



Narcotics Anonymous®

**GREATER PHILADELPHIA REGIONAL
SERVICE COMMITTEE**

Policy Guidelines

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GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE POLICY GUIDELINES

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ARTICLE I PURPOSE

- a. The primary purpose of the Greater Philadelphia Regional Service Committee (GPRSC) is to unify the Areas within the region and help carry the message to the addict who still suffers.
- b. The GPRSC provides a meeting place for all the Regional Committee Members (RCM's) within the region to express their collective group consciences.
- c. The GPRSC meeting is the center of communications to share information and ideas between each area and other regions. It is the intermediate position linking our area services with the worldwide services of NA
- d. The GPRSC provides and promotes more active service committees to fulfill the common needs of the areas they serve and the communities they service.
- e. The GPRSC participates in the continuation and growth of NA by initiating and contributing to the worldwide services of NA each year. The GPRSC will send the Regional Delegate (RD) and RD-ALT to the biennial WSC meeting and other World Services and NAWS, Inc. functions, when funding is available. The GPRSC will also participate in World Service by involving itself in literature review and development and all other World Service projects requiring fellowship wide input and support.
- f. The GPRSC is a service committee created by the Areas within. The elected officers are but trusted servants to the areas a loving and caring Higher Power has the ultimate authority to guide all the regional meetings. The Twelve Traditions, Twelve Concepts and Guide to Local Service are the foundation by which the region operates.
- g. The GPRSC is responsible for bringing together all members within the region to promote unity and harmony by celebrating our mutual recovery in NA. At least once each year, the region will accomplish this goal by holding activities such as conferences, conventions, campouts, unity days, etc. The planning and implementation of these events is left to a regional sub-committee specifically established to carry out this purpose.

ARTICLE II PARTICIPANTS AND TERMS

A. The participants of the Greater Philadelphia Regional Service meeting are:

1. Regional Committee Members (RCM's) and RCM-ALT's from the Area Service Committee that they serve.
2. The GPRSC Administrative Committee which is composed of the following:
 - a. Chairperson
 - b. Co-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Regional Delegate (RD)
 - f. RD Alternate
 - g. Policy Chairperson
 - h. GPRSO, Inc. Chairperson
 - i. GPRCNA Chairperson
3. GRPSC Sub-Committees which are, but not limited to the following:
 - a. Hospitals & Institutions (H&I)
 - b. Public Relations (PR)
 - c. I T Committee
 - d. Policy
 - e. Convention (GPRCNA)
 - f. Meeting List
 - g. Unity
 - h. Phoneline
 - i. Cleansheet
 - j. Others and miscellaneous
 - i. Greater Philadelphia Regional Services, Inc. (GPRSO, Inc.) Advisory Committee Members.
 - ii. Members of the NA Fellowship as a whole.
- k. The terms of service for the regional officers are as follows:
 - i. The GPRSC Administrative committee (not including RD, RD-Alt, and RD-Alt #2), Sub-Committees chairpersons and the GPRSO, Inc. Advisory Committee will serve a two (2) year term.
 - ii. The Co-Chairperson will serve a two (2) year term and then may receive a vote-of-confidence from the RCMs to fulfill the two (2) year term of the Chair, respectively.
 - iii. The RD, RD-Alt, and RD-Alt #2 terms of service will coincide with how often the world service conference occurs. After the RD Alt term is complete then they may receive a vote-of-confidence from the RCM's to fulfill the terms of the RD respectively.
 - iv. Absolutely no regional member may serve more than two (2) consecutive terms of office.

- v. No regional member may serve in more than one (1) position concurrently except, at the will of the RCMs, in a temporary acting capacity. The position being temporarily filled shall remain open to the fellowship until a member is elected to fill the remainder of the term.

ARTICLE III QUALIFICATIONS AND DUTIES

A. Regional Committee Member (RCM)

1. An RCM is qualified by the area that they serve.
2. When an RCM or RCM-ALT cannot attend the regional meeting, a proxy RCM will be allowed to participate providing that they have their area's vote of confidence in writing.
3. It is important that the RCM and RCM-ALT attend all regional meetings. They are the communication link between the region and the Group Service Representative (GSR) at the area.
4. The RCM should prepare a written report turned into the regional secretary. Reports generally include the following:
 - a. Attendance
 - b. Meeting Status
 - c. Growth
 - d. Needs
 - e. Upcoming Events
 - f. New Area Officers
 - g. Contact Numbers
 - h. Motions from the Area
 - i. Other Issues of Importance
5. The acting RCM's are the only voting member at the regional meetings.
6. The acting RCM's shall serve as the voting members of the GPRSO, Inc. Board of Directors. (To Be Determined as Per Regional Service Committee)

B. Chairperson

1. The qualifications of the Regional Chairperson include a suggested minimum of five (5) years continuous clean time, prior NA service experience on the group and area levels, time and resources to fulfill the commitment, and a sound understanding of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of NA and the Guide to Local Service.
2. Duties of the Chairperson include the following:

- a. Conducting the regional meetings in an orderly manner with a firm yet loving hand.
- b. Keeping the meeting focused on one issue at a time.
- c. Arranging an agenda to follow at the regional meeting.
- d. Handling correspondence within the region, with other regions, and the world services of NA
- e. Maintains the regional archives and files.
- f. Provides information and experience to the region as a whole.
- g. Being a co-signer on the RSC and GPRSO, Inc. bank accounts.
- h. Remain objective during the regional meeting. (No opinions)
- i. Voting in the case of a tie: for, against or abstain.
- j. Serves on the GPRSO, Inc. Advisory Committee

C. Co-Chairperson

- 1. The qualifications of the Regional Co-Chairperson include a suggested minimum of four (4) years of continuous clean time, and virtually all the same qualifications as the Chairperson.
- 2. Duties of the Co-Chairperson include the following:
 - a. Overseeing and coordinating the regional sub-committees.
 - b. Chairs the Joint Administrative Committee (JAC) meetings.
 - c. Chairs the regional meeting in the absence of the Chairperson.
 - d. Being a co-signer on the RSC bank account.
 - e. Handling correspondence in the absence of the Chairperson.
 - f. Making proposals concerning the JAC or the region.
 - g. When acting as Chairperson, votes to break a tie.

D. Secretary

- 1. The qualifications of the Regional Secretary include a minimum of two (2) years of continuous clean time, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services, prior NA service experience on the group and/or area levels, time and resources to fulfill the commitment faithfully, and general office and clerical skills and will serve a two (2) year term.
- 2. Duties of the Secretary include, but not limited to the following:
 - a. Keeps accurate minutes of each regional meeting. The Secretary attends JAC meeting, creates an agenda for the next RSC meeting. Keep records of all area, subcommittee and trusted servant reports, old business, new business and disbursements. Distribute Calendar of Events, NA related announcements; other items deemed important by a majority of the RCM's.
 - b. Distributing of the minutes to all regional officers, sub-committee chairs, RCM's/RCM-ALT's, and RD team
 - c. The minutes will be sent out within (15) days after the RSC meeting.

- d. Skills should include an understanding of what is and what isn't important to include in the minutes. The Secretary should review the minutes with the Chairperson prior to making the distribution.
- e. The Secretary will record each verbal report to the best of their ability and make a note in the minutes regarding the fact that there was no written report turned in.
- f. All reports will be entered "VERBATIM" to the minutes.
- g. Will keep an updated list of all RSC members including their addresses and phone numbers.
- h. Keeps an orderly file of all RSC minutes. Redacted copies of the RSC minutes to be posted on naworks.org website.

