b. Vice Chair -eighteen (18) months
        i. Also expected to have at least 6 month of PR experience.
    c. Secretary -one (1) year

NOTE: The Chairperson is elected by the NNJRSC.

I. TERM OF OFFICE

All positions carry a commitment length of one (1) year.

J. DUTIES:

A. Chairperson:
    1. Sets the agenda and presides over committee meetings.
    2. Is responsible for correspondence to, and from NAWS.
    3. Represents the NNJRSC at the shared services.
    4. Purchase literature (when needed) from NAWS.
    5. Documents any and all literature purchases for the NNJRSC treasurer.

B. Vice-Chairperson:
    1. Works with all NNJRSC PI ad-hoc, sub-committees and coordinates their activities.
    2. Assumes the role of the chairperson in his/her absence.

C. Secretary:
    1. Is responsible for recording minutes of subcommittee meeting.

2. Types and distributes minutes to all NNJRSC PI subcommittee members.
3. Calls all NNJRSC PI committee members to inform of meeting date, time and place.
4. Maintains attendance record.

K. REMOVAL OF TRUSTED SERVANTS:

Reasons for removal are:

a. Loss of abstinence.
b. Volunteer resignation.
c. Non-fulfillment of the duties of their position.
d. Missing two (2) or more consecutive meetings without notifying the chairperson. Procedure for removal:

a. Two-thirds (2/3) majority vote required for removal (except in loss of abstinence, which results in automatic)
b. Only the NNJRSC may remove the chairperson.
c. The committee can make a written motion to the NNJRSC for removal of the chairperson.

L. FUNDING:

a. Funding for all rent and projects comes from the NNJRSC.
b. A prudent reserve of $100.00 per region.

M. POLICY:

a. All guidelines of the NNJRSC PI subcommittee are subject to necessary changes by this committee.
b. The structure of the committee may change as circumstances change.
c. All changes in policy will go into effect after review and approval of the NNJRSC.

N. AGENDA:

Reading of the service prayer.
Attendance.
Establish quorum.

Reading of previous
minutes. Acceptance of
minutes.
Reports,
questions.
Old business.
New business.
Agenda for next meeting.
Closing prayer.

ADDENDUM T

NNJRSC TREASURER' S GUIDELINES

Northern New Jersey Regional Service Committee Treasurer Guidelines

A. OVERVIEW

The NNJRSC's Treasurer will be handling large sums of money. The Guidelines set forth in this section are based on the experience of past regional committee treasurers and are to be used by all future Northern New Jersey Regional Service Committee treasurers. These financial guidelines are set forth to help the Regional Service Committee to (1) function effectively, (2) ensure financial credibility and (3) remain directly responsible to those they serve - the N.A. Fellowship within the Northern New Jersey Region.

B. REGIONAL SERVICE COMMITTEE FUNDING

The committee will be funded primarily through *Area donations*, *proceeds from the Northern New Jersey Regional Convention*, and *occasionally fundraising activities.*

C. REQUIREMENTS

The Treasurer must have at least five (5) years clean in N.A., *the clean time for this position cannot be waived.* Past experience as an *area or regional treasurer* is desirable; however, the Treasurer should definitely have experience in accounting practices or bookkeeping knowledge. The records kept by the Regional Service Committee Treasurer must be accurate, in detail and complete.

The Treasurer is responsible for all funds that flow in and out of the regional treasury. The Treasurer maintains the regional bank account, writes all checks and makes all the deposits into the regional bank account. The Treasurer also has possession of all receipts of all the transactions made by the Regional Service Committee.

The Treasurer submits a written report at all regularly scheduled Regional Service Committee meetings.

Should there ever be a money problem within the committee, the Fellowship is going to look to the Regional Treasurer for an explanation. It is for this

reason that the Treasurer should have some document or receipt for every transaction made.

D. THE TREASURY "BOOKS"

The Treasurer is responsible for the committee's records or "books". The "books", as they are referred to, are: (1) the check register, (2) the journal and (3) the ledger. The Treasurer should have these books present at all NNJRSC meetings and will make them available when requested by anyone associated with the Committee.

It is suggested that the Treasurer contact the previous year's Regional Service Committee Treasurer in regard to setting up and maintaining the books. Listed below are some of the basic income and expenditure areas of the Regional Service Committee:

Income

Area donations
Helpline
Donations

Meeting List
purchases
Fundraising proceeds

Expenditures

P.O. Box

Regional Secretary copying & mailing
expenses Joint Administration Committee
meeting place Shared Helpline expenses
Meeting Directories expenses
R.D. travel, copying and phone
expenses All Subcommittee
expenses
Conference Agenda
Reports Convention
Seeds
M.A.R.L.C.N.A. attendance expenses

Note: It is best to break down all income and expenditures as much as possible. There is no limit to the number of accounts that can be created within the books.

E. THE REGIONAL BANK ACCOUNT

The NNJRSC maintains a bank account. The Treasurer is not a signatory on the account, but the bookkeeper responsible for maintaining the check register, collecting, and dispersing funds, writing checks and making deposits.

The following policies are for Regional Service bank accounts:

1. Two (2) signatures are required on all checks written. The Bank requires one (1) signature.
2. There will be four (4) signatures on the bank account. :
    1. The Regional Service Committee Chairperson.
    2. The Regional Service Committee Vice-chairperson.
    3. The Regional Service Committee Secretary.
    4. The Regional Delegate.

Once the Regional Service Committee Treasurer is elected, give the bank new signature cards. Also, each time a new R.S.C. Chair, Vice-Chair, Secretary, and/or RD is elected, new signature cards will need to be given to the bank.

F. OUTGOING FUNDS

Bills may be submitted, and committee members may be reimbursed as long as there is some written document given to the Treasurer.

