



# OKRSC GUIDELINES & POLICY

## October 2023

### **ARTICLE I - NAME**

The name of this assembly shall be the OK Region Service Committee of Narcotics Anonymous, hereinafter referred to as OKRSC.

### **ARTICLE II - VISION**

All efforts of the OK Region Service Committee are inspired by the primary purpose of the groups we serve. Upon this common ground, we stand committed. Our Vision is that one day:

- Every addict in the OK Region has the chance to experience our message and find the opportunity for a new way of life.
- NA service bodies throughout the OK Region work together in a spirit of unity and cooperation to carry our message of recovery.
- Narcotics Anonymous has recognition and respect as a viable program of recovery throughout the OK Region.

Our Vision is our touchstone, our reference point. Our Vision insures all that we do to achieve goals. Honesty, trust, and goodwill are the foundation of these ideals. In our service efforts, we rely upon the guidance of a loving Higher Power.

### **ARTICLE III - MEMBERS**

Section 1 Regional service committee participants include: Regional Committee Members, Regional Officers, Regional Delegate, Alternate Delegate, Fellowship Development Facilitator, Archivist, Web Contact, Event Committee Chairs and other designated or elected positions.

Section 2 Any member of NA may attend RSC meetings and participate in discussions.

Section 3 Area membership may be established by petitioning the RSC and with approval of a consensus of voting participants. Active membership in the OKRSC must be maintained by participation at OKRSC meetings (see Article IX Section 2.)

### **ARTICLE IV - REGIONAL COMMITTEE MEMBERS**

Each member Area should elect an RCM to represent the Area. The RCM's suggested responsibilities are as follows: To regularly attend and participate in all matters of the OKRSC, to report to their area the activities and conscience of the OKRSC.

### **ARTICLE V - OKRSC FUNDS**

Section 1 All moneys accumulated by the OKRSC through group donations or other NA sources shall be maintained in a bank account of the OKRSC.

Section 2 All expenditures made by the OKRSC shall be paid by check or credit card.

Section 3 A yearly budget shall be submitted by all OKRSC Participants when applicable.

Section 4 Receipts must be submitted and coincide with all moneys disbursed. The RD and AD shall receive an allowance for expenses related to travel, food, beverages for all travel to the World Service Conference and the Plains State Zonal Forum. All other trusted servants of the OKRSC will be reimbursed for funds spent for expenses approved by the Region. In the event that a OKRSC member cannot properly account for the funds disbursed, that member will be considered personally liable for the shortage.

A) Expense Caps

- a. Delegate travel to WSC - \$1500/per event
- b. RD travel to PSZF - \$750/per servant
- c. RCM travel to PSZF \$500/per area
- d. RD travel to MZSS - \$750/per servant

**ARTICLE VI - OKRSC OFFICERS**

Section 1 Facilitator

A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience at the regional level.
3. Attend all OKRSC meetings.

B) Duties

1. Sets agenda for OKRSC meeting.
2. Presides at the OKRSC meetings.
3. Contacts OKRSC members who have been absent from any meeting.
4. Submits a report to the OKRSC of his/her activities.
5. Appoints ad-hoc or workgroup members as needed
6. Coordinate and assist the Secretary and Treasurer with general correspondence of the OKRSC.
7. Mentor Co-facilitator to move into Facilitator position.

C) Serves a one-year term.

Section 2 Co-facilitator

A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience at the regional level.
3. Attend all OKRSC meetings.

B) Duties

1. Assists and aids the Facilitator as needed and requested.
2. Provide assistant to OKRSC when positions are vacant.
3. Assumes the duties of Facilitator in the Facilitator's absence.
4. Submits a report to the OKRSC of his/her activities.

C) Serves a 2-year term with first year served as Co-facilitator and second year served as Facilitator. Standard election procedures apply in the 2<sup>nd</sup> year should the Co-facilitator

wish to become Facilitator.