E. Treasurer

1. The qualifications of the Regional Treasurer include a suggested minimum of five (5) years of continuous clean time, prior NA service experience on the group and/or area levels, time and resources to fulfill the commitment faithfully, a good track record of responsibility to service commitments, working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts, the Guide to Local Services, and a steady source of income.
2. Duties of the Treasurer include the following but are not limited to:
 - a. Collecting, disbursing and keeping accurate records of all regional funding transactions.
 - b. Have available a general ledger and banking statements in their possession at all regional meetings.
 - c. Being a co-signer on the RSC and GPRSO, Inc. bank accounts.
 - d. In order to withdraw any funds two (2) out of three (3) co-signers are required on all checks.
 - e. All monies leaving the RSC bank account will transact at the regional meetings with the RCM's in attendance and their approval. Under special circumstances checks may only be disbursed outside the regional meeting if a "phone vote" has been established and a majority of the RCMs are in approval.
 - f. The Treasurer shall work with JAC and the Treasurers of the GPRSO, Inc. and the GPRCNA to produce annual unified budgets for the RCM's approval. The budget shall include:
 - i. Line itemized projected income from all sources (i.e. RSC, GPRCNA, GPRSO, Inc. and Subcommittees).
 - ii. Line itemized projected expenses from all sources.
 - iii. Prudent Reserve funding and needs.
 - iv. Additional fund flow activities if any.
 - v. Comparison with actual revenue statement from the previous year.
 - g. The RSC Treasurer shall also serve as the Co-Treasurer on GPRSO, Inc.

3. The Treasurer should prepare a written report turned into the Regional Secretary generally including the following:
 - a. Donations to the region
 - b. Expenditures
 - c. WSC contributions
 - d. Starting and ending balances
 - e. Outstanding transactions
4. The Treasurer must present a receipt and purpose of the expenditure for any expenses that need to be reimbursed.
5. The Treasurer may fund the following expenses without Group Conscience or procedural vote of the RSC, each item and subject will be listed in the Treasurer's report:
 - a. Copying, postage and mailing expenses of RSC minutes.
 - b. Rent for regularly scheduled RSC and sub-committee meetings.
 - c. Any sub-committee needs under \$50.00 per month.
 - d. Special Worker.
 - e. Disbursements from approved budgetary items prioritized by the JAC, if funds allow.

F. Assistant Treasurer

1. The qualifications of the Assistant Regional Treasurer include a suggested minimum of 5 years of continuous clean time, prior NA service experience at the group and/or area levels, time and resources to fulfill the commitment faithfully, a good track record of responsibility to service commitments, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services, and a steady source of income.
2. The Assistant Regional Treasurer shall proactively undertake to learn the duties and responsibilities of the Regional Treasurer, and by the end of their term be prepared to assume the role of Regional Treasurer (if elected by RCMs per policy).
3. In addition to the other duties of the Treasurer, the Assistant Treasurer will assist with the following duties and responsibilities:
 - a. Collecting, disbursing, and keeping accurate records of all regional funding transactions.
 - b. Understanding the general ledger and reading bank statements.
 - c. The Assistant Treasurer shall work with the Regional Treasurer with JAC, the Treasurers of the GPRSO, Inc., and the GPRCNA, to produce annual unified budgets for the RCM's approval as set forth under the duties of the Regional Treasurer.
 - d. Assumes responsibility of the Treasurer in the event of their absence and immediate control in the event of a relapse.

G. Regional Delegate (RD), Regional Delegate Alternate (RD-ALT), and Regional Delegate Second Alternate (RDAA)

1. Qualifications

- RD & RD-ALT: A suggested minimum of five (5) years of continuous clean time.
- RDAA: A suggested minimum of three (3) years of continuous clean time.
- Prior NA service experience at the group, area, or regional levels.
- Sufficient time and resources to fulfill the commitment.
- A solid foundation in the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services.
- Ability to communicate effectively.

2. Duties

All three positions are expected to:

- Attend all Greater Philadelphia Regional Service meetings.
- Maintain continual contact with other regions, the WSC, and NAWS.
- Participate in and support regional activities and assemblies.

RD & RD-ALT:

- Attend the World Service Conference (WSC) and other NAWS/World Service events when funded.
- Prepare WSC Agenda Report workshops for the region.
- Conduct at least one (1) Regional Assembly annually, or more as needed.

RDAA:

- Attend WSC or related events if funded. (which is voted on by the RCMs)
- Provide support to RD and RD-ALT, gaining experience and learning responsibilities.
- Serve as a standby to fill the RD-ALT position if vacated.

3. Regional Reporting Responsibilities

RD & RD-ALT submit reports to the Regional Secretary, including:

- WSC and NAWS activities and concerns.
- WSC Agenda Report items.
- Regional activities outside of this region.
- Concerns about the common welfare of NA.
- Budgets, expenses, and receipts.

4. World Service Reporting Responsibilities

RD & RD-ALT submit reports to the WSC, including:

- Strengths, successes, struggles, and learning experiences of the region.
- Summaries of past and upcoming events.
- Anticipated regional/world service involvement.
- Regional concerns regarding world-level issues.

5. Committee Participation

RD & RD-ALT may serve on WSC or NAWS committees if:

- They remain available to the region.
- Committee work does not interfere with delegate duties.
- They receive a vote of confidence from RCMs prior to accepting any nomination.

RDAA may not serve on WSC or NAWS committees unless:

- Approved by the RCMs.
- Participation does not conflict with their role as an apprentice/supporting delegate.

ARTICLE IV THE REGIONAL MEETING

A. Date, time, location and quorum

1. The regional meeting will be held on the first Sunday of every even month; 2-February, 4-April, 6-June, 8-August, 10-October, and 12-December.
2. The time of each regional meeting will be 10:00 am.
3. The location of each regional meeting will be announced prior to the close of the previous regional meeting and will be reflected in the minutes. If emergency circumstances occur after the previous meeting it is the responsibility of the RSC Administrative Committee to find a location and inform the RSC participants, giving as much advance notice as possible considering the circumstances.
4. The quorum of the regional meeting shall be fifty percent (50%) plus one of the active areas within the region in order to conduct business. An inactive area is defined as an area that has not been represented by an acting RCM for two (2) consecutive regularly scheduled RSC meetings (emergency meetings notwithstanding). The area will be restored to the quorum after attending one (1) RSC meeting. This inactivation shall not be applied to voting privileges but only to establishing quorum.
5. The Chairperson will not start the regional meeting until a quorum of RCM's is present. If the quorum is not met one-half (1/2) hour past the scheduled start time, then the regional meeting will transform into an Informational Meeting. (Refer to Article VIII).

B. Meeting format and the agenda

1. Prayer, read 12 Traditions/12 Concepts
2. Recognition of any new RCMs/Alts
3. Roll Call for Quorum
4. Recognize any visitors for the first time at the Region. Any Anniversaries in the last two months?
5. Read Purpose- The primary purpose of the Greater Philadelphia Regional Service Committee (GPRSC) is to unify the Areas within the region and help carry the message to the addict who still suffers.
6. The secretary reads the last minutes
7. We ask that anyone with motions/proposals get them in early, in writing.

8. The chairperson gives the agenda for the day and shares anything they think is important, things we want to accomplish.
9. Treasurer's Opening Balance Report
10. Old Business- Motions/Proposals/Issues from last Regional Mtg
11. Area Reports (We ask that you give us Events, Donations made, and any Challenges you want help/support with. RCMs don't have to present reports if they don't want to.)
12. JAC Report- Any proposal Ideas/Discussion for the Body
13. RD Report
14. ABC Report
15. Subcommittees Report- (Keep in mind we are trying to spend less time on Reports, when possible -Questions only)
16. H&I, PR, Mtg List, Lit Review, Policy, Phoneline, IT, Unity, Special workers-Admin/Webmaster, Convention, and if any Work Groups.
17. New Business- Motions/Proposals, 2mins shares, Straw Polls (Chair Discretion if more time needed)
18. Treasurer's Final Report-Donations/Distributions/Closing Balances, If Recommendation for World donation, vote, then Final Balance.
19. Special Time if needed- Announcements, Any Elections, CAR, etc.
20. Open Forum- 20 mins, 2 min shares, can be extended at Chair's discretion.
21. Close Meeting Serenity Prayer

C. Recommendations on time limits for giving reports

1. Purpose:
 - a. The purpose of this recommendation is to ensure that reports presented during meetings are concise and relevant and allow sufficient time for discussion and decision-making.
2. Reporting Categories:
 - a. Different categories of reports may have varying time limits. The following general categories are established:
 - b. RCM Reports: [5 Min]
 - c. Subcommittee Reports: [7 Min]
 - d. Special Presentations: [10 Min]
3. Time Allocation:
 - a. The total time allocated for reports during a meeting shall NOT exceed [180] minutes. This allows for a balance between report presentations and other agenda items.
4. Pre-Meeting Submission:
 - a. Whenever possible, reports should be submitted to participants in advance of the meeting. This allows for a more efficient use of meeting time and enhances the quality of discussions.