The RD and the AD are to be reimbursed for their regional service expenses as receipts are given to the Treasurer.

One-half (1/2) of the Shared Helpline expenses is to be paid to the NJRSC upon receipt of the bills.

Our share of the Meeting Directories expense, as determined by the Meeting Directories Chairperson, is to be paid upon receipt of the bill.

The Treasurer must give a financial impact statement of each motion requiring a disbursement of funds.

G. SUBCOMMITTEE BUDGETS

Good financial planning is essential for a successful year. **Committees should submit their "projected" budgets as early on as possible.** Reviewing the previous year's final treasury report should give committee chairs some ideas as to how much money they will need to perform their duties and run their committees. There will be a JAC meeting in September of the year before to estimate our expenditures. These "Expected Expenses" are not a guarantee of funds, but rather a benchmark for what the Region expects to spend.

The J.A.C. should carefully review all committee Expected Expenses. Committee Expected Expenses need to include estimated time when funds are to be needed. No committee funds will be disbursed until a proposed Expected Expenses are submitted.

Once the committee expected expenses have been approved, disbursements of funds will only occur after a motion is submitted and approved by the RCMs.

Whenever money for an event is requested by any Regional Trusted Servant, a thumbnail line-item description will be needed with a breakdown of how the money is to be used before the money can be approved and disbursed. When the funds are requested, the RCMs may approve some portions of the request but not others even if the amount is within the Expected Expenses.

Important: There should be no money transactions between committees; all committees get their monies directly from the main treasury. This ensures that the committee knows exactly how much money is coming in and from exactly where. This also lets the committee know exactly how much it is spending and where. All funds held by committee chairs should be turned over to the Treasurer at the conclusion of their terms. Such funds will be audited and redistributed by the Treasurer to fund the incoming committee chair.
Note: Every financial transaction by any committee should be accompanied by a receipt or document.

H. PETTY CASH FUND

It is best to try to pay all bills and reimbursements in Check, this way you know that you have a receipt in the cancelled check. However, this is not always appreciated by some committee members.

Set up a petty cash fund of $50.00 and if any members wish to be reimbursed in cash, then they can be, as long as it is under $50.00. As always, never give any money (check or cash) without a dated, detailed, signed receipt.

Always encourage committee members to take a check first and if they insist, then give them cash.

I. BOUNCED CHECK POLICY

It is a sad but true fact that some of our members are not yet ready to be responsible members of society and there will be bad checks written. If any checks bounce, the Treasurer will inform the member and/or Area that they may "make good" on the check. We will also ask the Area or member to pay any service charge that was charged to the Regional Service Committee.

J. THE TAX RETURN

A Federal Tax Return must be filed no later than April 15th. Also, a report must be filed with New Jersey State Tax Department. The Regional Service Committee has hired an accountant to file these forms and reports for us. Copies of past returns are held by the Secretary, as well as the Treasurer.

K. TAX EXEMPTION

The Northern New Jersey Regional Service Committee, Inc. is a non-profit, tax-exempt organization. This means we are/will be exempt from state income taxes, Federal income taxes and state sales tax. There are forms and reports that we give to businesses that we deal with. These can be used for a one-time purchase or for continued purchases from the same business.
These forms can be obtained by the Treasurer from our Accountant and are for the Regional Service Corporation only. Copies of them should be retained by Regional Service Corporation so we know where and how and for what purchases they were used.

L. ADDITIONAL POLICIES

1. To limit the money for region refreshments to $100 for food and drink plus whatever rent for the facility being used.
2. Allow the order of the list on the treasury budget to serve as an understood priority list when making decision about how to disperse funds. To include a more detailed breakdown under the Regional Delegate team expenses to serve as more contextual priority for the same.
3. To direct the Northern New Jersey Region Service Committee (NNJRSC) to pay all the financial expenditure for the (monthly conference year) bi-monthly non-conference years. The amount up to $300.00.
4. All monies collected at Regional Meeting are deposited within 48 Hrs.
5. All funds held by sub-committee chairs should be turned over to the treasurer at the conclusion of their terms. Such funds will be audited and redistributed by the Treasurer to fund the incoming sub- committee chair.
6. When a Sub-Committee, the RD, or the RSC as a whole request funds,
    a. a thumbnail line-item description of expenses will be needed in order for money to be disbursed.
    b. the RCMs may approve some portions of the request but not others even if the amount is within the overall expected expenses.
7. To accept the Expected Expenses as a framework for planned expenses
8. All monies collected at Regional Meeting are deposited within 48 Hrs.
9. For when the Region body is unable to meet in person, checks and donations are to be sent straight to Treasurer for interim so she can deposit them
10. Establish Venmo, PayPal, Zelle and Line2 accounts in order to accept electronic donations/payments based on group and area needs. Venmo, PayPal, and Zelle accounts would be attached to the Area bank account. We will use an nanj.org email account for this.
11. Included as part of expected expenses for each year will be a Zoom account paid on a yearly basis for a current total of roughly $150 annual.

M. TO FUTURE REGIONAL SERVCIE COMMITTEE PARTICIPANTS

These Guidelines are drawn from the experience of past Regional Service

Committee and Board of Trustee members. They should be read, hopefully understood, and followed, as closely as possible. Good Luck!

ADDENDUM

W

NNJRSC
NEW JERSEY STATEWIDE WEB SITE SUBCOMMITEE
GUIDELINES

NNJRSC Website Sub-Committee Guidelines

The Website Committee is an operating committee of the NJRSC and NNJRSC, of Narcotics Anonymous. We serve the NJRSC and NNJRSC and are fully accountable to these conferences.

