

BC REGIONAL SERVICE COMMITTEE



Guidelines



BCRSC Vision Statement

All of the efforts of the Narcotics Anonymous British Columbia Regional 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 region has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and the BCRSC work together in a spirit of unity and cooperation to carry our message of recovery.
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

Table of Contents

1. Purpose & Scope	5
2. Nominations & Elections	6
3. Elections & Voting Rights	6
4. Election of Officers & Sub-Committee Facilitators	7
4.2 Procedure for Elections	7
5. Terms of Office	7
6. Job Descriptions	8
6.1. Regional Facilitator	8
6.2. Co-Facilitator	8
6.3. Secretary	9
6.4. Treasurer	9
6.5. Regional Delegate	10
6.6. Alternate Delegate	10
6.7. Sub-Committee Facilitators	11
6.8. Guidelines Facilitator	11
6.9. Regional Venue Coordinator	11
6.10. Administrative Committee	12
6.11. Regional Service Board	12
6.14. Web Coordinator	13
6.13. Pacific Northwest Chairperson ("PWN Chair")	14
7. Seating Procedures	14
7.2. Levels of Authority	14
8. Proposals	15
9. Regional Service Committee Funds	15
9.2. Operating Expenses	15
9.3. Prudent Reserve	16
9.4. Voting on Financial Expenditures	17
9.5. Banking Procedures	17
9.6. BCRSC Travel Fund <i>(to and from BCRSC meetings)</i>	17
9.7. Individuals Eligible for BCRSC Funding <i>(Travel, Accommodation & Meals)</i>	17
9.7.2. Funding Eligibility & Conditions	18

9.8. RD, AD Travel Fund	20
9.8.3. WSC Attendance	20
9.8.4. CZF Attendance	21
9.9. Travel Outside of Canada	21
9.11. Literature Subcommittee	21
10. Reports & Correspondence	22
11. Amendment of Guidelines	22
12. Special Event Committee Guidelines	23
13. BCRSC Meeting – Schedule Location & Hosting	23
14. Workgroups	23
ADDENDUM A : WSB Bulletin #21, The Generation of Funds (fundraising) and the Seventh Tradition	24
ADDENDUM B : CBDM Booklet, CBDM Flow Chart	24
ADDENDUM C : Acronym List	24
ADDENDUM D : B.C. Regional Service Committee: Email Contact List	24
ADDENDUM E : PACIFIC NORTHWEST CONVENTION GUIDELINES (Revised 10/25/2014)	24
ADDENDUM F : BC Regional Directory	24
ADDENDUM G : Blank Charge Sheet	25
ADDENDUM H : BCRCNA Convention Guidelines	25

1. PURPOSE AND SCOPE

- 1.1 The region known as the British Columbia Region of Narcotics Anonymous resides within the geographical boundaries of the Province of British Columbia.
- 1.2 The purpose of the British Columbia Regional Service Committee, (hereinafter referred to as the BCRSC), is to be supportive of the Areas, their members, and their primary purpose, by linking together the Areas within the Region, by helping Area's deal with their basic situations and needs, and by encouraging the growth of the NA fellowship.
- 1.3 In all matters before the BCRSC, the Traditions of Narcotics Anonymous, the Twelve Concepts, this document and the Guide to Local Service, will apply. All business will be conducted using Consensus Based Decision Making as outlined in Section 8: Consensus Based Decision Making Procedure.
- 1.4 All BCRSC Subcommittee elected by the BCRSC will be fully accountable to the BCRSC in carrying out their assigned functions. The BCRSC will be responsible for all reasonable Subcommittee expense, as per projected budgets presented by the Subcommittee Chairpersons.
 - 1.4.1 BCRSC Subcommittees are required to have their own policy and procedures.
 - 1.4.1.1 Where a discrepancy exists between the Regional Guidelines and a Regional Subcommittee's Guidelines, the BC Regional Committee and the respective subcommittee will work together to reach consensus.
 - 1.4.1.2 All subcommittee guidelines and policies will be reviewed by the BCRSC Regional Service Board and approved by the BCRSC prior to implementation.
- 1.5 The standing Subcommittees of the BCRSC are:
 - 1.5.1 Public Relations.
 - 1.5.2 Literature
- 1.6 The standing convention positions of the BCRSC are:
 - 1.6.1 BCRSCNA Chair
 - 1.6.2 PNW Chair
 - 1.6.3 The BCRSCNA and PNW chairs respectively have 14 days for request to come to region, and if there is an urgent matter the admins can admit them to the admin meeting if necessary
- 1.7 The BCRSC meets four (4) times per calendar year, at a meeting place to be decided upon by the voting members at the close of the BCRSC ([see section 14](#))