5. Chairperson's Discretion:
 - a. The Chairperson has the discretion to adjust time limits based on the agenda and the importance of the report. Requests for extended time should be submitted in advance.
6. Enforcement of Time Limits:
 - a. The person responsible for the report is expected to adhere to the specified time limit. The Chairperson or designated timekeeper will notify the presenter when the allotted time is nearly exhausted.
7. Q&A Session:
 - a. A designated time for questions and answers shall be included within the overall time limit for reports. This ensures that members have the opportunity to seek clarification or provide feedback.
8. Exceptions:
 - a. Exceptions to time limits may be granted in exceptional circumstances. Requests for exceptions must be submitted to the Chairperson in advance, outlining the reasons for the request.

ARTICLE V PROPOSALS, DISCUSSION, & VOTING

A. PROPOSALS

1. Every proposal must be presented in writing on the proposal form and contain the name of the maker. All motions from Areas will be handled as proposals as per Regional Policy.
2. Proposals will be made by the following:
 - a. RCM or RCM-ALT
 - b. RD or RD-ALT
 - c. GPRSO, Inc.
 - d. GPRCNA
 - e. Subcommittees
 - f. Administrative
3. Proposals from group consciences (i.e. areas, standing subcommittees, GPRSO, Inc. Advisory Committee, GPRCNA, and Work Groups) shall automatically be considered.
4. When a proposal is made the Chairperson will state the proposal in its entirety and then ask if the participants understand the proposal or if clarity is needed. If the proposal remains unclear it is TABLED and sent back to the maker for clarity.

5. The Chair will ask if any GPRSC trusted servant would like to object to considering the proposal. The objection requires a second from an RCM. If so, one pro and one con will be heard, the pro coming from the objector. A majority vote is necessary to carry the objection.
6. These proposals must go back to the areas:
 - a. Proposals from other areas (except those outlined in paragraph 8 below)
 - b. Regional Policy (excluding GPRSO, Inc., GPRCNA, and subcommittee internal policies.) All policy proposals shall be reviewed by the Policy Committee for conflicts with existing policy. The Policy Committee shall then give recommendations to the RSC on the proposal merit.
 - c. WSC Agenda items
7. These Proposals may be voted on directly without **being sent out:
 - a. All GPRSO, Inc. matters
 - b. All GPRCNA matters
 - c. Disbursements
 - d. Budgets
 - e. Subcommittees and trusted servants

****Note:** The exception to this paragraph is that motions/proposals do not conflict with paragraph 7 above.

8. A proposal may be withdrawn at any time by the maker.

B. DISCUSSION

1. When a member is about to speak in discussion, they shall raise their hand until the Chairperson recognizes them. RCMs shall be recognized first.
2. The time period will be based on the overall impact the proposal will have on the region. The Chairperson, when deemed necessary, will allow a proposal to be discussed for no longer than (15) minutes.
3. No individual may speak longer than three (3) minutes on a proposal for each time they are recognized by the Chairperson, nor more than twice on the same proposal.
4. The Secretary shall include in the minutes a brief summary of the stated individuals and the justification for their positions. This is intended to give the Fellowship insight into the RSC's decision-making process.
5. All members will confine themselves to the proposal being discussed and avoid personalities.

6. Discussion on proposals affecting GPRSO, Inc., GPRCNA, Subcommittees or other Regional Officers shall not end until the member representing the affected committee or commitment has had the opportunity to state their position.
7. No member is permitted to disturb the meeting in any way during discussion, i.e. whispering, talking out of turn, etc. The Chairperson will give one warning to the individual, and then if the disturbance continues the individual will be asked to leave.

C. VOTING

1. Each Area has one vote at the regional meeting. The acting RCMs are the only voting members or the Alternate in the absence of the RCM.
2. The Chairperson breaks ties by one of the following:
 - a. Voting in favor of the motion/proposal carries the motion/proposal.
 - b. Voting against the motion/proposal fails the motion/proposal.
 - c. Abstaining to vote fails the motion/proposal.
3. After the motion/proposal has been brought to a close of discussion, the Chairperson will state the motion/proposal in its entirety and will ask the RCM's to decide on how they want to vote:
 - a. Vote on the motion/proposal immediately.
 - b. Send the motion/proposal back to the Areas.
 - c. Refer the motion/proposal to a sub-committee. (policy motions/proposals must be reviewed by the Policy Committee)
 - d. Table the motion/proposal to a future regional meeting.
 - e. If no decision is reached, the motion/proposal is TABLED.
4. When a motion/proposal returns from the Areas with more than one amendment the RCM's will vote for one way:
 - a. In favor of the original motion/proposal.
 - b. In favor of the amended motion/proposal #1, #2, etc.
 - c. Send the motion/proposal back to the originator.
5. The majority of the votes cast from the quorum present are required to pass, fail or table any motion/proposal. If there are more abstentions than votes to pass, the motion/proposal fails. Certain motions/proposals such as change to policy or removal from office shall require 2/3 majority of the quorum present to pass.
6. The Chairperson will announce the results of each motion/proposal to the regional meeting.
7. The Secretary will record the motion/proposal's disposition onto the motion/proposal form, and in the minutes, all motions/proposals whether they carry, fail or are tabled.

8. In keeping with the principles of the Ninth Concept any RSC participant may move to revisit any decision made at a previous RSC meeting for the following reasons:
 - a. New pertinent information comes available that may require an alternate solution.
 - b. The decision after review was found to be against NA principles.
 - c. Decision especially in corporate matters, was found to be illegal or in violation of government regulations.
 - d. The conscience of a member area has requested it.

D. VOTING POLICY IN THE ABSENCE OF QUORUM

1. Definition of Quorum:
 - a. Quorum is defined as being fifty percent (50%) plus one of the active areas within the region to conduct business during regional meetings.
2. Initial Quorum Requirement:
 - a. The meeting will proceed as scheduled if a quorum is initially met at the beginning of the meeting.
3. Quorum Check During the Meeting:
 - a. A quorum check will be conducted at the beginning of the meeting and if needed periodically throughout the meeting to monitor the presence of members.
4. Quorum Loss Threshold:
 - a. If, during the meeting, the number of remaining members falls below the quorum requirement, the following procedures will be followed:
5. Voting in the Absence of Quorum:
 - a. In exceptional circumstances and at the discretion of the Chairperson, voting on specific matters may be allowed even in the absence of a quorum. This exception applies only to critical and time-sensitive issues that cannot be reasonably deferred to the next meeting.
6. Criteria for Voting Without Quorum:
 - a. The decision to allow voting without quorum must meet the following criteria:
 - i. The matter at hand is deemed critical and time sensitive.
 - ii. All reasonable efforts have been made to establish a quorum without success
7. Notification and Justification:
 - a. Members shall be promptly notified of the decision to allow voting without quorum, and the justification for this decision shall be clearly communicated.
8. Record Keeping:
 - a. Minutes of the meeting will include a record of the decision to vote without a quorum, the specific matters voted upon, and the outcome of each vote.

ARTICLE VI RULES OF PROCEDURE

1. Point of Order:

When a member thinks that the rules of the GPRSC are being violated, the member can rise to make a “Point of Order” directed to the Chairperson to obtain recognition. The Chairperson will (in consultation with the Policy Chair, if needed) make a determination as to whether or not the procedure has violated.

2. Point of Information:

The member raising the “Point of Information” is required to raise the issue in the form of a question directed to the Chairperson. The Chairperson will respond to or have another member respond to ONE (1) POINT that would provide additional information on the subject being considered.

3. Appeal the Chair:

The decision of the Chair may be appealed by any GPRSC Officer and acquiring a second from an RCM. The member making the appeal will speak for the appeal while the Chair will speak opposed to the appeal. Majority vote is required.