ARTICLE I. PURPOSE

A. To inform the public, via the Internet, that recovery from the disease of addiction is possible, and available through the 12 Steps and 12 Traditions of NA. We offer the most accurate, complete, and up-to-date information on recovery, and how and where to find it in the state of NJ

B. To maintain the information on our web pages in a manner consistent with our 12 Traditions, Regional guidelines, and guidelines from the World Service Office regarding online information.

C. To serve as a communication vehicle between members of the Fellowship of NA and service bodies within NJ and throughout the world.

ARTICLE II. RESPONSIBILITIES

A. Our online NA information will contain links or references only to information provided by other NA areas, regions, or NA World Services. In particular, we won't include links or references to web pages or bulletin boards maintained by individuals acting outside of the NA service structure.

B. Our online information will not contain NAWS conference approved literature, excerpts of such literature, or other copyrighted material not wholly owned by the NJ and NNJ Regions. This is in keeping with NAWS policy.

C. To ensure the NAWS link to our website is accurately maintained. NAWS will be promptly informed if our web address is changed. The Website Committee will verify that NAWS properly completes any change of link address.

D. To change, add and revise existing web pages on a monthly basis to reflect what is going on in the state. All additions of new sections to the site must be reviewed and voted on at the Regional levels.

E. To provide the Regions with a bi-monthly report, of the Website Committee meeting minutes, and any proposed actions or changes by the committee.

F. To maintain close working relationships with other standing committees, thereby ensuring that all online information is accurate, timely, and meets each standing committee's requirements.

ARTICLE III. TRUSTED SERVANTS

SECTION 1. REQUIREMENTS:

A. A working knowledge of the 12 Steps and 12 Traditions of NA.
B. A willingness to serve.
C. Suggested clean time:

a.) Chairperson -3 years.
b.) Vice-chairperson - 2
year. c.) Secretary – 1 year.
D. It is suggested that trusted servants have access to e-mail and internet access or be willing to utilize public internet facilities.

SECTION 2. TERM OF OFFICE:

All terms are for one (1) year

SECTION 3. DUTIES:

A.) CHAIRPERSON:
1) Arranges the place and time for meetings.
2) Sets the agenda and presides over the committee meetings.
3) Is responsible for all Website correspondence. Committee will discuss channeling information requests directly to appropriate sources and may create positions to ensure accountability.
4) With Vice-Chair, ultimately responsible to ensure online meeting directory is A. as accurate as possible, given information available B. presented in such a manner that it is accessible for the average internet user.

B.) VICE-CHAIRPERSON:
1) Assumes the role of the chairperson or secretary in their absence.
2) Contacts committee members by E-mail (or telephone for members without e-mail) one week prior to scheduled committee meetings to remind of upcoming meetings.
3) Communicates with Regional and Area sub-committees to ensure accuracy of materials to be posted on web site.
4) With Chair, coordinate online meeting directory.

C.) SECRETARY:
1) Records the minutes of the committee meetings.
2) Gives a secretary report both in print and electronic text files.

3) Maintains the committee archives.
4) Maintains a list of active and interested committee members and provides this list to the vice-chairperson.
5) Distributes minutes via e-mail to active members of committee

D.) Regional Web Site Representatives (elected by their respective regions)

1.) Attend web site meetings and Regional meetings to report to the Region.
2.) Can bring/present any motions to and from the Regions and communicate Regional concerns back to the committee

ARTICLE IV. MEETINGS AND MEMBERSHIP.

SECTION 1.

The NJ and NNJ Regional Website committee shall meet at a time and place to be announced at the NJRSC and NNJRSC bi-monthly meetings. All interested NA members are encouraged to attend the committee meeting. Because of the nature of the committee, it is expected that much of the work and communication will be conduct electronically.
Membership should be further defined to include regular attendance at Website Committee meetings. The NJRSC and NNJRSC Website Committee members will be considered active after attending two consecutive meetings. If an active member misses two consecutive meetings, that member will be considered an interested member. An interested person is a participant without voting privileges. After six months of non-attendance at committee meetings, a member will be considered inactive and uninterested.

ARTICLE V. VOTING PARTICIPANTS AND PROCEDURE.

SECTION 1. VOTING MEMBERS:

A.) Officers (excluding the chair except in the event of a tie). B.) Active Website Committee members.

SECTION 2. QUORUM:

A.) Three (3)

ARTICLE VI. REMOVAL OF TRUSTED SERVANTS

SECTION 1. CAUSES:

A.) Loss of abstinence.

B.) Voluntary resignation.
C.) Non-fulfillment of duties of their position.

SECTION 2. PROCEDURE

A.) Two-thirds (2/3) vote for removal.
B.) Only the NJRSC and NNJRSC can remove the chairperson. The committee can make a written motion requesting the NJRSC and NNJRSC to remove the chairperson.
C.) Note that a maintenance citation requires no committee appeal to be considered – requires website and regional body approval.

ARTICLE VII. FUNDING

A.) The Website Committee will be funded by and through the treasury of the NJRSC and NNJRSC.