- 1.8 A recognized Area, within the BC Region of NA, should meet the following requirements:
 - 1.8.1 It should have two or more NA groups.
 - 1.8.2 It should have a functioning Area Service structure, (as defined by [The Guide to Local Service](#)).
 - 1.8.3 It should have an elected Regional Committee Member; and
 - 1.8.4 It should be registered with the NA World Service Office.
2. NOMINATIONS & ELECTIONS
 - 2.1 Administrative Officer and Subcommittee Chairperson positions available for election for the BCRSC are to be held annually, at the summer meeting. Terms of office are defined in [section 4](#).
 - 2.2 Nominations for these elections may come from:
 - 2.2.1 Any member in attendance.
 - 2.3 All nominations must be in writing and be accepted by the nominee.
 - 2.4 Nominees have the option to run for a position in person or remotely via technology.
 - 2.5 Each nomination will be accompanied by a written NA Service Resume. After nominations are closed, members of the BCRSC may ask the nominees to respond to questions concerning their ability to fulfill the position of which they are nominated.
 - 2.5.1 Nominees must disclose their border crossing status if applicable, and begin waiver procedure upon election, and keep this body posted on progress of same.
 - 2.6 All elections take place by secret ballot.
 - 2.7 Vote counters will be appointed by the Facilitator from non-voting NA members in attendance.
 - 2.8 All ballots will be destroyed after each count.
 - 2.9 Nominations must be received by the Regional Facilitation team by 6 pm Saturday of in person and virtual regional meetings
3. ELECTION & VOTING RIGHTS
 - 3.1 All elected members including RCMs 1 & 2, Sub-Committee Chairs, Sub-Committee Vice-Chairs and appointed representatives of the BCRSC will have a single vote.
(facilitators do not participate in final decision making on proposals)

3.2 All elected members of the BCRSC have a single vote in an election. (*includes facilitators elections only*)

4. ELECTION OF OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

4.1 The minimum requirements for any elected position on the BCRSC will include:

4.1.1 A commitment to service

4.1.2 Service experience

4.1.3 The willingness to give time and resources necessary to do the job; and

4.1.4 A good working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts and the Guide to Local Service of Narcotics Anonymous.

4.2 Procedure for Elections:

4.2.1 One Candidate: The candidate must be elected with 60% or more of those voting in favour of the nomination. (Note that abstentions do not count – either as “for” or “against”)

4.2.2 Two Candidates: When two candidates have been nominated for a position, one candidate must be elected with 60% or more of those voting in favour of the nomination. (Note that abstentions do not count – either as “for” or “against”)

4.2.3 Multiple Candidates: In case of multiple nominations for the same position, voters cast a single vote in favour of their chosen candidate. However, if no candidate receives 60% or more of those voting in favour of the nomination, then all but the two candidates receiving the most votes are eliminated, and a second round of voting occurs.

4.2.3.1 During the second round of elections, one candidate must be elected with 60% or more of those voting in favour of the nomination. (Note that abstentions do not count – either as “for” or “against”)

4.2.3.2 In the second round each voter is entirely free to change the candidate they vote for.

5. TERMS OF OFFICE

5.1 The BCRSC Officers and Subcommittee Chairperson begin serving in office upon the completion of the BCRSC Election Meeting and will continue to serve for 2 years.

5.2 No officer or subcommittee chairperson will serve more than 2 consecutive terms in the same service position.

5.2.1 The AD and RD can only serve one three-year term, though an AD can serve as RD directly after serving as AD. **Note:** *This will be reviewed following the 2029 WSC.*

- 5.3 Specific conditions apply to the terms of office for the Co-Facilitator, Subcommittee Chairperson, and RD Alternate. Refer to their respective Job Descriptions in [section 6](#).
- 5.4 Anyone resigning from the position of RSC Officer or Subcommittee Chairperson, before the end of his/her term of office, is not eligible for election to any RSC Office or Subcommittee Chairperson for a period of six months, following such resignation. The exception to this rule will be when a member resigns one Regional Position to accept nomination or election to another regional position.
- 5.5 Any elected RSC Officer or Subcommittee Chairperson may be removed from office by a two-thirds majority vote of the BCRSC voting Areas.
- 5.5.1 If any elected RSC Officer or Subcommittee Chairperson is absent from 2 consecutive RSC meetings, they may be removed.
- 5.6 An interruption of continuous abstinence constitutes and automatic immediate resignation from any office of the BCRSC.
- 5.7 When an Officer or Subcommittee Chairperson resigns or is removed during their term of office, or a new position is created:
- 5.7.1 The RSC Facilitator appoints a person to fulfill the duties of that position until the next RSC meeting.
- 5.7.2 The position will be open for nominations at the next BCRSC meeting.
- 5.7.3 The term of office for the new officer will be from their election date until the close of the next regular election meeting
- 5.7.4 The abbreviated term of office will count as one term of office.

6. JOB DESCRIPTIONS

6.1 Regional Facilitator

- 6.1.1 Presides over all the activities of the BCRSC.
- 6.1.2 Has such powers and performs such duties as may be required by the BCRSC.
- 6.1.3 May appoint and define the duties of special subcommittees as authorized by the BCRSC.
- 6.1.4 The Facilitator is a member of the Administrative Committee with the accompanying responsibilities.
- 6.1.5 Attends all BCRSC meetings
- 6.1.6 Has at least five (5) years of continuous clean time.

6.2 Co-Facilitator

- 6.2.1 A Co-Facilitator is encouraged to serve for a period of two, consecutive 2-year terms. Then, following this period, subject to a vote of confidence from the BCRSC, will serve as the Facilitator.
- 6.2.2 Performs all duties of and has all the powers of the Facilitator in their absence.