4. Call the Question:

When a member wishes discussion to stop immediately the member may “Call the Question”. This motion/proposal is in order after any speaker is finished. The maker is to be immediately by the Chair. This motion does not require a second and is not debatable. An immediate vote is taken. If a 2/3 majority are in favor, the body will proceed to a vote on the main motion/proposal.

5. Remove from the Table:

A member wishing to revisit a tabled item may move to “Remove From the Table” the item in question. The item in question then becomes the next item of business. This motion requires a second and simple majority to pass. A proposal does not require a second.

6. Refer:

When a member feels that the RSC does not have enough information to make an immediate decision on a main motion/proposal or item of business, the member may make a motion/proposal to “Refer”. Referral shall be made to a Standing or Work Group Committee for further research or study. The subcommittee shall include its recommendations in its report at the next RSC meeting. This motion must have a second and requires a simple majority to pass. A proposal does not require a second.

7. Request to Withdraw:

Once a main motion/proposal is made and discussion begins, a member may ask the maker to withdraw the motion/proposal. The Chair will ask for objections. If the maker refuses or if there is even one (1) objection discussion continues.

8. Amend:

During discussion if a member believes the motion/proposal may benefit from a change in its language, the member may make a proposal to "Amend". A proposal does not require a second. Therefore, the Amendment does not require a second from an acting RCM and is debatable. Once discussion on the amendment is exhausted it requires a simple majority to pass. Then the body may vote on the main motion/proposal as amended.

9. Substitute Motion/Proposal:

A "Substitute Motion/Proposal" is similar to an amendment with one difference. Substitution differs in that this amendment will replace the entire motion/proposal instead of revising it in part. It is handled in the same manner as an amendment.

10. Point of Parliamentary Inquiry:

If a member wants information about where an item of business fits into the agenda or what is the correct procedure to accomplish a task, the member may raise a "Point of Parliamentary Inquiry". The Chair must immediately recognize the member and then respond (in consultation with the Policy Chair, if needed) to the point raised.

11. Point of Personal Privilege:

This point is usually raised if the room is too hot or cold, too noisy, etc. A member who is personally uncomfortable may raise "Point of Personal Privilege" to ask the Chair if it can be rectified. If at all possible, this point should not interrupt the speaker.

12. Order of the Day:

If the committee gets too far astray from business at hand, a member may raise "Order of the Day" to get back on track. The Chair is then required to bring the meeting back in order according to the agenda and the business at hand. This requires no second and is not debatable.

MOTION	SECOND REQUIRED	DEBATABLE	AMENDABLE	INTERRUPT SPEAKER	VOTE REQUIRED
Main Motion	YES	YES	YES	NO	MAJ
Amend	YES	YES	YES	NO	MAJ
Substitute	YES	YES	YES	NO	MAJ
Point of Order	NO	NO	NO	YES	CHAIR
Point of Info	NO	NO	NO	YES	CHAIR
Point of Parliamentary Inquiry	NO	NO	NO	YES	CHAIR
Point of Personal Privilege	NO	NO	NO	YES	CHAIR
Appeal Chair	YES	1 PRO/CON	NO	YES	MAJ
Change Policy	YES	YES	YES	NO	2/3
Table Motion	YES	NO	NO	NO	MAJ
Remove from Table	YES	NO	NO	NO	MAJ
Refer	YES	YES	YES	NO	MAJ
Request to Withdraw	NO	NO	NO	NO	UNAN
Object to consider motion	YES	NO	NO	NO	MAJ
Call the Question	NO	NO	NO	NO	2/3
Re-vote	YES	NO	NO	NO	MAJ
Reconsider	NO	YES	NO	NO	2/3
Remove from Office	YES	NO	NO	NO	2/3
Order of the Day	NO	NO	NO	YES	CHAIR

Note: Amendments to the motion must be made by the maker of main motion and seconded by the original RCM who seconded the original motion.

ARTICLE VII NOMINATIONS AND ELECTIONS

A. NOMINATIONS

1. All Areas must be notified of any open regional service position at least (2) months in advance. Nominations may only be made at regularly scheduled RSC meetings.
2. Before the nominations, the Policy Chair will announce the qualifications, duties and length of term.
3. Nominations maybe made by anyone attending the regional meeting providing they receive a second from an acting RCM or the backing of any Area.
4. Nominations may be received immediately following the vacancy of any service position.
5. The nominee(s) must be present and give a qualifying statement, including past service, followed by a short question and answer period by the RCM's. Nominees for positions of financial responsibility must be questioned by the Policy Chair according to Section A of Article XI "Comprehensive Theft Policy".
6. General nominations are held for all positions (not including RD and RD-Alt) in April every two years.
7. The RD and RD-Alt nominations will occur at the next scheduled regional meeting before the World Service Conference.

B. ELECTIONS

1. General elections for all regional officers (not including RD and RD-Alt) are conducted in June every two years.
2. The RD and RD-Alt elections will occur after the World Service Conference at the next scheduled regional meeting.
3. In the event a vacancy occurs before the general elections, a special election will be held to elect someone to serve the remainder of the term. This will not be considered a full term of office.
4. All Co-Chairs and the ALT-RD that have successfully completed their term in office must still be nominated and receive the majority vote-of-approval from the RCM's in order to move up to Chair or RD.
5. The RCM's may only vote "FOR" one nominee, and the majority of those votes cast are required to win the election. If there are more abstentions than votes in favor, the motion/proposal fails.
6. The Chairperson will announce the election results.

ARTICLE VIII INFORMATIONAL MEETING

1. The GPRSC Informational Meeting will consist of the exchange of information and ideas between the participants that are present. There will be no voting or business conducted at this meeting.
2. If neither the Chairperson nor the Co-Chairperson is present, the Policy Chair will chair the meeting. If all three are absent, any member of the Administrative Body of the GPRSC can chair the meeting.
3. Minutes will be recorded at this meeting.

ARTICLE IX EMERGENCY MEETING

1. The admin committee may call for an emergency meeting in the event of an emergency.
2. The secretary will contact the RCM's via email or text to inform them of the emergency. The meeting will then be held as soon as possible.
3. The emergency meeting will be held virtually.
4. A quorum is necessary to conduct any business.
5. Minutes will be recorded at this meeting.

ARTICLE X CONDUCT OF TRUSTED SERVANTS

- A. The purpose of this article is to keep an atmosphere of love, understanding, and respect and to uphold the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- B. The following will not be tolerated during the RSC meeting:
 1. Continued meeting disruption (i.e. whispering, outbursts, side conversations)
 2. Speaking without being recognized
 3. Use of abusive language toward other individuals or the body as a whole
 4. Use of personal threats toward other individuals or the body as a whole

5. Intentional or reckless false accusations or unwarranted attacks on the character of individual members or the body as a whole
- C. If such actions occur the Chair shall issue one (1) warning. If there is a reoccurrence by the same individual that individual will be asked to leave the meeting. If repeat violations over more than one meeting occur, RCM's may make a recommendation to that member's Area to consider the grounds for removal from office.
 - D. Any acts of physical violence committed on regional property will not be tolerated. Such acts shall be handled by the appropriate authorities with which the RSC and the GPRSO, Inc. shall cooperate fully. If the act is committed by an RSC trusted servant this shall be, at the will of the RCM's, grounds for removal from office.

ARTICLE XI COMPREHENSIVE THEFT POLICY

- A. Selection of trusted servants who handle NA related funds and/or property at the regional level.
 1. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property must have at least three (3) years continuous clean time, be completely free of any criminal convictions for theft and/or fraud for the past five (5) years and shall not have been determined to have committed the theft or misappropriation of NA fund (at any level, e.g. group, area, region or world) for the preceding three (3) years.
 2. Prior to the election or appointment of any trusted servant to any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall, in addition to the requirements of paragraph one (1) above, be asked the following questions:
 - a. Do you have a NA Sponsor?
 - b. Do you have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service?
 - c. Do you have a stable source of employment?
 - d. Do you have a bank account?
 - e. Do you have current loans and/or credit accounts in your name?
 - f. How would you describe your credit history over the last three (3) years?
 - g. Are you currently delinquent or past due in any financial obligations to any creditor?
 - h. What other service positions have you held in the past three years, especially those involving any responsibility over NA related funds and/or property?
 - i. Did you complete your term in these positions?
 - j. Were there any problems whatsoever concerning the money or property in these positions?