Log of Policy:

1	12/03/88	NNJRSC will maintain a P.O. Box.
2	1/7/1990	NNJRSC will fund the attendance of the RD and RDA to MARLCNA.
3	1/7/1990	RCM's and other NNJRSC Trusted Servants are responsible to submit written reports.
4	3/4/1990	By a group conscience, NNJRSC continues to support the statewide 800-phone number.
5	3/4/1990	Cost of the 800 number will be split 50/50 with the New Jersey Regional Service Committee (NJRSC).
6	4/1/1990	NNJRSC established Official Letterhead.
7	1/4/1991	NNJRSC Conference Agenda Report (CAR) responses are to be tallied by group, not by area.
8	6/7/1991	NNJRSC is Prudent Reserved to $2500.
9	1/4/1991	When approved expense money has been spent, receipts must be submitted at the next NNJRSC meeting.
10	1/4/1991	RCM's must submit a written copy of their Area's Conference Agenda Report (CAR) tally to the RD or RD-Alt one week prior to the World Service Conference (WSC).
11	4/7/1991	NNJRSC meetings are non-smoking, with a 5-minute break each hour
12	5/5/1991	The $2500 Prudent Reserve is to be kept in a separate at the same bank as the regular NNJRSC working account.
13	7/10/1991	Add the election of the Convention Secretary and the Convention Vice-Chair to the Regional Elections.
		NNJRSC regular scheduled meetings will be the first Sunday of the following months: January, February, March, April, June, August, October, and December.

14	11/3/1991	
15	11/3/1991	The Vice-Chair of the NNJRSC must bring updated copies of the NNJRSC policies and Guidelines to all NNJRSC meetings as well as Joint Administrative Committee (JAC) meetings.
16	11/3/1991	NNJRSC will make a regular, bi-monthly donation of $100 to the Narcotics Anonymous World Services (NAWS), Inc.
17	4/5/1991	A permanent “Vote of Confidence” is established for the RD and RD-Alt for any motions presented at the WSC that were not on the CAR.
18	4/5/1992	A permanent restriction is placed on the RD and RD-Alt to vote according to the group conscience established by the CAR tally sheets on all questions responded to in the CAR.
19	8/2/1992	Position of “Regional Delegate Second Alternate” established, to be called RD 2nd Alt.
20	1/13/1993	Sub-Committee Vice Chairs are to be elected by their sub-committees.
21	1/3/1993	Anyone in attendance at the NNJRSC meeting may ask questions & offer ideas.
22	1/3/1993	Motions submitted from an Area by the RCM or RCMA do not require a second.
23	1/3/1993	Trusted Servants term run from January to December, with elections to be held in December, (Excluding the RD, RDA, and the NNJRSC Convention
		Committee.)
24	1/3/1993	RD, RDA, and the RDAA are allowed a meal allowance of $45 per day while attending the WSC. See Item # 44
25	2/7/1993	Motions may be submitted until the opening of new business.

26	4/4/1993	A copy of the NNJRSC meeting minutes is to be sent to the New Jersey Region.
27	3/7/1993	All Flyers pertaining to any activity must be reviewed by the Activities sub-committee.
28	2/6/1994	Helpline costs are to be shared by all groups in each Area at an average of $2 per group.
29	2/4/1996	Activities sub-committee has a $500 established annual budget.
30	5/5/1996	Parliamentary Policy for NNJRSC has been adopted. See Item # 45
31	8/4/1996	Any motion that fails for any reason of Group Conscience may not be brought back to the floor for the next two regions.
32	1/3/1999	To establish a $1200 yearly H&I Budget to cover the costs of 2 functions and meeting lists.
33	3/5/2000	That the NNJRSC Administrative body have a written report to give to each member of the body on the day the report is heard, RCM's only.
34	4/2/2000	All changes to the statewide meeting directory, even if submitted directly though the website should be given to the statewide meeting list contact person.
35	6/4/2000	Make RD and RDA a two-year commitment.
36	10/6/2001	To adopt the following chain of command: Chair; Vice-Chair; RD; Secretary to allow continuity of service in the absence of the chair. See Item # 42 – Which states "The Secretary is to call the meeting to order and preside until the immediate election of a chairperson pro-tempore."
37	10/6/2002	Adoption of consent calendar: 1. New business motions are read. 2. After each motion the chair asks for discussion. 3. If no discussion is call it passes. # Motion which call for discussion will be discussed per guidelines.

38	10/6/2002	A budget for PI is increased to $100.00 per month.
39	10/3/2004	All reports handed out to the NNJRSC will not be included in the minutes with the exception of minutes sent to absent areas who will receive a full copy of minutes with all reports included
40	4/3/2005	To donate 2,500 to World Service.
41	4/3/2005	To close meeting list debts as of October 2004 with a $0.00 balance.
42	6/5/2005	To amend motion # 36 to include the following: "The Secretary is to call the meeting to order and preside until the immediate election of a chairperson pro-tempore."
43	6/5/2005	"Motions from a subcommittee does not require a second. Any motion not made by a RCM, RCM-A, or subcommittee must be seconded by an RCM OR RCM-A.
44	6/5/2005	To amend motion # 24 to read as follows: "RD and/or designated representative are allowed a meal allowance of $45.00 per day while attending the WSC. Currently reads as "RD, RD-A and RD-AA are allowed a meal allowance of $45.00 per day while attending the WSC.
45	6/5/2005	To amend motion # 30 to read as follows: "Parliamentary Procedure as defined in the Guide to Local Service for the NNJRSC has been adopted
46	12/4/2005	To advance Regional Delegated for expenses for their attendance at the January 2006 Zonal Forum in their absence today.
47	6/4/2006	Make a payment of $3,000.00 to New Jersey Regional Service towards the Helpline. We have not received a bill at this time, last year's total approximately $5,965.00, $3,000.00 is approximately ½.
48	8/6/2006	All RCM-A's to receive the current minutes via mail.
		To amend the NNJRSC Treasurer's duties: Item 1: To eliminate "Two signatures are required for all checks written by the Treasurer." Item