- 6.2.3 Has such powers and performs such duties as may be required from time to time by the BCRSC.
- 6.2.4 Is a member of the Administrative Committee with the accompanying responsibilities.
- 6.2.5 Attends all BCRSC meetings
- 6.2.6 Has at least four (4) years of continuous clean time.

6.3 Secretary

- 6.3.1 Records and distributes the advance reports from all administrative, subcommittee chairpersons and area representatives 1 week prior to each BCRSC meeting.
- 6.3.2 Sends out email reminders prior to each BCRSC meeting to all participating members of the regional body to send in advance reports.
- 6.3.3 Records and distributes the minutes of each BCRSC meeting within 10 days of the regional meeting.
- 6.3.4 Updates the BCRSC mailing list of each BCRSC meeting within 10 days of the regional meeting.
- 6.3.5 Updates the mentorship list of each BCRSC meeting and gives out the information as needed.
- 6.3.6 Updates the policy and financial log after every BCRSC meeting
- 6.3.7 Types and sends any letters and/or correspondence as the BCRSC dictates.
- 6.3.8 Keeps records for the BCRSC for the archives; and
- 6.3.9 Receives and distributes event flyers and/or other correspondence from other areas/regions.
- 6.3.10 Sends an RCM Orientation Package to all new members
- 6.3.11 Facilitates correspondence outlined in 10.4
- 6.3.12 Attends all BCRSC meetings
- 6.3.13 Has at least four (4) years of continuous clean time

6.4 Treasurer

- 6.4.1 Keeps an accurate record of the financial transactions of the BCRSC using accounting software.
- 6.4.2 Prepares and presents a financial report at each regular BCRSC meeting
- 6.4.3 Is responsible for and BCRSC bank account(s)
- 6.4.4 Dispenses monies to the BCRSC officers or subcommittees. However, all cash disbursements require the approval of the BCRSC
- 6.4.5 The Treasurer's signature is required on all BCRLC expenditures
- 6.4.6 Generates and displays a spreadsheet showing all funding requests of the BCRNA at the Sunday morning meeting
- 6.4.7 Handles all insurance requests and distributes certificates.
- 6.4.8 Attends all BCRSC meetings
- 6.4.9 Has at least five (5) years of continuous clean time

6.5 Regional Delegate

- 6.5.1 Is the delegate of the BCRSC to the WSC
- 6.5.2 Is a delegate representing the BCRSC at CZF
- 6.5.3 Provides reports on WSC/CANA matters and other related activities
 - 6.5.3.1 A detailed written report of the WSC and a visual report will be presented to the BCRSC (within two RSC meetings) directly following the WSC
- 6.5.4 Attends a subcommittee meeting of the BCRSC at the BCRSC meeting
- 6.5.5 When possible, attends as many ASC meetings within the BCRSC as requested
- 6.5.6 Holds Conference Agenda Report (CAR) workshops for the benefit of RCMs, GSRs, and interested members to ensure the contents of the CAR reach the fellowship
- 6.5.7 Distributes all WSC materials to the regional body in a timely manner
- 6.5.8 Attends all BCRSC meetings
- 6.5.9 Has at least five (5) years continuous clean time
 - 6.5.9.1 *Currently the RD is serving one 3-year term on a trial basis. This term of service may become permanent, dependant on the WSC 3-year cycle ending in 2029*

6.6 Alternate Delegate

- 6.6.1 is encouraged to serve for a period of two, consecutive 2-year terms. Then, following this period, subject to a vote of confidence from the BCRSC, serves as the RD. This election meeting cycle begins at the election meeting immediately following the WSC.
 - 6.6.1.1 *Currently the AD is serving one 3-year term as AD on a trial basis. This term of service may become permanent, dependant on the WSC 3-year cycle ending in 2029.*
- 6.6.2 Performs all the duties of the RD in their absence
- 6.6.3 May, with a vote of confidence, and upon completion of the term of AD, moves to position of RD
- 6.6.4 Is a delegate representing the BCRSC at CZF
- 6.6.5 Attends all BCRSC meetings
- 6.6.6 Attends a subcommittee meeting of the BCRSC at the BCRSC meeting
- 6.6.7 When possible, attends as many ASC meetings within the BCRSC as requested
- 6.6.8 Works with the RD to report on WSC/CZF matters and other related activities
- 6.6.9 Has at least four (4) years continuous clean time

6.7 Sub-Committee Facilitator

- 6.7.1 A Subcommittee Chairperson is encouraged to serve as Subcommittee Vice-Chairperson prior to serving as the Subcommittee Chairperson.
- 6.7.2 Provides a subcommittee report to the BCRSC at each regular BCRSC meeting
- 6.7.3 Attends all BCRSC meetings
- 6.7.4 Chairs a subcommittee meeting at all regular BCRSC meeting
 - 6.7.4.1 If a subcommittee is not meeting at the BCRSC, then the Subcommittee Chairperson attends another subcommittee meeting (to best utilize their knowledge and experience)
- 6.7.5 Fills out a Regional Subcommittee update form.
- 6.7.6 Attends all BCRSC meetings
- 6.7.7 Has at least two (2) years clean time. Each subcommittee may increase this as per their own policy and/or guidelines
- 6.7.8 Subcommittee Chairs ensure the Facilitator and Co-Facilitator are updated as to what is happening