- B. Responsible management of NA related funds and/or property at the regional level.
1. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall at all times adhere to the following mandatory prudent practices for the handling of NA related funds and/or property:
 - a. All checking accounts shall have at least three (3) authorized signatures, and all checks shall require at least (2) authorized signatures.
 - b. At least two (2) trusted servants shall count all funds, inventory all merchandise and promptly make all deposits.
 - c. There shall be monthly reporting to the RSC of the activities of any trusted servant at the regional level whose duties will or may include any responsibility over NA related funds and/or property.
 - d. There shall be yearly audits of all activities involving NA-related funds and/or property.
- C. Remedies and sanctions for the theft and/or misappropriation of NA related fund and/or property at the regional level.
1. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property, who is determined to have committed theft or misappropriation shall:
 - a. Immediately be removed from all trusted servant positions at the regional level.
 - b. Immediately be served with a written demand for prompt repayment with interest, at twelve percent (12%) per annum, or at the rate subsequently established by the RSC, along with a Promissory Note and a Confession of Judgement for signature.
 - c. Be barred from all future service at the regional level for at least three years from the date of full restitution.
 2. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property who is determined to have committed theft or misappropriation of the same may also be:
 - a. Sued in a civil action to recover any and all damages caused by the trusted servants' theft or misappropriation.
 - b. Prosecuted criminally.
 3. In the event of a reported theft or misappropriation of NA related funds or property, the RSC Administrative Committee shall promptly commence an investigation of the allegations. In the event the Administrative Committee determines by a majority vote that the vote is true, they shall temporarily take the remedial actions outlined in paragraph B (1) above and shall prepare a detailed report to the RSC of their investigation. The RSC shall thereafter by a majority vote accept, modify or reject the findings of the Administrative Committee. In addition to the mandatory sanctions specified in paragraph B (1) above, the RSC may also impose the sanctions specified in paragraph B (2).

4. Any trusted servant found to have committed the theft or misappropriation of NA related funds or property may appeal the decision(s) of the RSC by invoking Article 14.02 "DUE PROCESS AND RESOLUTION" of the GPRSO, Inc. bylaws.

ARTICLE XII REMOVAL FROM OFFICE

- A. GPRSC servant may be removed from their position by the following:
 1. Submitting a letter of resignation sixty (60) days prior to end of service.
 2. Relapse by using any mind- or mood-altering substance that will result in immediate removal from service.
 3. Violations of Article XI "Comprehensive Theft Policy" (permanent removal shall require a vote of 2/3 of the quorum present by the RCM's).
 4. When acquiring a two-thirds vote of the quorum present by the RCM's on any of the following:
 - a. Missing two consecutive GPRSC meetings, without notification.
 - b. Continued, documented tradition violations as noted by GPRSC.
 - c. Other misappropriation of GPRSC funds or literature.
 - d. Failure to perform the duties of the commitment.
 - e. Repeat of gross violations of Article X "Conduct of Trusted Servants".

ARTICLE XIII SUB-COMMITTEES

A. DEFINITION

1. A Regional Sub-Committee is an autonomous committee created by the Regional Service Committee designated for a specific purpose to fulfill a specific common need of the member Areas.
2. The Chairperson of a Sub-Committee is elected by and is directly responsible to the Regional Service Committee for all the Sub-Committee's actions.

B. PURPOSE

1. The purpose of a Regional Sub-Committee is to carry the NA message through its actions to serve the common needs of its member Areas.

C. FUNCTIONS

1. Will do the actual work initiated by the Regional Service Committee.
2. Helps to coordinate and communicate the service efforts of the Area Service Sub-Committees within the region, with other regional subcommittees, the World Service Conference, NAWS Inc., and Groups within the Region.
3. Exchanges information and experience with ASC Sub-Committee members about our Twelve Traditions, Twelve Concepts, the Guide to Local Service, the applicable handbooks and guidelines, and approved methods.
4. Help minimize the discussions at the regional meetings.
5. Meets at least once monthly between every regional meeting.
6. Follow the approved guidelines and handbooks to the best of their ability.

D. DUTIES OF THE SUB-COMMITTEE CHAIRPERSON

1. Attends all Regional Service Committee meetings or sends a representative of the committee when unable to attend.
2. Facilitates Sub-Committee meetings.
3. Establishes lines of communications with the appropriate WSC/NAWS Inc. personnel and other Areas and Regions.
4. Is sensitive to the needs of the groups, areas, local community, the region and NA as a whole.
5. Forms working relationships within the Sub-Committee.
6. Performs administrative duties such as typing, copying, files etc. (unless subcommittee has a secretary)
7. Establishes and coordinates bank account and makes it known to the region. This applies to GPRS Inc., and GPRCNA only.
8. Attends all Joint Administrative Committee meetings.
9. Prepares monthly line-by-line financials as well as works with JAC and the RSC Treasurer to produce annual unified budgets.
10. Serves as point of contact on subcommittee credit account with GPRSO, Inc.

E. QUALIFICATIONS OF A SUB-COMMITTEE CHAIRPERSON

1. A suggested minimum of three (3) years of continuous clean time.
 - a. The exception being the GPRCNA Chairperson and GPRSO, Inc. Advisory Chair which is five (5) years.
2. Prior NA service experience on an Area or Regional Sub-Committee.
3. Time and resources to fulfill the commitment.
4. Good working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Services.
5. Good organizational and communication skills needed to chair meetings and submit reports.
6. Must NOT be an active Regional Committee Member.

F. REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:

1. All Sub-Committee activities since the last regional meeting.
2. Status of the current Regional Service Committee directives.
3. Current financials, updates of budget items, expenses and receipts.
4. Proposals for initiation, finalization, and/or implementation of projects and other activities.
5. Proposals for disbursement of non-budgetary items.
6. Discussion of plans, ideas and outside experiences within the Sub-Committee.
7. A schedule of upcoming Sub-Committee activities, meetings and events usually accompanied by flyers.
8. Brief summary of the WSC/NAWS, Inc. work-in-progress, activities, etc. (pertaining to the individual subcommittee).

G. FORMING OR REACTIVATING A STANDING SUB-COMMITTEE

1. The Regional Policy Committee will draft proposed guidelines as per input received from the Region outlining the following:
 - a. Description of the committee
 - b. Purpose and scope of the committee
 - c. Functions and responsibilities of the participants
2. The proposal will be brought forth as a proposal under new business.
3. The proposal may be sent back to the Areas, when necessary, for further consideration.
4. A two-thirds majority of the quorum present, from active member areas is necessary for approval.
5. The normal nomination and election guidelines will then be followed.
6. This shall not apply to Work Group committees.

H. ELIMINATING A SUB-COMMITTEE

1. A proposal is made under new business.
2. A proposal may be made at this time to send it back to the areas for further consideration.
3. A two-thirds majority of the quorum present from active member areas is necessary to dissolve the Sub-Committee.

I. WORK GROUPS

1. The purpose of a Work Group Committee is to fulfill special functions outside the scope of the standing subcommittees.
2. The functions of a Work Group Committee:
 - a. Work Group Committees are appointed by the RSC Chair with the approval of the RCM's.
 - b. The purpose, scope, authority, resources and duration of the committee will be determined by the RSC at the time of appointment.
 - c. The RSC Chair may, with the approval of the RCM's, appoint the Work Group Chair or the entire membership depending upon the situation.

- d. The qualifications for Work Group Chairs are the same as Standing Subcommittee Chairs.
- e. The RSC, as needed, may change any function of the committee if warranted.
- f. Upon completion of the committees work it shall be automatically disbanded.