### Section 3 Secretary

#### A) Requirements:

1. Three years NA clean time (continuous abstinence from all drugs).
2. Suggested service at the regional level.
3. Attend all OKRSC meetings

#### B) Duties:

1. Keeps accurate minutes of each OKRSC meeting.
2. Prepares and distributes minutes no later than two weeks following meeting. Minutes shall be sent to all members of the OKRSC.
3. Keeps copies (paper or digital) on hand at each meeting of the current year's minutes and the most recent approved OKRSC Guidelines, Event Committee Handbook and current forms needed for OKRSC business.
4. Maintains an updated contact list of the OKRSC members
5. Submits a report to the OKRSC of his/her activities.
6. Coordinate and assist the Facilitator and Treasurer with the general correspondence of the OKRSC
7. Maintains list of implemented proposals and is responsible to enter updated policy changes to the OKRSC Guidelines and Policy document.

#### C) Serves a two-year term.

### Section 4 Treasurer

#### A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service at the regional level.
3. Basic understanding of accounting principles
4. Attend all OKRSC Meetings

#### B) Duties

1. Custodian of the OKRSC bank account and responsible for handling the OKRSC's financial responsibilities. Keeps an accurate ledger of all financial transactions.
2. Deposits all funds within 5 business days.
3. Pays OKRSC rents and other financial obligations as directed by the OKRSC.
4. Prepares an Annual Financial statement.
5. Is a Signer on the OKRSC bank account.
6. Disburses funds as directed by the OKRSC.
7. Maintains all local, state and federal sales and income tax reports and payments on behalf of the OKRSC.
8. Report and maintain records of the OKRSC insurance policies. Assist groups and events with receiving documentation as needed.
9. Coordinate and assist the Facilitator and Secretary with the general correspondence of the OKRSC

10. If unable to attend the OKRSC meeting, arranges to have the relevant checkbook and Treasurers report brought by another participant for use at the OKRSC meeting.
  11. Submits a financial report at every OKRSC meeting.
  12. Maintains any electronic payment devices (i.e. PayPal, etc.)
- C) Serves a 5-year term.

#### Section 5 Fellowship Development Coordinator

##### A) Requirements

1. Four years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience at the regional level.
3. Attend all Fellowship Development and OKRSC Meetings

##### B) Duties

1. Sets agenda, facilitates and coordinates Fellowship Development meetings
2. Appoints a chairperson and workgroup members as needed
3. Submits a report to the OKRSC of his/her activities
4. Coordinate service based workshop to be held during each regional event (OKRCNA, Clean & Crazy and FSR).
5. Coordinate an annual project in each Area, each year related to H&I, PR, Outreach or Literature with a budget of \$500 per project.

##### C) Serves a 2-year term

#### Section 6 Web Contact

##### A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience at the regional level.
3. Attend all OKRSC Meetings

##### B) Duties

1. Update the OK Region website, including but not limited to, OKRSC trusted servant lists, minutes, calendar items, meeting schedules, upcoming events, links, etc.
2. Co-ordinate and collaborate with Area website contacts who have access to the OK Region domain to ensure the integrity and accuracy of website content
3. Communicate and coordinate with any other NA websites as needed to provide current links and information about Narcotics Anonymous
4. Maintain email contact of OKRSC trusted servants and link to OKRSC email.
5. Forward or reply to any incoming emails addressed to the OKRSC
6. Submits a report to the OKRSC of his/her activities

##### C) Serves a 2-year term

#### Section 7 Archivist

##### A) Requirements

1. Seven years NA clean time (continuous abstinence from all drugs).

2. Suggested service experience at the regional level.
3. Attend all OKRSC Meetings.

B) Duties

1. Maintains the physical integrity, anonymity and confidentiality of the physical property of the OKRSC including but not limited to administrative files and records, correspondence, event supplies and all artifacts considered to have historical importance to the OK Region.
2. Maintain and assist standing subcommittees with requested history display(s) to OK Region conventions and special events.
3. Responsible for the maintenance, security and organization for all OKRSC storage facilities
4. Maintains current inventory of all items stored in OKRSC storage facilities.
5. Submits a report to the OKRSC of his/her activities.