6.8 Guidelines Facilitator

- 6.8.1 Has current copies of the BC Regional Guidelines document available at the RSC meeting
- 6.8.2 Keeps the Guidelines document current by ensuring all changes approved by the regional body are included
 - 6.8.2.1 Provides updated copies of the BC regional guidelines to the secretary for distribution and to the Web Coordinator for posting on the regional website
- 6.8.3 Has a high level of familiarity with the BC Regional Guidelines document and can disseminate the information for the body
- 6.8.4 Is a participating member of the Regional Service Board and the Administrative Committee
- 6.8.5 Has up to date copies of all subcommittee guideline documents available
- 6.8.6 Ensures that the subcommittee guidelines are aligned with regional guidelines
- 6.8.7 Provides quarterly reports to the regional body
- 6.8.8 Minimum 1-year previous BC Regional Service Committee experience
- 6.8.9 Attends all BCRSC meetings
- 6.8.10 Has at least three (3) years continuous clean time

6.9 Regional Venue Coordinator

- 6.9.1 The Regional Venue Coordinator works with Regional Administration to arrange, coordinate and administer the BCRSC Meetings

- 6.9.2 The Regional Venue Coordinator negotiates contracts with the facility and be the single point of accountability for the BCRSC to the facility liaison
- 6.9.3 The Regional Venue Coordinator keeps track of all bookings for meals and accommodations, confirm receipt of payment by cheque or e-transfer, and provide a financial report to the treasurer at the end of each RSC meeting
- 6.9.4 The Regional Venue Coordinator provides to the BCRSC Facilitator and/or Co-Facilitator copies of all correspondence with the facility, as well as regular updates of booking information
- 6.9.5 The RVC can send out notices regarding accommodations and meals without having to go through the secretary to do so as per [10.4](#)
- 6.9.6 Has at least two (2) years continuous clean time

6.10 Administrative Committee

- 6.10.1 The Administrative Committee will be comprised of the Facilitator, Co-Facilitator, Secretary, Treasurer, Regional Delegate, Alternate Delegate, Guideline Point Person, Website Coordinator and Venue Coordinator.
- 6.10.2 Four of the Administrative Committee members are to be the signing officers of any BCRSC bank account(s) unless they cohabitate.
- 6.10.3 Administrative Committee members attend all BCRSC meetings
- 6.10.4 As trusted servants of the BCRSC, the Administrative Committee may make any extraordinary decisions between regularly scheduled BCRSC meetings
- 6.10.5 Administrative Committee forms the basis of the Regional Service Board and attends all Regional Service Board meetings of the BCRSC
- 6.10.6 One member of the Regional Body will be assigned the positions of "Postal communication Liaison" by the BCRSC. The postal communication liaison is responsible for collecting the regional mail at least 2 times a month, opening letters, and forwarding any time sensitive documents to the appropriate regional officer, subcommittee chair, or RCM.
- 6.10.7 One member of the Regional Admin will be assigned the position of PNW chair at the August RSC for a term of 1-year
 - 6.10.7.1 Participate be of service at the PNW convention being attended.
 - 6.10.7.2 Participate in be of service at the local PNW convention host committee meetings.
 - 6.10.7.3 A written report will be provided to the BCRSC following the annual Board meeting

6.11 Regional Service Board

- 6.11.1 Consists of:
 - 6.11.1.1 Facilitator
 - 6.11.1.2 Co-Facilitator

- 6.11.1.3 Secretary
- 6.11.1.4 Regional Delegate Team
- 6.11.1.5 Guidelines Point Person
- 6.11.1.6 Any interested member
- 6.11.1.7 The Treasurer may be required to attend, at the request of the service board, when financial forecasting issues arise
- 6.11.2 Duties of the Regional Service Board:
 - 6.11.2.1 Reviews standing committees guidelines for congruency with regional policy
 - 6.11.2.2 Facilitates conflict resolution
 - 6.11.2.3 Provides recommendations to regional body for needed changes
 - 6.11.2.4 Provides options for format changes
 - 6.11.2.5 Discusses referred items from regional body and provides solutions and needed information to the regional body to help facilitate consensus
 - 6.11.2.6 Addresses policy ambiguity (lack of clarity)
 - 6.11.2.7 Provides clarity and suggestions on issues that arise regarding regional business
 - 6.11.2.8 Organizes and monitors strategic plan
 - 6.11.2.9 Monitors workgroups
 - 6.11.2.10 Coordinates Regional Assembly

6.12 Web-Coordinator

- 6.12.1 Suggested clean time is two years.
- 6.12.2 Have an Internet capable computer and have a reliable Internet connection.
- 6.12.3 Have a sufficient understanding of the Traditions and Concepts of N.A.
- 6.12.4 Be willing and able to communicate with Service Bodies on both sides of the Service structure.
- 6.12.5 The suggested accountability and workflow of the Web Coordinator is as follows.
- 6.12.6 The Web Coordinator (WC) will be accountable to the Admin Committee.
- 6.12.7 The WC will be responsible for liaising with the CANA/ACNA Web Servant and any other technical persons relating to the domain and/or hosting of the web site.
- 6.12.8 The WC will be responsible for coordinating set up of BC Regional email
- 6.12.9 The WC will be responsible for coordinating updates for Members/Users list on BC Regional Website
- 6.12.10 The WC will be responsible for updating events on BC Regional Website