49	8/6/2006	2: To remove entirely ("is a co-signor of the NNJRSC checking account").
50	8/6/2006	Donate an additional $2,000.00 to world.
51	8/6/2006	To maintain to two (2)-signature account at the Bank of New York (bank was acquired, new name to Chase Bank), remove the Treasurer as a signor on the account, assign the Treasurer as a bookkeeper/full access to the banking issues, and assign four (4) R.S.C. executive members as signors.
52	12/3/2006	To pay storage facility at the beginning of the year (cut the check in December at Region. Estimate $804.00 – American Self-Storage.
53	12//03/06	For Meeting List Chair to provide to Region a form so that meetings, GSR's, and RCM's can submit changes to meetings i.e. locations, time, etc.
54	12/6/2005	To include in listing list obligation to bring hard copy to NNJRSC body before going to print.
55	2/4/2007	To have the Meeting List Chair bring 24 boxes to Region for distribution. With the addition of the words "After each new printing."
56	10/7/2007	To provide the secretary $100.00 in advance for copies of Regional minutes and have the secretary which will be replenished reflective of receipts submitted. Minutes to be provided (by mail) not to exceed 14 days following each Regional meeting, for which shall be $100.00 to be paid in advance.
57	3/2/2008	That the RD be allowed to register at the WSC for a single room.
58	10/5/2008	To Create and distribute to each Area an updated paper copy of NNJRSC policies (guidelines). This would also make the policy chair responsible for maintaining and updating the policies.
		That the Region establishes a permanent Audit Subcommittee. This Committee will be chaired by the Regional Vice Chair and include the Policy Chair and two (2) other members of the Region. Members of the Audit Committee can keep their existing commitment while

59	8/2/2009	being on the Audit Committee. The committee will conduct its audit between the August and October Regions.
60	6/6/2010	To limit the money for region refreshments to $100 for food and drink plus whatever rent for the facility being used. (Compressed date due to errors in the minutes.)
61	6/6/2010	To reduce the amount of reimbursement for RD, RDA, RDAA by eliminating mileage reimbursements. (Compressed date due to errors in the minutes.)
62	6/6/2010	For this region to have a budget made because it may help solve some of the financial burdens of this region.
63	6/6/2010	To only accept area reports when area reports are being given. Not at any other time during the NNJRSC.
64	8/1/2010	To have the unapproved closing treasurer's report included in the secretary's mailing from the closing region.
65	8/1/2010	Each RCM to have regional Minutes mailed or E-mailed to RCM's decide.
66	8/1/2010	To require any regional subcommittees to utilize our NNJSC storage facility and not get independent ones.
67	10/3/2010	All contact information should be on all regional reports.
68	6/5/2011	To make it the responsibility of the Regional Chairperson to be on the "account name" for the PO Box and that when the position changes, both the outgoing and incoming Chairs both go to the Post Office and change it to the new Chair.
69	5/5/2011	Put in Policy in the "Treasurer Duties" to pay the annual PO Box bill before the bill is due.
70	10/2/2011	Whenever money for an event is requested by any Regional Trusted Servant, a complete detailed report must be presented with a breakdown of how the money is to be used.

71	3/4/2012	Remove all places in policy where monies are set values and instead have it explicitly refer to the treasury budget for guidance.
72	3/4/2012	To schedule at least one yearly JAC meeting prior to the fiscal year ending (December) to discuss the next year's budget. Each trusted servant should attend and present a detailed proposed budget.
73	3/4/2012	Allow the order of the list on the treasury budget to serve as an understood priority list when making decision about how to disperse funds. To include a more detailed breakdown under the Regional Delegate team expenses to serve as more contextual priority for the same.
74	3/4/2012	Treasurer Report needs to be modified reflect how meeting lists costs are not technically part of the budget. It's a literature purchase. This will help in the coming years when the next round of trusted servants needs to analyze the budget.
75	3/4/2012	To discontinue the practice of H&I giving away meeting lists to ASC's H&I chairs. We believe that is not the region's responsibility to be distributing literature. If the fund flow is coming from the ASCs to the RSC and then we are incurring costs to give literature back to the ASCs it potentially doesn't allow other important functions to operate.
76	3/4/2012	To discontinue the helpline donation which is extremely outdated and confusing and instead to institute a $4 suggested donation policy across the board. Based off our calculations of the total budget, if each ASC in the NNJRSC contributed $4/month on behalf of each group in their ASC only $1.50 more than the previous helpline donation, we would be completely able to operate within our proposed budget and potentially be able to increase spending over the course of the next fiscal year. If there are 400 groups in the Region and each group donated $4/month. That means we would have a yearly income of ~$19,000. This would be way above our current proposed operating expenses of $13,195. This of course doesn't include the costs of meeting lists which are not considered a budgetary item technically speaking, but more of an equivalent to literature purchase.
77	3/4/2012	To add three bullets to the requirements for the Meeting List Assistant: "1) Assist the Meeting List Chair with the responsibilities

		of updating and distributing the meeting lists, 2) Act as Meeting List Chair in the absence of the chair, and 3) Attends Shared Services."
78	6/3/2012	To form a technology Ad-hoc committee to determine if there are way to use technology beyond the scope of website committee.
79	6/3/2012	To purchase 3 posters 12 Step, 12 Traditions and 12 Concepts to have visible for each of our business sessions
80	6/3/2012	To accept "The Visio to NA Service" as a part of our readings to open up our business sessions.
81	6/3/2012	To amend motion #133 to state "to change the Helpline donation to a Regional Expense" and to change the amount to $4 per month.
82	12/2/2012	To define how we accept reports. If a report includes money, it will have a breakdown including their budget and how much has been spent to date. Events must still be detailed as per Motion #70. Reports with money must be approved. If they are rejected the money will not be spent. If a report is rejected, the report will be received into the minutes and marked as not accepted with the reasons for the rejection stated.