J. DESCRIPTIONS, PURPOSES, FUNCTIONS & DUTIES

1. ADMINISTRATIVE COMMITTEE

- a. This committee consists of the Regional Chairperson, Co-Chairperson, Secretary, Treasurer, RD and ALT-RD, Policy Chair, GPRSO, Inc. Advisory Chair and GPRCNA Chair.
- b. The purpose of this committee is to serve the administrative needs of the regional service meeting, coordinate and schedule the affairs of the committee, to assist the RSC in overseeing the GPRSO, Inc. and the GPRCNA in between RSC meeting and to settle affairs of the region which do not fall under the description of the remaining Sub-Committees.
- c. None of the actions of this committee shall be in conflict with the Twelve Traditions or the Twelve Concepts of NA or any other committee.

2. HOSPITALS AND INSTITUTIONS (H&I)

- a. The purpose of the H&I committee is to serve as a resource to the members, groups and areas in efforts to carry the NA message of recovery to those unable to attend NA meetings, such as hospitals, jails, rehabs, detoxes, prisons, etc.
- b. The definition of an H&I meeting is a special meeting or introductory meeting held within a facility in which a regular NA meeting cannot be held or where the facility's restrictions make it impossible for a regular group to operate freely.
- c. The duties of the H&I committee include the following:
 - 1) Provides experience and guidance to area H&I sub-committees in the forming and operating H&I meetings.
 - 2) Attempts to make NA available to any addict seeking recovery from the disease of addiction by cooperation with these facilities and of the area H&I committee's attempts to start NA meetings, arranges forums and makes literature available. Refer to H&I handbook for language.
 - 3) Works on the WSC H&I guidelines from time to time.
- d. The H&I committee develops and maintains the following:
 - 1) List of all the regional H&I commitments.
 - 2) Name and address of each facility.
 - 3) Type of H&I meeting being held or type of format.
 - 4) Contact phone numbers of the group conducting the meeting as well as the contact for each facility.
 - 5) List of which area is servicing each commitment and which facility is not presently being serviced by anyone.
 - 6) Brief history of the strengths and struggles of the commitment.

3. POLICY COMMITTEE

- a. The purpose of the policy committee is to develop and maintain the guidelines of the Greater Philadelphia Regional Service Committee.
- b. The guidelines should include the following:
 - 1) A description of the regional service committee.
 - 2) Purpose and scope of the regional committee services.
 - 3) Define the functions and responsibilities of its participants, officers and sub-committees and GPRSO, Inc.
 - 4) Incorporate the principles of the Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- c. The duties of the Policy committee include the following:
 - 1) Will make recommendations concerning violations of the Twelve Traditions and Twelve Concepts within the region when it cannot be resolved at the group, area or the regional levels. The final decision will come from the NAWS, Inc. Board of Directors when deemed necessary by the region.
 - 2) Will research and seek guidance to better understand the application of the Twelve Traditions and Twelve Concepts as they relate to the RSC.
 - 3) The Policy Committee Chairperson will chair the regional meeting in the event of the Regional Chairperson or Co-Chairperson's absence.
 - 4) Will evaluate the validity of personal grievances filed against the RSC and present those deemed in order to the RSC.
 - 5) The Policy Chair shall assist the RSC Chair by acting as a resource on regional policy and rules of procedure.

4. PUBLIC RELATIONS (PR)

- a. The purpose of the PR committee is to interface the efforts of public relations and relations inside and outside the NA Fellowship about recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- b. The duties of the PR committee include the following:
 - 1) Develop and maintain a contingency plan on how to handle all requests for information about the NA Fellowship.
 - 2) Coordinates PR workshops to assist area PR committees in making contact with outside organizations and in understanding and adhere to WSC approved PR guidelines.
 - 3) Provides community awareness of what NA is, as well as how, when and where NA is available.
 - 4) Coordinates with the efforts of the H&I committees.
 - 5) Open and maintain lines of communication between NA and the public.
 - 6) Provide review and input on WSC PR guidelines as needed.
 - 7) Coordinate content with the RSC, GPRSO, Inc., GPRCNA and RSC Subcommittees.

5. INFORMATION TECHNOLOGY (IT) COMMITTEE

- a. The purpose of the IT committee is to assist in carrying out our primary purpose through the use of information technology. In addition, this subcommittee will provide assistance and advice to the Area Service Committees, and Administrative Committee of the Greater Philadelphia Region so that their goals can be furthered through the use of technology
- b. The duties of the IT committee include the following:
 - 1) Shall serve as a resource to all Member Groups and Areas.
 - 2) Shall respond to all requests for IT advice/support and assure that such requests are handled at the appropriate level(s) of NA service in a prompt and businesslike fashion.
 - 3) Shall, at the direction of the Region, agree to be responsible for, or assist with, any project not listed which falls within the boundaries of the Regional IT Subcommittee.
- c. Webservant/IT Special Worker:
 - 1) The Webservant special worker is responsible for: Maintaining and developing the naworks.org website.
 - 2) Monitoring the domain and web host of naworks.org for renewal dates and informing the RSC when it is time to renew in a timely manner so the region can be prepared for the cost expenditures.
- d. The Webservant special worker attends and reports monthly to the IT Subcommittee and Bi-Monthly to the RSC and is prepared to provide information to the RSC
- e. The Webservant special worker provides a report at each RSC.
- f. Provides support to Area's who wish to create and manage an area website under the naworks.org domain. i.e. areaname.naworks.org
- g. Manage regional email addresses and their passwords for RSC members and provide support and direction on how to set up the account on their phone, tablet or computer.
- h. Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the GPRSCNA, and the IT subcommittee.

6. UNITY COMMITTEE

- a. The purpose of the Unity Committee is to hold events to promote NA unity throughout the region and to attract members to the services of NA
- b. The duties of the Unity Committee include the following:
 - 1) Hold events in each of the member areas on a rotating basis or an equivalent manner.
 - 2) Provide a minimum of two (2) annual learning days promoting the service areas of the NA Fellowship on all levels.

- 3) Carefully prepares the anticipated revenues vs. the projected expenses of each event in hopes of breaking even and keeping total revenue to a minimum. Whenever possible, Unity events shall be held at no cost to members.
- 4) Through consensus of the RSC and only as a last resort the Unity Committee will coordinate fundraisers to finance our regional services.

7. NEWSLETTER COMMITTEE (CLEAN SHEET)

- a. The purpose of the Newsletter Committee is to provide a written message of recovery to addicts seeking recovery and to build NA unity through communications.
- b. The duties of the Newsletter committee include the following:
 - 1) Publishing a newsletter called "The Greater Philadelphia Regional Cleansheet" every other month.
 - 2) Providing a disclaimer stating that the nature of the material includes expressions of NA members that do not necessarily reflect those of NA as a whole.
 - 3) Soliciting as many articles, stories, poems, etc. as possible from the GPR.
 - 4) Providing a dependable way to complete and to distribute each issue in a timely manner.

8. LITERATURE REVIEW COMMITTEE

- a. The purpose of the Literature Review Committee is to initiate and review all new and upcoming NA literature to provide and carry the message of recovery in written form to the addict who still suffers.
- b. The duties of the Literature Review Committee include the following:
 - 1) Provide workshops open to the entire regional fellowship.
 - 2) Collect and disseminate to all the Literature Review Committees on the area level, the literature needing input, review and/or approval.
 - 3) Develop and maintain a list of the status of all literature that is in the literature process of approval, review, etc.
 - 4) Coordinate with other regions, the WSC and NAWS, Inc. on literature review and development.

9. PHONELINE COMMITTEE

- a. The purpose of the Phoneline Committee is to connect the addict seeking recovery to Narcotics Anonymous meetings and resources in the GPR.
 - 1) This committee provides and maintains a telephone number of a helpline, hotline or info line for the addict and/or public to reach Narcotics Anonymous.
- b. The duties of the Phoneline Committee include:
 - 1) Providing a list of volunteers to answer the phoneline and to take Twelfth Step calls.
 - 2) Facilitating contact between the addict calling an answering service to the recovering addict.
 - 3) Providing the times, places and locations of NA meetings throughout the GPR.
 - 4) Assisting the efforts of the Public Relations and Hospitals & Institutions Committees by answering questions about NA and responding to requests for NA services.
 - 5) Providing frequent workshops to train phoneline volunteers on how to answer a phoneline call.