- 6.12.11 The WC will be responsible for coordinating the posting all resource files to the private and public resource areas of the web site. (It is suggested to limit all posted files to PDF where possible.)
- 6.12.12 The WC will be responsible for coordinating with the website managing company to ensure that the web site meets suggested guidelines as set out in the relevant documentation provided by the World Service Board and for investigation of any issues brought to the attention of the Web Coordinator with the World Service Board.
- 6.12.13 The WC will be responsible for working together with the Literature Chair to ensure that a current price list and/or facility for ordering literature is available from the Web Site.
- 6.12.14 The WC will be responsible for replying to all relevant enquiries made of the WC within 7 days and maintain a proper archive of all communication in that regard.
- 6.12.15 The WC will be responsible for providing the Admin Committee with a written report reflecting changes and activity on and from the web site prior to each Regional Committee meeting.

6.13 Pacific Northwest Chairperson ("PWN Chair")

- 6.13.1 Adhere to and execute the job descriptions and responsibilities outlined in the Pacific Northwest Convention of Narcotics Anonymous Committee Guidelines. ([see Addendum E](#))

7. SEATING PROCEDURES

- 7.1 During the RSC meeting, only RCMs, RCM Alternates, or selected representatives, Administrative Committee members, Subcommittee Chairs and Vice Chairs may be seated at the table as space permits.

7.2 LEVELS OF AUTHORITY

- 7.2.1 Any RCM, RCM alternate, individual elected to represent his/her/their Area, or BCRSC elected member (e.g. admin committee member or subcommittee chair) as listed in [Section 6 \(Job Descriptions\)](#) can bring a topic of discussion or proposal to the floor.
- 7.2.2 Straw polls (e.g.: "temperature gauging for 100%") are not votes, and thus should be considered by all the members listed above.
- 7.2.3 Anyone present, at the BCRSC meeting can speak to the proposal or topic of discussion at the floor.
- 7.2.4 The level of authority regarding decision-making is assigned by inviting a loving higher power to clarify these questions:
 - 7.2.4.1 Does it affect the BC region, and the areas? Does the decision need to go back to those Areas for consultation? If so, why?

7.2.4.2 Is it a decision that falls on the Areas, but yet can be entrusted to the RCMs to actively make during the meeting, without having to have a quarter elapse for consultation with their Areas? If so, why?

7.2.4.3 Is it a decision that can be made by the entire BCRSC body? If so, why are the trusted servants (who serve the RCMs) granted this authority?

8. PROPOSALS

8.1 All RCMs or their Alternates, and area's selected representative, RSC Officers and Subcommittee Chairpersons are allowed to make proposals at the BCRSC Meetings.

8.2 Discussion is welcome from all attending the BCRSC meeting; any proposals must be submitted in writing by the RCM's or their Alternates, RSC Officers and Subcommittee Chairpersons.

8.3 All discussion at the BCRSC meeting will pertain only to specific proposals introduced, except under special circumstances, as determined by the BCRSC Facilitator.

8.4 Proposals that go back to Areas (Groups) have: the intent of the proposals; a copy of the policy in question to refer to; and the financial impact included.

9. REGIONAL SERVICE COMMITTEE FUNDS

9.1 All monies accumulated from Area contributions, and other Narcotics Anonymous sources, are to be maintained in a bank account subject to disbursement to Regional Subcommittees and paying other regional obligations.

9.1.1 Any Area making a contribution to the BCRSC may bring forth a proposal, under New Business, requesting specific disbursement of funds.

9.1.2 A prudent reserve should be kept by the BCRSC. (See Section 11.2)

9.1.3 Each Subcommittee may maintain its own operation bank account.

9.1.4 Any service position required to be at an event will be funded in full to attend that event.

9.2 Operating Expenses

9.2.1 Regional operating funds will be disbursed in the following order:

9.2.1.1 BCRSC quarterly meeting space rental.

9.2.1.2 Administrative Operating Expenses.

9.2.1.3 Regional Delegates Operating Expenses.

9.2.1.4 Travel to and from RSC

9.2.1.5 Subcommittee Operating Expenses.

9.2.2 All reasonable expenses (telephone, mail, mailbox rental, photocopying, and reproduction costs) of the Administrative and Subcommittees are the responsibility of the BCRSC.

9.2.3 To that end, as requested, the Treasurer submits for BCRSC approval an annual expense budget. The Treasurer consults with other Administrative and Subcommittee Chairpersons in preparing this submission.

9.2.4 Cheques to be issued at each BCRSC meeting, in advance.

9.2.5 Accounting of Operating Expenses will be included in BCRSC Meeting Reports. Annual accounting reports of operating funds will be submitted at the BCRSC meeting immediately prior to regularly scheduled elections. All excess funds will be returned to BCRSC at this meeting; similarly, any outstanding expenses will be reimbursed.

9.2.6 BCRSC reimburses the hosting ASC for Saturday and Sunday meeting space (this is to include sufficient space for Sat. afternoon Subcommittee meetings).