83	12/2/2012	The Facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator asks for a show of hands of those in favor of the motion. Then the Facilitator asks for a show of hands of those opposed to the motion, and then asks for a show of hands of those abstaining from voting. The goal of a vote should be to determine the conscience of the body. If less than half (less than two thirds for a Policy vote) of the voting members are in favor of an idea, then it doesn't have a clear group conscience. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion.
84	12/2/2012	To define how we accept reports. If a report has no money, it will not be approved. It will be received. Any discussion about the report will be recorded by the Secretary and summarized in the minutes.
85	12/2/2012	To add the following language to the Regional Policy: **QUORUM:** A quorum (the number of voting members who must be present in order to conduct business) for the NNJRSC is a majority of all eligible voting members. In our Region, each Area gets one vote. This means we need a majority of the Areas represented. If there are 12 Areas in the Region, we would need 7 RCMs or their Alternates to open Region and conduct business.
86	1/25/2015	All funds held by sub-committee chairs should be turned over to the treasurer at the conclusion of their terms. Such funds will be audited and redistributed by the Treasurer to fund the incoming sub-committee chair.
87	12/2/2012	Each area will have one vote in all motions or elections. That vote can be cast by either the RCM, RCM-A or another representative chosen by the Area. A person may not act in a voting capacity and fulfill another position during a Regional session. If they chose to serve their Area in this capacity, their Vice Chair, etc. will as the Chair of the committee for the duration of the Regional Session.
88	12/2/2012	For the secretarial team to carry the copier

89	12/2/2012	To establish History and Archives as a standing shared services sub-committee and accept the proposed guidelines for same, as submitted by the Adhoc committee.
90	10/6/2013	Any activity posted on the web site must be sponsored by an NA Service Body.
91	10/6/2013	The Web Site will no longer post flyers that contain Photos of People.
92	12/1/2013	When a Sub-Committee, the RD, or the RSC as a whole request funds, a thumbnail line item description of expenses will be needed in order for money to be disbursed.
93	12/1/2013	When a Sub-Committee, the RD, or the RSC as a whole request funds, the RCMs may approve some portions of the request but not others even if the amount is within the overall expected expenses.
94	12/1/2013	To utilize PayPal specifically to purchase meeting directories.
95	12/1/2013	To accept the 2014 Expected Expenses as a framework for planned expenses for the calendar year 2014.
96	4/6/2014	Whenever there are abstentions in a vote, except elections, we go around and ask each abstainer if they would elaborate why they abstained. Discussion should be limited to one minute per person.
97	4/6/2014	To have the website chair update the Northern New Jersey Regional email addresses (@nanj.org) to forward to the current trusted servants.
98	4/6/2014	To accept the updated Helpline Policy with the changes to line H under functions and the additional highlighted in Yellow.
99	8/3/2014	To make a term equivalent to 75% of the term length.
100	12/7/2014	To move the February Regional Meeting to the last week of January.
101	1/25/2015	All funds held by a sub-committee chairs should be turned over to the treasurer at the conclusion of their terms. Such funds will be audited

		and redistributed by the Treasurer to fund the incoming subcommittee chair.
102	3/29/2015	To use the Al-Anon Club facility at 384 7th Ave., Newark, NJ 07017. We will have the facility from 10 AM to 6 PM for the Regional Meeting. This will necessitate moving the start of the Regional Meeting to 12 PM.
103	3/29/2015	The first Saturday in May the RD will host a mandatory meeting for the WSC and the CAR wrap up.
104	3/29/2015	The NNJRSC must have 2 JAC meetings per year specifically for the budgets. September will be the first meeting. The second meeting will be in March. Each trusted servant should attend and present a detailed proposed budget.
105	3/29/2015	To add to the meeting list “Check Website for the most current info”
106	6/7/2015	An elected Servant begins the position at the end of the meeting they are elected unless motions #57 and 73 are in effect.
108	6/7/2015	To amend the Administrative Secretary and Assistant Secretary qualifications line 4 to: Access to a PC. (PC not required, but will make job easier) (Remove the typewriter requirement)
109	6/7/2015	All monies collected at Regional Meeting are deposited within 48 Hrs.
110	6/7/2015	To hook up the WiFi Printer to one person’s laptop. For example the RD or the AD.
111	6/7/2015	To make two list one “LIST Of POLICIES” two “LOG OF MOTIONS” which are one-time motions. “CARRIED”
112	12/6/2015	To extend the RD, AD, RDAA terms until January.
113	10/2/2016	To add to policy on page 13 under removal of trusted servants that “any and all trusted servants can be removed and voted out of their commitment with a two-thirds majority vote for failure or inefficiency to fulfill the requirements, responsibilities, and/or duties as outlined in the NNJRSC policy.”

114	4/7/2019	The results of votes on motions will be recorded in the minutes, including for, opposed, and abstentions. 7 Yay 1 Nay 0 Abstain. Passes. TO BE ADDED TO MAIN BODY.
115	6/2/2019	To move the Community Church of Cedar Grove. The address is 65 Bowden Rd, Cedar Grove, NJ 07009. The meeting will also be moved to start at 1pm. 6 Yay 2 Nay 0 Abstain. Passes. TO BE ADDED TO MAIN BODY.
116	8/4/2019	To have the Chairperson and History & Archives Chair be responsible for keys to storage. TO BE ADDED TO MAIN BODY.
117	10/6/2019	To change the name of the Alternate Delegate back to Regional Delegate – Alternate. 8 Yay 0 Nay 0 Abstain. Passes. TO BE ADDED TO MAIN BODY.
118	10/6/2019	To remove the Newsletter from NNJRSC. 8 Yay 0 Nay 0 Abstain. Passes. TO BE ADDED TO MAIN BODY.
119	4/5/2020	For when the Region body is unable to meet in person, checks and donations are to be sent straight to Treasurer for interim so they can deposit them
120	6/7/2020	Establish Venmo, PayPal, Zelle and Line2 accounts in order to accept electronic donations/payments based on group and area needs. Venmo, PayPal, and Zelle accounts would be attached to the Area bank account. We will use an nanj.org email account for this. The Website Chair will work with Website to create the mailbox and the Regional Chair will hold the password to the mailbox. If there is an issue with these technologies, a suitable substitute is permissible.
121	6/6/2020	Add to requirements for PR Chair and PR Vice-Chair – at least 6 months of PR experience.
122	11/1/2020	Motion to have the Region get a Zoom account and pay it on a yearly basis for a current total of roughly $150 annual.
123	8/1/2021	For the Regional Chairperson to be responsible for saving the meeting minutes, motion slips, and funding requests in order for them to be archived in our storage unit, especially in the absence of an H&A Chair and/or Secretary.