10. MEETING LIST COMMITTEE

- a. The purpose of the Meeting List Committee is to provide and maintain an accurate Regional Meeting List for all NA groups in the Greater Philadelphia Region.
- b. The duties of the Meeting List Committee are:
 - 1) To provide a meeting list to include:
 - a) All regularly scheduled NA meetings within the region.
 - b) All RSC and Subcommittee meetings with day and times.
 - c) All ASC and Subcommittee meetings with day and times.
 - d) Regional Phoneline number
 - e) Area Phoneline numbers
 - f) GPRSO, Inc. contact information
 - g) Suggested Literature
 - 2) To maintain an accurate electronic database of days, times, formats, and contact information of lines a. through g. listed above.
 - 3) To update the meeting list, at least quarterly, in cooperation with GPRSO, Inc., other updates shall be on an as needed basis through consensus of the RSC.
 - 4) Maintain communication with all member areas to gather changes to the meeting list in a timely manner.

11. CONVENTION (GPCRNA)

- a. The purpose of the Greater Philadelphia Regional Convention of NA (GPCRNA) Committee is to operate, through the consensus of the RCM's, a convention that will create a collective demonstration of unity and a celebration of recovery. The GPCRNA will operate under the legal umbrella of and take direction from GPRSO, Inc., subject to the consensus of the RCM's.
- b. Duties of the Convention Committee:
 - 1) To operate a bi-annual (every 2 years) Regional Convention in a fiscally responsible manner.
 - 2) To provide monthly reporting to the RSC, RSC Administrative Committee, JAC and GPRSO, Inc. Advisory Committee. These reports shall include the overall status of the GPCRNA and its subcommittees and monthly line-item financials (i.e. bank statements, purchase orders, receipts and records of all transactions). These reports shall be made by the GPCRNA Chair and Treasurer.
 - 3) To submit a Final Report. Reports shall include final reports from all the subcommittees and Executive Committee, and a final line-item financial report. The Final Report shall be submitted at the RSC meeting immediately following the convention. The financial report shall also include a line-item comparison with the previous year.
 - 4) To follow RSC, GRPS, Inc. and GPCRNA policy in the function of its duties. Any GPCRNA Trusted Servant who deviates from policy without the knowledge and consent of the Convention Committee will be removed from their service position.
 - 5) In addition to the theft provisions in RSC policy, the GPRSO, Inc. Bylaws and GPCRNA policy any GPCRNA Trusted servant who causes the loss of NA funds as a result of their irresponsible behavior will be immediately removed from their service position.
 - 6) The Committee shall elect the banquet speaker from the membership of the Greater Philadelphia Region at least once every two (2) conventions.
- c. Officers
 - 1) The GPCRNA Chairperson shall be elected by the RSC according to RSC policy "Qualifications of a Subcommittee Chair". Additional qualifications shall include:
 - a) Suggested minimum five (5) years clean
 - b) Being free of theft or fraud related felony convictions for the past five (5) years
 - c) Prior convention experience
 - 2) The GPCRNA Co-Chairperson, Secretary, Treasurer and all Subcommittee Chairs shall be elected by the Convention Committee according to GPCRNA policy.

- 3) The Chairperson is required to be an active member of and report to the RSC, the RSC Administrative Committee and JAC. In the absence of the chair, the Co-Chair or other Executive Committee member (designated by the Convention Committee) will attend.
- 4) The GPRCNA Treasurer is required to be an active member of and report to the RSC. The Treasurer shall also attend the meetings of and report to the GPRSO, Inc. Advisory Committee.
- 5) The GPRCNA Treasurer shall work with the JAC, the RSC Treasurer and the GPRSO, Inc. Treasurer to produce an annual unified budget.
- 6) All GPRCNA officers (Executive Committee and Subcommittees) shall serve two (2) year terms in the same manner as the RSC.

12. JOINT ADMINISTRATIVE COMMITTEE (JAC)

- a. The purpose of the JAC is to increase the unity and communications between regional sub-committees.
- b. The function of the JAC is to coordinate the services provided by the sub-committees to meet the overall needs of the member areas.
- c. The membership of the JAC shall include the Regional Chair, Co-Chair, Treasurer and all the Sub-Committee Chairpersons. The Regional Co-chair shall chair the JAC.
- d. The duties of the JAC shall include:
 - 1) Attempting to prioritize the expenses incurred by the region based on the funds available throughout the year.
 - 2) Working with the RSC Treasurer, and the GPRCNA Treasurer to submit an annual unified budget for approval by the region including the following:
 - a) Line itemized list of projected revenues from all sources
 - b) Line itemized list of projected expenses from all sources
 - c) Prudent reserve funding and needs
 - d) Additional fund flow activities, if any
 - e) Comparison with previous year's budget and actual income statement.

Proposal: From the Inner City Area: RSC Marathons, Speaker Jams, and Events

That the RSC and all its subcommittees contact the group, area or region before scheduling any/all events in the member Area or Group.

Intent: To promote unity, cooperation, and accountability
APPROVED BY THE RSC 10/04/2015

ARTICLE XIV
GREATER PHILADELPHIA REGIONAL SERVICES, INC. (GPRSO, INC.)

A. Purpose of the Corporation

1. Greater Philadelphia Regional Services, Inc. (GPRSO, Inc.) was created, by the will of the RSC, to form an organization exempt under Internal Revenue Code 501(c) (3) to assist and support the Greater Philadelphia Regional Fellowship of NA and the GPRSC in carrying the message to the addict that still suffers.
2. GPRSO, Inc. shall provide advisory, organizational, and logistical support to the GPRSC, to the Regional Fellowship at large, and in other capacities at the will of the RSC.

B. Purpose of the GPRSO, Inc. Advisory Committee

1. The purpose of this is to manage the day-to-day operations of the corporation.
2. This committee shall consist of a Chairperson and, Co-Chairperson.
3. The Advisory Committee shall assist the RCM's in developing direction, goals, operations and policies for the corporation.
4. This committee shall act according to the Twelve Traditions, Twelve Concepts, the Guide to Local Service, the Articles of Incorporation, the corporate bylaws, the policies of the RSC and the GPRSO, Inc. and all laws and precedents (pertaining to the operation of GPRSO, Inc.) set down by federal, state and local authorities.
5. The Advisory Committee shall, through the use of legal counsel if needed, keep the RCM's apprised of all federal, state and local guidelines governing corporations exempt under Internal Revenue Code 501(c) (3) as well as all other laws, guidelines and regulations applicable to this corporation.
6. The Advisory Committee shall follow the will of the Board of Directors.

C. Functions of the GPRSO, Inc.

1. The functions of the committee shall be:
 - a. To assist the fellowship in providing meetings for addicts seeking recovery and educating the general public about the nature of recovery in NA.
 - b. To distribute approved NA literature and merchandise.
 - c. To assist in the operation of the Phonline.
 - d. To assist in the production of the Meeting List.
 - e. To store archives and records.

- f. To maintain office space, phone and fax numbers, mailing address, electronic mail address and web site.
- g. To provide an umbrella for conducting and assisting conventions and fundraisers not limited to the annual GPRCNA.
- h. To assist the RSC with direct and indirect communication with addicts, organizations, agencies, governments and the public at large.
- i. To publish and distribute periodicals written or prepared by and for the Fellowship as directed by the RSC.
- j. To assist in operating the GPRCNA and performing the actions necessary to make it a celebration of unity and recovery, including the sale of commemorative items.
- k. To hold and manage in a fiduciary capacity the revenue produced in the above manner in the Spirit of the Twelve Steps, Traditions and Concepts.
- l. Providing a meeting place for the RSC in the GPRSO, Inc. principle office or elsewhere at the will of the RSC.