9.2.7 That all workshops, learning days and Subcommittee meetings (not held at the RSC) plan a fund-raising event, to be included in the agenda of their activities, to defer Costs of these events

9.2.7.1 All fundraising efforts will follow WB Bulletin #30, found in Addendum A

9.2.8 Financial reports, including receipts (or copies) are to be included with all quarterly reports to BCRSC. Annual financial reports, including last quarter's receipts (or copies) and bank records, to be included in year's end report (August). These yearly books will be reviewed by the newly elected Regional Treasurer, and another appointed member, during the first quarter. If the Treasurer is taking the position for a second term, two members will be appointed to review that Treasurer's books. The Literature Subcommittee will be exempt from the above due to volume of transactions. The Literature Subcommittee's review will be done separately by two appointed members.

9.2.9 25% of the current annual cost of the BCRCNA insurance policy is to be allocated quarterly

9.3 PRUDENT RESERVE

9.3.1 A prudent reserve consists of sufficient funds to:

9.3.1.1 Have each Committee/Administrative/RD's operate between meetings.

9.3.1.2 An estimated amount of Travel Expenses to attend one meeting; and

9.3.1.3 An estimated cost of BCRSC meeting space.

9.3.2 This amount is considered separate from expendable funds. Currently (May 2023) this amount is set at ten thousand dollars (\$10,000.00).

9.3.3 That six thousand (\$6,000.00) be earmarked and set aside as seed money for each BCRCNA. (See also BCRCNA Section 12.4.3)

9.3.4 That a review of funds earmarked will be done annually. Funds held in earmark to be returned to BCRSC if no clear supportable rationale exists after review.

9.4 VOTING ON FINANCIAL EXPENDITURES

9.4.1 There is to be no funding of non-BCRSC events and BCRSC or its Subcommittees may not adopt any Area events without going back to Areas for group conscience.

9.4.2 All proposals requiring expenditures of BCRSC funds require consensus.

9.5 BANKING PROCEDURES

9.5.1 Financial – All monies accumulated from Area contributions and other Narcotics Anonymous sources will be maintained in a bank account subject to disbursements to BCRSC Subcommittees and other BCRSC obligations. Any two of the signing authorities referenced in 6.10.1 is required on all disbursements.

9.5.2 Each subcommittee bank account requires a minimum of two signatures for all disbursements.

9.6 BCRSC TRAVEL FUND (to & from BCRSC meeting)

9.6.1 Purpose of the BCRSC Travel Fund:

9.6.1.1 The purpose of the BCRSC Travel fund is to facilitate the required attendance of elected BCRSC members at regularly scheduled BCRSC meetings.

9.7 INDIVIDUALS ELEGIBLE FOR BCRSC FUNDING FOR TRAVEL, ACCOMMODATION & MEALS:

9.7.1.1 BCRSC Facilitator

9.7.1.2 BCRSC Co-Facilitator

9.7.1.3 BCRSC Treasurer

9.7.1.4 BCRSC Secretary

9.7.1.5 Regional Delegate

9.7.1.6 Alternate Delegate

9.7.1.7 All standing BCRSC Subcommittee Chairpersons, Vice Chair, Treasurer and Secretary.

9.7.1.8 Only members specifically requested to attend the regional meeting are required to attend. This includes PNW Chair and BC Regional Convention of NA Chairperson, subcommittee members, when requested by the body.

9.7.1.9 Regional Venue Coordinator

9.7.1.10 PNW Chair

9.7.1.11 Guidelines Point Person.

9.7.1.12 Website Coordinator.

9.7.1.13 Regional Committee Members (subject to 9.7.2.1.4)

9.7.1.14 BCRNA (BC Regional Convention of NA) Chairperson

9.7.2 FUNDING ELEGIBILITY & CONDITIONS

9.7.2.1 REIMBURCEMENT FOR TRAVEL EXPENCES

9.7.2.1.1 The fund will reimburse travel expenses to and from the BCRSC and ferry reservation costs.

9.7.2.1.2 Members are encouraged to use this fund with discretion and respect for our primary purpose. To that end, sharing travel expenses with other members whenever and wherever possible is recommended.

9.7.2.1.2.1 Travel expenses will be paid to and from the BCRSC at the rate of 50 cents per kilometer traveled.

9.7.2.1.3 Reimbursement may be requested by submitting the applicable reimbursement form to the BCRNA Treasurer.

9.7.2.1.4 QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBERS - TRAVEL FUNDING

9.7.2.1.4.1. Areas requesting travel reimbursement or prepayment for their RCMs or elected representatives of their respective Areas, must submit Area financial statements.

9.7.2.1.4.1.1. As long as an area is in their prudent reserve, and they follow the above guideline then they are eligible to receive applicable funding

9.7.2.1.4.1.2. BCRSC will offer the referenced Area travel reimbursement assistance, if said area has not attended the regional meeting for the past 2 meetings (Up to a maximum of \$700.00.)

9.7.2.1.4.1.3. A seated regional position and/or an Area may apply for air travel funding for an RCM or other representative, to attend the BCRSC if the road travel exceeds 8 hours one way.

9.7.2.2 SUBSIDY FOR ACCOMODATION & MEALS

9.7.2.2.1 If the eligible member in 9.7, Lives or travels from a starting point at least an hour's drive or further, from the central meeting location.:

9.7.2.2.1.1.