C) Serves a 2-year term

Section 8 OKRSC Event Chairs

A) Requirements

1. Five years NA clean time (continuous abstinence from all drugs).
2. Suggested service experience for the event.
3. Attend all OKRSC Meetings

B) Duties

1. Coordinate all of the efforts of the Event Subcommittee
2. Provide progress report to each OKRSC.
3. Schedule, set agenda and facilitate meetings of Event Subcommittee.
4. To assure that the subcommittee has the necessary information and material to accomplish its goals.
5. Accountable for all the duties and responsibilities listed in the OKRSC Event Handbook (Addendum C).
6. Submits a report to the OKRSC of subcommittee activities.

C) Serves a 1-year term

Section 9 OKRSC Event Liaison

A) Requirements

1. Three years NA clean time (continuous abstinence from all drugs).
2. Service experience at the regional level.
3. Service experience with the event.
4. Serve as active member of current event subcommittee.
5. Attend all OKRSC meetings.

B) Duties

1. Mentor event subcommittee with OKRSC requirements.

C) Serves a one-year term ending with the post event final report.

## **ARTICLE VII - REGIONAL DELEGATE & ALTERNATES**

### **Section 1 Regional Delegate (RD)**

#### **A) Requirements**

1. Five years NA clean time. (continuous abstinence from all drugs).
2. Suggested previous service experience at the regional/zone/world level.
3. The willingness and ability to attend the World Service Conference (WSC), MZSS, and the Plains States Zonal Forum (PSZF), and other events that the OKRSC approves.
4. Attend all OKRSC Meetings.

#### **B) Duties**

1. The primary responsibility of the RD is to work for the good of NA as a whole by providing communication between this region and the rest of NA. The RD is the OK Region's link with the WSC and the World Board. Prior to the WSC, a vote of confidence shall be requested from the groups. This will allow the RD to vote on issues that may arise for which no group conscience has been taken. Specific voting instructions may be given to the RD on NAWs issues prior to the WSC.
2. Corresponds outside the region with other NA service bodies.
3. Participates at the WSC as the voice of the OK Region.
4. Is encouraged to participate in the HRP World Pool.
5. Submits a report to the OKRSC of his/her activities, Zonal and WSC activities.
6. Submits a report to the WSC of activities at the OKRSC.
7. Acts as Facilitator in the absence of Facilitator and Co-facilitator

#### **C) Serves a three-year term. Reaffirmation is required after serving 2 years.**

### **Section 2 Alternate Delegate (AD)**

#### **A) Requirements**

1. Five years NA clean time. (continuous abstinence from all drugs)
2. The willingness to become RD following approval by the region.
3. Suggested previous service experience at the regional level.
4. The willingness and ability to attend the WSC, PSZF, and other events that the OKRSC approves.
5. Attend all OKRSC Meetings

#### **B) Duties**

1. In the absence of the RD, the alternate shall perform the duties of the RD. They may serve as relief for the RD at the WSC and vote in the RD's place.
2. Submits a report to the OKRSC of his/her activities.
3. Assists RD in preparation of report to the WSC of activities of the RSC.
4. Responsible for the coordination and execution of the General Service Assembly. This event should be a collaborative effort of the AD, other Regional trusted servants and all RCMs.

#### **C) Serves a four-year term. Reaffirmation is required after serving 2 years.**

## **ARTICLE VIII – WORKGROUPS**

**Section 1** The OKRSC may establish workgroups to carry on its work.

**Section 2** Workgroups may be initiated by the facilitator or formed by a proposal upon approval of the voting participants.

**Section 3** Workgroup coordinators shall be appointed by the Facilitator or Fellowship Development Coordinator with approval of the voting participants.

### **Section 4** Workgroup Coordinator

- A) Requirements
  1. Two years NA clean time.
  2. Suggested experience with the service being formed.
- B) Duties
  1. Represents their workgroup at the OKRSC meetings.
  2. Submits a report of the workgroup activities which shall include proposals for future work, status of current activities, financial requirements needed and any areas of difficulty.
- C) Serves until work is complete or workgroup disbanded upon approval of the voting participants.