Log of Motions:

1	12/2/1990	NNJRSC hired Tax Attorney.
2	1/4/1991	"Special worker/Outside person" hired to audit/report on the Northern New Jersey Regional Convention books
3	1/4/1991	See Item # 33
4	6/6/1993	A Shared Service sub-committee has been established.
5	1/2/1994	An Assistant NNJRSC Convention Treasurer has been created.
6	6/4/1995	A special meeting will be held at the NNJRSC Convention for the purpose of elections.
7	6/4/1995	NNJRSC will pay the costs for the Zonal Forum (copies, rent, etc).
8	5/5/1996	NNJRSC Regional Treasurer Guidelines adopted.
9	8/4/1996	PI & Helpline sub-committees are now consolidated into one as the Public Information sub-committee.
10	1/4/1998	Presently seated regional administrative and sub-committee chairs are no longer excluded form the B.O.T. pool.
11	12/6/1998	Remove the Bi-lingual Sub-committee.
12	12/6/1998	To remove printing the 800 number in the statewide meeting list.
13	1/3/1999	Approve website url: http://www.narcoticsanonymousnj.org and http://www.nanj.org.
14	2/6/2000	Advertise www.nanj.org as ours primary website.
15	3/5/2000	Accept shared service agreement.
16	3/5/2000	To keep NARANON as a resource on the Helpline.
		All changes to the statewide meeting directory, even if submitted directly through the website should be given to the statewide meeting list contact

17	3/5/2000	person.
18	6/4/2000	To add a new section to the statewide website called “service” with the minimum of when and where each service conference in New Jersey is meeting.
19	6/4/2000	To add a new section to the statewide web-site called “a history of NA in New Jersey”
20	6/4/2000	To add the phone numbers of the Helpline volunteers to the automated phone-line system.
21	4/6/2001	To adopt disruption rule. Which states that if someone is disruptive: 1. Asked to refrain. 2. Asked to leave for 10 minutes. 3. Asked to leave if they refuse, region is adjourned. 4. The Policy Chair will be the designated monitor of this rule.
22	10/6/2002	To adopt the revised NNJRSC Public Information Guidelines.
23	10/6/2002	To adopt the revised NNJRSC Convention Guidelines.
24	8/3/2003	The Convention treasurer is to be present at all regional meetings.
25	8/3/2003	The Convention Chair is responsible to bring to the body during his report, a report of the convention finances.
26	8/3/2003	Raise the statewide meeting list costs to $150 per box.
27	3/6/2004	To accept Shared Services Agreement
28	4/3/2005	To Help-By donating 2 boxes of meeting list to Greater Newark to help the area as a result of the 5 boxes that were stolen.
30	6/5/2005	Related to the Shared Services Agreement, to table the Shared Services Agreement to produce a financial impact statement for the obtaining and maintaining a tax-exempt ID number.

31	6/5/2005	For Region to create an Ad-Hoc committee to get information regarding a blanket insurance policy.
32	6/5/2005	To amend the Policy Subcommittee Service Guidelines as ADDUNDUM O in the NNJRSC Guideline and Policies. This affects to strike duty # 9 of the Regional Vice-Chair. "Brings copies of the updated NNJRSC Policies to all regularly scheduled meetings of the NNJRSC and JAC."
33	6/5/2005	To make a one-time donation of $2,000.00 to World Services.
34	4/2/2006	To close accounts at Bank of NY and open account at Wachovia.
35	4/2/2006	To change policy so that the Jan. and March meetings during CAR year be focused on disseminating information pertaining to the CAR specifically, rather than standard NNJRSC business. This could consist of simply having a CAR workshop for these months.
36	6/4/2006	For our Regional Vice Chairperson to create an Ad-Hoc Committee. The purpose to aiding the Greater Paterson Area to also insure the G.P.A. is not breaking traditions.
37	8/6/2006	To make a decision on whether or not this region wants to move forward in taking steps to become non-for-profit or pay taxes or not to pay taxes.
38	8/6/2006	To look into getting liability insurance for our region.
39	8/6/2004	We the Greater Paterson Area are requesting the sum of $5,000.00 from the Regional body.
40	12/2/2007	To change front of statewide meeting list from season/year to month/year.
41	3/2/2008	To donate all profit to Greater Paterson Area from the sale of the meeting lists to Bergen Regional Hospital.
42	4/6/2008	For all sub-committee reports to reflect as of the day before the current regional service committee.