9.7.2.2.1.1. Is required to attend on both Saturday and Sunday.

9.7.2.2.1.1.1. Is not currently funded by their respective Area to attend, The Trusted Servant will be subsidized for two nights' accommodations, and 4 meals. The amount of subsidized meals may vary at the traveling regional meeting, dependent on cost. The Trusted Servant will also be subsidized up to \$60 for food expenses (eg: "on-the road") while traveling to/from the meeting location.

9.7.2.2.2.2. Is required to attend on the Saturday only, and

9.7.2.2.2.2.1. Is not currently funded by their respective Area to attend, The Trusted Servant will be subsidized for one night's accommodation, and 2 meals. The amount of subsidized meals may vary at the traveling regional meeting, dependent on cost. The Trusted Servant will also be subsidized up to \$60 for food expenses (eg: "on-the road") while traveling to/from the meeting location.

9.7.2.2.3 If the eligible member in 9.7, Lives or travels from a starting point within an hour's drive from the central meeting location:

9.7.2.2.3.1. Is required to attend either (i) Saturday and Sunday, or (ii) Saturday only, and (c) Is not currently funded by their respective Area to attend, The Trusted Servant will be subsidized for either (i) two meals or (ii) one meal respectively. The amount of subsidized meals may vary at the traveling regional meeting, dependent on cost.

9.7.2.2.4 It is the responsibility of the trusted servant to identify which nights and meals they are applying for, on the venue application form.

9.7.2.2.5 A minimum of eight days' notice is required to receive a full refund on booked accommodations. If you cancel within eight days prior to the RSC meeting you will be responsible for 50% of the cost.

9.7.2.2.6 That one member of the facilitation team and the venue coordinator be funded for accommodation regardless of distance travelled. The facilitation team to decide amongst themselves who is funded.

9.7.2.3 QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBERS - ACCOMMODATION AND MEAL SUBSIDY

9.7.2.3.1 Areas requesting accommodation and meal subsidy for their RCMs or elected representatives of their respective Areas, must submit Area financial statements.

9.7.2.3.2 As long as an area is in their prudent reserve, and they follow the above guideline then they are eligible to receive the applicable subsidy.

9.7.2.3.3 BCRSC will offer the referenced area accommodation and meal subsidy assistance, if said area has not attended the regional meeting for the past 2 meetings. This amount factors into and is included in the \$700 maximum declared on 9.7.2.1.4.1.2, if travel expense claims are also applied.

9.8 RD, AD TRAVEL FUND

9.8.1 Fifteen percent of BCRSC gross receipts is to be set aside as the RD, AD travel fund.

9.8.2 Direction will be taken from voting members with respect to any amounts in excess of budget forecasts

9.8.2.1 At this time, RD's provide a projected travel budget for one year.

9.8.3 WSC ATTENDANCE

The following expenses will be paid for the RD and AD to attend the World Service Conference in US funds:

9.8.3.1 Transportation to and from airports

9.8.3.2 Return airfare

9.8.3.3 One half the expense of a double room per day

9.8.3.4 Per Diem meals equal to the WSC per diem, provided to the RD at the rate declared in "[Addendum A - Travel Reimbursement Policy](#)" of the official Guide to World Services in Narcotics Anonymous." Any excess surplus funds are to be returned to Regional

9.8.4 CZF ATTENDANCE: Same reimbursement rates as [9.8.3](#), but in CAD currency.

9.8.4.1 The RD/AD may claim the basic registration for the Canadian Convention CCNA. If the AD/RD claims this portion they are required to volunteer at CCNA.

9.9 TRAVEL OUTSIDE CANADA

9.9.1 Any member seeking funding from the BCRSC to travel outside of Canada must disclose his/her border crossing status. Those with a criminal record must provide written documentation showing legal clearance prior to receiving funds.

9.10 LITERATURE SUBCOMMITTEE

9.10.1 The BCRSC requires our Literature Subcommittee to sell NA literature at no more than 7% above cost. Cost is understood to include our own handling costs. With this principle in mind, the pricing of NA literature, medallions, etc. is left to the discretion of the Literature Subcommittee.

- 9.10.2 The Literature Subcommittee must first support itself. After paying its bills, any remaining funds should be placed in the Literature Subcommittee's bank account, accumulating a stockpile of literature adequate to supply the Region for a minimum of one quarter. After this stockpile has been established, excess funds will be diverted to the BCRSC.
 - 9.10.3 The Literature Subcommittee obtains an insurance policy (re: theft, water damage, vandalism, etc.) to cover the maximum amount of literature in the stockpile.
 - 9.10.4 The BCRLC accepts payment for literature by certified cheque, money order, or direct deposit only.
 - 9.10.5 Two signatures are required on all BCRLC expenditures, one of the signatures being one of the BCRSC Administrative Committee.
 - 9.10.6 Newly elected BCR Literature committee Treasurer be ratified by the regional body.
- 9.11 The PR subcommittee supplies literature, when requested by the facility, to all Federal and Provincial jails and all youth detention centers.