D. Participants

- 1. All participants of the GPRSO, Inc. Advisory Committee (except the Office Manager) are members of and elected by the RSC and serve two (2) year terms in the same manner.
- 2. The Office Manager (referred to in the corporate bylaws as Executive Director) is a compensated position employed by GPRSO, Inc. The Office Manager is hired by the Advisory Committee (and ratified by the board at the will of the RSC) to **supervise all special workers, perform the administrative duties of the corporation, and to be a point of contact between the staff (special workers) and the Advisory Committee.** Exact job descriptions are subject to the needs of GPRSO, Inc. and the will of the RSC. This position will be filled as needed and as funds allow. The RSC may also, in special circumstances, elect a trusted servant to fill this position in a non-compensated capacity. If this occurs the qualifications shall be the same as the Advisory Committee Chair. The Office Manager shall report to the Advisory Committee Co-Chairperson. When an Office Manager is not employed, all duties of this position fall to the Advisory Committee Co-Chairperson. The RSC may, if warranted, elect a trusted servant to fulfill this position in a non-compensated capacity. If this occurs the qualifications shall be the same as the Advisory Committee Co-Chair.

E. Duties and Qualifications of the Advisory Committee:

1. Advisory Committee Chairperson

a. Qualifications

- i. Suggested minimum five (5) years clean time.
- ii. Prior NA service experience on the group, area and regional levels.
- iii. Time and resources necessary to fulfill the commitment.
- iv. Sound understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- v. Business or organizational experience outside of NA.
- vi. Free from any theft related felony convictions for the past five (5) years.

b. Duties

- i. Conduct Advisory Committee meeting with a firm but loving hand.
- ii. Keep meeting focused on one issue at a time.
- iii. Arrange the meeting agenda.
- iv. Handle GPRSO, Inc. correspondence.
- v. Be a cosigner on corporate accounts.
- vi. Serve as General Manager of GPRSO, Inc. supervising and directing corporate daily affairs and activities.
- vii. Exercise all other powers or duties granted by the RCM's.

2. Advisory Committee Co-Chairperson

a. Qualifications

- i. Suggested minimum four (4) years clean time.
- ii. All other qualifications same as Chair.

b. Duties

- i. Conduct Advisory Committee meetings in the absence of the chair.
- ii. Handle GPRSO, Inc. correspondence in the absence of the chair.
- iii. Be a cosigner on corporate accounts.
- iv. Assist Chair in managing day to day operations, specifically supervising the Office Manager.
- v. Exercise all other powers or duties granted by the RCM's.

ARTICLE XV GRIEVANCE PROCEDURES

A. Purpose

1. In keeping with the spiritual principles of the Tenth Concept, the RSC shall address all personal grievances according to the guidelines outlined in the following paragraphs.

B. GPRSO, Inc. Related Grievances

1. Any grievances filed due to actions taken by the GPRSO, Inc. Board of Directors or the GPRSO, Inc. Advisory Committee relating to corporate matters shall be handled according to the procedures outlined in Article 14.02 "DUE PROCESS AND RESOLUTION" of the GPRSO, Inc. bylaws.

C. Special Worker Grievances

1. All grievances filed by special workers of GPRSO, Inc. are to be resolved according to the grievance procedures outlined in GPRSO, Inc. Office Manual.

D. RSC and Other Regional Grievances

1. All grievances filed against the RSC, its subcommittees, or trusted servants not covered under the above paragraphs are to be resolved in the following manner:
 - a. All grievances must be filed in writing to the Policy Committee within ninety (90) days of the incident for which redress is being sought.

- b. The written notice should include the following:
 - i. A short, concise statement of facts pertaining to the offense and the redress.
 - ii. The remedy sought and the basis for that remedy.
- c. If the grievance is not properly filed, it will be deemed out of order. Any aggrieved party may seek assistance from the Policy Committee in drafting a proper written grievance.
- d. Once a written grievance has been deemed in order the Policy Chair will present the grievance to the RSC and it shall be placed on the agenda as New Business. The aggrieved party must be present when the grievance is heard, or it shall be tabled until the next RSC meeting. If the aggrieved party is not present for that meeting, then the grievance shall be dropped.
- e. Once the grievance has been presented and the individual is present, the RSC will hear the grievance and resolve it in New Business.
- f. If no solution can be reached to the mutual satisfaction of the RSC and the aggrieved party, an Arbitration Panel of five (5) trusted servants shall be selected.
- g. The Arbitration Panel shall consist of one (1) member designated by and representing each of the following:
 - i. The Administrative Committee of the RSC
 - ii. The RCM's
 - iii. The Area Service Committee of the aggrieved individual
 - iv. The aggrieved individual.
 - v. The fifth member shall be chosen from the Fellowship as a whole by the other four (4). If the four (4) cannot agree on five (5) within seven (7) days, then five (5) shall be chosen by the Regional Delegate. If the RD is the aggrieved individual, then the RD-ALT shall act. The fifth individual shall serve as the panel chairperson.
- h. The Arbitration Panel will hold a hearing within thirty (30) days after its formation to fully investigate the dispute. The Panel shall have the power to mandate the attendance of all witnesses related to the dispute and to direct the production of any relevant documentation, correspondence or records. Upon request, if deemed reasonable, the Panel shall act in the interest of the aggrieved party in mandating witnesses and securing documents. An audio recording shall also be made of the hearing.

- i. The findings of a majority (3) of the panel members shall be binding. The findings shall be made available to the RCM's within ten (10) days of the hearing and shall be formally presented at the next meeting as a Work Group committee report to be included in the minutes.
- j. If the aggrieved party chooses to take further action (i.e. legal or criminal, if warranted) copies of all documentation, witness statements and the audio recording shall be released to the individual.
- k. In order to protect the Fellowship, the RSC, GPRSO, Inc. and the aggrieved party, release statements (reviewed by GPRSO, Inc. counsel) agreeing to the proceedings shall be signed by panel members, witnesses, the Advisory Committee Chair, the RSC Chair, and the aggrieved individual prior to the hearing.

THE GREATER PHILADELPHIA REGIONAL SERVICE COMMITTEE

INCIDENT REPORT POLICY

It is the policy of The Greater Philadelphia Regional Service Committee that all Narcotics Anonymous Groups and Group Members report all unusual incidents to the Respective Area and mail or deliver the **original signed** form to; GPRSO attn.: ABC Chair150 Monument Rd. Ste. 207-0026, Bala Cynwyd, PA 19004 using the Incident Report Form. GPRSC policy is that any Member who observes an incident or accident is responsible to ensure that the incident/accident is properly reported and handled in an expeditious manner. Reports are to be signed by the group member and completed by all persons involved in the incident. This would include witnesses in the case of a serious accident or injury. Notify the regularly scheduled meeting Chairperson verbally of the incident. Reports are to be emailed or delivered to the Respective Area and mail or deliver the **original signed** form to; GPRSO Attn.: ABC Chair150 Monument Rd. Ste. 207-0026, Bala Cynwyd, PA 19004.

An incident is any occurrence involving a member that is not consistent with the routine operation of the regularly scheduled meeting. It may be an accident or mishap involving a member or visitor of a regularly scheduled meeting.

A report must be completed within 24 hours of an incident or mishap that results in the injury to any person attending a Narcotics Anonymous Meeting; before, during or after the meeting. Any event that results in damage to property caused by a member or while the meeting is in progress. The chair of the meeting is responsible for completing the form and forwarded it to the respective area and mail or deliver the **original signed** form to; GPRSO Attn.: ABC Chair150 Monument Rd. Ste. 207-0026, Bala Cynwyd, Pa. 19004 within 24 hours of the incident.

REPORTABLE INCIDENTS

Reportable incidents include the following:

- Assistance in acquiring immediate triage.
- Calls to 911.
- Any occurrence, accidental or otherwise, that has posed a danger or hazard to the meeting place, whether or not injury has occurred.
- Deaths or severe illnesses requiring emergency measures involving members or visitors.
- Criminal activity or threats of crime perpetrated by either members or visitors, including thefts of property and incidents involving violent or inappropriate behaviors.

ISSUES REGARDING HARRASMENT REFER TO:

Narcotics Anonymous IP No. 29

ADDITIONAL REPORTING

Any additional reports or forms that may be required by other agencies or are filled out during the course of hospital or police procedures, must be copied and attached to the form. Add additional pages where necessary to explain the incident in detail must also be attached.