43	10/5/2008	To place the updated policy on line at a free temporary home and allow all members of NNJRSC to view it. Edit control will be limit to Policy Chair.
44	12/7/2008	To direct the Northern New Jersey Region Service Committee (NNJRSC) to pay all the financial expenditure for the (monthly conference year) bi-monthly non-conference years. The amount up to $300.00.
45	4/5/2009	To change "7th Tradition" collection at the Regional Meeting to "Regional Donation."
46	4/5/2009	To set the term limits of 2 consecutive terms for all Executive Committee Members, specifically, the Chair, Vice Chair, Secretary, Treasurer, Policy Chair, and Regional Delegate.
47	8/2/2009	To extend the Treasurer's commitment to and after the February Regional meeting. The outgoing Treasurer will act an adviser to the learning Treasurer and will assist in creating the yearend report.
48	8/2/2009	To start Region at 1:00pm.
49	2/7/2010	To accept website policy for NANJ.ORG. (Approx date, can't locate the actual minutes.)
50	6/6/2010	To eliminate the debt of Greater Paterson Area for meeting lists. (Compressed date due to errors in the minutes.)

51	8/1/2010	To make an Amendment to Web Site Policy Article II responsibilities Maintenance Citation- requires no committee appeal to consider changes- require website and regional approval.
52	8/1/2010	To suspend policy to have 2 signatures on a check just for today.
53	12/5/2010	To create an Alt. Meeting List Chair position. To learn the position and take the place of the meeting list chair in his absence.

54	10/2/2011	To have the Regional Chair post the new place, location and address of the next NNJRSC Meeting on the Statewide web site as soon as feasible.
55	12/4/2011	To vote in a meeting list assistant until we are able to develop qualifications for this commitment.
56	3/4/2012	Limit consignment by policy to ASCs to one (1) box of meeting lists. This would ensure that large outstanding balances would not incur on the regional treasury. Special considerations would be made, but would have to be presented in motion form and to be voted on by the RCMs.
57	3/4/2012	PR and H&I should together host combined H&I/PR Learning Days, identify places that are more costs effective. $500 is a lot to host for one learning day.
58	12/2/2012	To remove the annual treasury committee audit from the policy and replace it wit4h the Vice Chair's responsibility to compare monthly bank statements with the treasury balance.
59	4/6/2014	To form an AD-Hoc committee to investigate the feasibility of forming a "Fellowship Development" committee. This committee would help Areas and Groups in the Region with resources, tools, workshops, and experience with furthering the development of local fellowship needs.
60	6/1/2014	To join with New Jersey Region to have a Statewide Regional Convention. **NOTE:** An Ad-Hoc was formed to work out what needs to be done.
61	8/3/2014	To request that PR be joined to Shared Services.
62	8/3/2014	To add to the statewide meeting list a 9th suggestion, "Get involved in service."
63	12/7/2014	To accept expected expenses from 2014
64	3/29/2015	To establish an AD-Hoc to investigate creating a "Behind the Walls" Regional Sub Committee.

65	6/2/2019	For Northwest Area to take over the Behind the Walls subcommittee from Region. 8 Yay 0 Nay 0 Abstain. Passes. TO BE ADDED TO MAIN BODY.
66	3/28/2021	1. Modify Our World Donation policy to reflect Donation practice. 2. Modifying Expected expenses to add the World Donation Line item. 3. Change The JAC Line item to General.
67	12/1/2024	For the NNJ Regional PR subcommittee to participate in the development and maintenance of an organizational page on Facebook and Instagram for NANJ
68	12/1/2024	To suspend policy and skip Region in January 2025 – January region would have been held because it's an Interim-CAR cycle. This regional meeting was not needed because MARCLNA happens after Region would have happened after.

Archived Policies and Positions

I. NEWSLETTER:

Duties:

1. Chair oversees production, publication, and distribution of the Newsletter.
2. Regular meetings should be held.
3. Committee members include a secretary, typist/layout person, and a distribution person.
4. Content to be determined by the editor/committee.
5. Content to be reviewed by the Regional Administrative Committee prior to publishing.
6. Committee members should visit other Newsletter committee's in the region to foster unity and support.
7. The Newsletter should be printed both in paper form and PDF format posted on the website.
8. Distribution should be quarterly.
9. Content is the property of NNJRSC region, and no royalties will be paid.
10. All content submitters must sign a waiver/disclaimer.
11. GUIDELINES SEE ADDENDUM N

Requirements:

1. Three years of continuous cleantime
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

B. BOARD OF TRUSTEES (BOT):

Duties:

1. The Regional Convention Corporation, through its Board of Trustees, is assigned with the responsibility to oversee the planning and management of the Northern New Jersey Regional Convention.
2. GUIDELINES SEE ADDENDUM B

Requirements:

1. Five years of continuous abstinence from all drugs is the clean time requirement.
2. Present membership in good standing in the fellowship of Narcotics Anonymous in Northern New Jersey
3. Previous service (preferably on a convention or regional level) or related business experience.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings.

C. CONVENTION COMMITTEE CHAIRPERSON:

Duties:

1. The purpose of the executive committee is to meet regularly outside full planning committee meetings to discuss pertinent issues involved in the planning of the convention.
2. GUIDELINES SEE ADDENDUM C

Requirements:

1. Five years of continuous abstinence from all drugs is the clean time requirement.
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.

9. Attends NNJRSC JAC meetings

D. CONVENTION COMMITTEE VICE-CHAIRPERSON:

Duties:

1. The purpose of the executive committee is to meet regularly outside full planning committee meetings to discuss pertinent issues involved in the planning of the convention.
2. GUIDELINES SEE ADDENDUM C

Requirements:

1. Five years of continuous abstinence from all drugs is the clean time requirement.
2. The willingness to work hard and motivate others,
3. The ability to deal effectively with people outside the fellowship.
4. Must demonstrate trustworthiness, especially where funds are concerned.
5. A commitment to service; service experience.
6. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
7. The willingness to give time and resources necessary to do the job.
8. The term of commitment is for a period of one year.
9. Attends NNJRSC JAC meetings
10. Must provide in a written report an account of all convention finances.