10 REPORTS & CORRESPONDENCE

- 10.8 All RCMs, Officers and Subcommittee Chairpersons are required to submit a report to the secretary two weeks prior to the upcoming BCRSC meeting.
- 10.9 Any and all proposals contained within the body of a report will be dealt with in the appropriate area of New Business.
- 10.10 Accounting of Operating Expenses and inventory, where applicable, will be included in BCRSC Meeting Reports. Annual accounting reports of operating funds will be submitted at BCRSC meeting immediately prior to regularly scheduled elections. All excess funds will be returned to BCRSC at this meeting; similarly, any outstanding Expenses will be reimbursed.
- 10.11 Unless privileges have been granted as per the respective trusted servant's duties and descriptions, all correspondence (eg: emails) directed to the Regional Body Distribution List, is to be first submitted to the secretary. All correspondence is limited to NA business matters only.

11 AMENDMENT OF GUIDELINES

- 11.8 Any RCM, Officer or Subcommittee Chairperson may propose changes to the BCRSC Guidelines at a regular meeting. If the change affects what we do, it will be the decision of the RCMs whether they can decide on the change at the time or if they require the matter to go back to their areas for decision. If the matter goes

back to area, it will be decided on at the next BCRSC using Consensus Based Decision Making.

- 11.8.1 Tabled proposals coming back from an area that have been blocked as per [*Final Decision Definitions*](#), shall not move forward. Consensus will not have been achieved.
- 11.9 The change will go into effect upon its approval, unless otherwise specified.
- 11.10 Corrections to the Guidelines document of grammatical, spelling and typing errors, and the numbering system may be made by a Guidelines Workgroup decision providing the intent of the document is not changed.
- 11.11 Proposals pertaining to current practices may be decided at a BCRSC meeting.

12 SPECIAL EVENTS COMMITTEE

- 12.8 That any BC Region special event committee will coordinate with the Activities Sub-committee within the Area before the fundraiser date is set.
 - 12.8.1 For fundraising guidelines see [*Addendum A*](#).
- 12.9 Upon receipt of BC Regional funds, that any special event committees, including Ad-Hoc, requiring its own operating bank account, must have a minimum of two signatures for all disbursements.

13 BCRSC MEETING – SCHEDULE, LOCATION & HOSTING

- 13.8 The BCRSC Meeting will be held 2 times a year in a central meeting location in August and November. The February meeting will be held on an online platform. The May meeting will be held outside a central meeting location .
 - 13.8.1 The BCRSC facilitator will appoint a Regional Venue Coordinator whenever necessary.
- 13.9 To hold the BCRSC Meeting on the last weekend of the months of February, May, August and November.

14 WORKGROUPS

Sometimes the RSC has a special project that does not fit into any existing subcommittees job description. Maybe the region wants to re-evaluate job descriptions or plan a multi area learning day. In such cases, the RSC may wish to create workgroup to move the project from idea to completion. Workgroups are set up for a specific purpose. When they have completed the task and achieved the deliverable, they are disbanded.

- 14.8 The region will define the following:
 - 14.8.1 Task: Overview of what the project is for
 - 14.8.2 Deliverable: what the region expects to be the final product of the workgroup

- 14.8.3 Point Person: single point of accountability to the region for the workgroup.
This person can either volunteer or be appointed by the Facilitation team
- 14.8.4 Project Members: members that are willing to be involved in the creation and implementation of a project
- 14.9 The workgroup defines the following:
 - 14.9.1 Detailed Timeline with Milestone Check-ins
 - 14.9.1.1 Detailed Timeline lists the steps that are required to achieve the deliverable
 - 14.9.1.2 Milestone Check-in lists the projected dates that each step will be completed
- 14.10 The region and the workgroup will define the following in collaboration:
 - 14.10.1 Completion date: the date that the deliverable will be achieved
 - 14.10.2 Budget: what funds will the workgroup need to complete the project
- 14.11 Workgroups will use Project Charge Sheet found in [Addendum G](#) to track their progress and report to the BCRSC

ADDENDUM A- WSB BULLETIN #21: The Generation of Funds (fundraising) and the Seventh Tradition in Narcotics Anonymous

<https://na.org/wp-content/uploads/2024/08/Bulletin-21-revised.pdf>

ADDENDUM B- CONSENSUS BASED DECISION MAKING FLOWCHART

<https://bcna.ca/wp-content/uploads/2025/03/ADDENDUM-B-CBDM-Procedure.pdf>

Addendum C: Acronym List

<https://bcna.ca/wp-content/uploads/2025/03/ADDENDUM-C-Acronym-List.pdf>

Addendum D: BC Regional Service Committee Email Contact List

<https://bcna.ca/wp-content/uploads/2025/03/ADDENDUM-D-%E2%80%93-BC-REGIONAL-AREA-CITY-DIRECTORY.pdf>

Addendum E – Pacific Northwest Convention of Narcotics Anonymous Guidelines (Revised 10/25/2014)

<https://bcna.ca/wp-content/uploads/2025/03/ADDENDUM-E-PNWCNA-Guidelines-2014.pdf>

Addendum F – BC Regional Area Directory

<https://bcna.ca/wp-content/uploads/2025/03/ADDENDUM-F-Regional-and-Area-Directory.pdf>

Addendum G – Blank Charge Sheet

<https://bcrna.ca/wp-content/uploads/2025/03/ADDENDUM-G-Project-Charge-Sheet.pdf>

Addendum H – BCRCNA Convention Guidelines

<https://bcrna.ca/wp-content/uploads/2025/06/APPROVED-2025-BCRCNA-Guidelines.pdf>