## **ARTICLE IX - MEETINGS**

**Section 1** The OKRSC shall meet six times yearly on the second Sunday of the months of February, April, June, August, October and December. Meetings will be held in a city and at a time agreed upon by the OKRSC. The OKRSC secretary and Web Contact should provide OKRSC members with the time and location of the meetings.

### **Section 2** Quorum

- A) The quorum required to proceed with a meeting of the OKRSC will be a simple majority of the OKRSC member participants. Members included in counting for a quorum will be the Facilitator, Co-facilitator, Secretary, Treasurer, Fellowship Development Coordinator, Regional Delegate, Alternate Delegate and all RCMs (each RCM has 4 votes).

**Section 3** The officers of the OKRSC may cancel the OKRSC meeting in the event of unusual circumstances such as inclement weather. Every effort possible should be made to contact as many other participants as possible.

**Section 4** Facilitator utilizes a meeting format and agenda similar to the format provided in Addendum A.

**Section 5** Each OKRSC shall be held in-person AND as a virtual meeting.

## **ARTICLE X – DECISION MAKING**

**Section 1** The OKRSC seeks to make decisions achieved through consensus. This process includes discussion, proposals and modifications as described in the OK Region CBDM Basics and Guidelines (Addendum B). In order to achieve consensus and fully participate in the decision-making process, it is imperative that all members of the OKRSC and the RCMs understand these Guidelines and the terminology, principles and processes included in the document.

**Section 2** Consensus is achieved by a minimum of 2/3 votes of the participating body.

**Section 3** If consensus is unachievable or voting is required, voting members of the OKRSC will include Secretary, Treasurer, Fellowship Development Coordinator, Regional Delegate, Alternate Delegate and all RCMs (each RCM has 4 votes).

**Section 4** Elections will be made by vote and not by consensus.

## **ARTICLE XI - ELECTIONS**

**Section 1** Elections for all regional positions will be held when a position is vacant and after an intent to fill is announced. Elections and reaffirmations will be held as follows:

OKRSC Officers:

June (even yrs) - FD Coordinator, Archivist and Web Contact

June (every third yr) - RD, AD

December (every yr) – Facilitator and Co-facilitator

December (even yrs) – Secretary

December (every 5<sup>th</sup> yr) – Treasurer

Event Chairs: the RSC meeting following the event (every yr)

**Section 2** Any member of NA may be nominated to a regional position.

**Section 3** The term of each position begins at the close of the OKRSC meeting at which the election took place.

**Section 4** No member may hold more than one elected voting OKRSC position at one time.

**Section 5** The nominee with the most votes is elected.

**Section 6** Any OKRSC position, except for RCMs, may be removed from position for non-fulfillment of their duties. This includes relapse or the failure to attend two consecutive OKRSC meetings.

**Section 7** No OKRSC officer may serve more than one term in one consecutive position unless voted on by 2/3 of the voting members.

**Section 8** When any position is vacant for any reason, the OKRSC shall fill that position by election at the next meeting after an intent to fill is sent to all Areas.



## **ARTICLE XII - AMENDMENTS**

**Section 1** A two-thirds majority of the RCMs is required to amend the Guidelines and Policy.

**Section 2** Amendments to the Guidelines and Policy will be effective immediately upon adoption unless otherwise specified.

**Section 3** Guidelines and Policy will be sent to a workgroup for review every 5 years.

## **ARTICLE XIII - SPIRITUAL GUIDANCE**

**Section 1** The OKRSC shall comply in all its actions with the following documents in order:

- A) The 12 Traditions of Narcotics Anonymous
- B) The current publication of these guidelines.
- C) Any special rules of order the OKRSC may adopt.
- D) The Guide to Local Service.
- E) The 12 Concepts of NA Service.
- F) Current publication of all NA Handbooks.

**Addendum A** OKRSC Sample Agenda

**Addendum B** OKRSC CBDM Basic & Guidelines

**Addendum C** OKRSC Event Guidelines

**Addendum D** RCM Report to Region

**Addendum E** RCM Report to Area

# Addendum A OKRSC Sample Agenda



OK Regional Service Committee (OKRSC) of Narcotics Anonymous



## Agenda – (date)

***(Please turn phones off or on vibrate)***

1. Open Meeting – Moment of silence & Serenity Prayer
2. 12 Tradition – 12 Concepts – OK Region Vision
3. Welcome Newcomers
4. Introductions
5. Roll Call to establish Quorum
6. Review & approve previous minutes
7. Trusted Servants Reports:
  - a. Facilitator
  - b. Co-Facilitator
  - c. Secretary
  - d. Treasurer
  - e. Archivist
  - f. Regional Delegate (RD) Team Report
  - g. Web Contact
  - h. Fellowship Development (FD)
8. Area Reports:
  - a. Eastern Area (EASC)
  - b. Southern Fifth Area (S5ASC)
  - c. Western Area (WASC)
9. OK Region Events Reports:
  - a. Clean & Crazy Campout (CnC)
  - b. Fall Spiritual Retreat (FSR)
  - c. General Service Assembly (GSA)
  - d. OK Region Convention (OKRCNA)
10. Workgroup Reports: (Currently none)
11. Old Business:
 

a. Topic 1	c. Topic 3
b. Topic 2	d. Topic 4

<b>Trusted Servants:</b>	(Votes)
<u>Facilitator</u> (Addict A)	_____
Co-Facilitator (Addict B)	_____ 1
<u>Secretary</u> (Addict C)	_____ 1
Treasurer (Addict E)	_____
Archivist (Addict F)	_____
RD (Addict G)	_____ 1
AD (Addict H)	_____ 1
Web Contact (Addict I)	_____
FD (Addict J)	_____ 1
FSR (Addict K)	_____
CnC (Addict L)	_____
OKRCNA 38 (Addict M)	_____

<b>Area Representatives:</b>	(Votes)
EASC RCM (Addict N)	_____ 4
EASC RCM Alt (Addict O)	_____
S5ASC RCM (Addict P)	_____ 4
S5ASC RCM Alt (Addict Q)	_____
WASC RCM (Addict R)	_____ 4
WASC RCM Alt (Addict S)	_____

12. New Business a) Topic 1 b) Topic 2

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13. Disbursements
14. Announcements
15. Proposals & Projects
16. Recap & Reminders
17. Time, date & location of next OKRSC

## **Addendum B OKRSC CBDM Basic & Guidelines**

[Link to OK Region CBDM Basics & Guidelines](#)

## **Addendum C OKRSC Event Guidelines**

[Link to OK Region Activity Sub-Committee Handbook](#)



## **Addendum D [RCM Report to Region](#)**

<Date>

< \_ASC> **RCM REPORT TO REGION**

**DATE AND LOCATION OF LAST AREA MTG:**

**BUSINESS / PROJECTS / MOTIONS / PROPOSALS, ETC.:**

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- 
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**CHANGES IN TRUSTED SERVANTS:**

- 
- 

Intent(s) to fill:

- 

**NEW GROUPS AND/OR NEW MEETINGS**

- 

**CLOSED GROUPS / MEETINGS**

- 

**ACTIVITIES:**

- 
- 
- 

**H&I (HOSPITALS & INSTITUTIONS):**

- 
- 

**PR (PUBLIC RELATIONS):**

- 
- 
- 

**LITERATURE:**

- 
-



## Addendum E [RCM Report to Area](#)

<Date>

**Regional Delegate –**

**Regional Delegate Alternate –**

**Fellowship Development –**

**EASC RCM –**

**S5ASC RCM –**

**WASC RCM –**

**Clean & Crazy –**

**OKRCNA –**

**FSR –**

**GSA -**

**Webcontact –**

**Treasurer's Report –**

**Beginning Balance \$**

**Ending balance, \$**

**Business**

**Disbursements**