



# Iowa Region of Narcotics Anonymous

## Regional Service Guidelines

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## ARTICLE ONE – PURPOSE/DEFINITION

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### **PURPOSE**

The purpose of the Iowa Region of Narcotics Anonymous (IRNA) is to support the Areas and Groups in their primary purpose to carry the message to the addict who still suffers. IRNA links together the Areas and Groups within its Region to encourage the growth of Narcotics Anonymous.

### **DEFINITION**

The Iowa Region of Narcotics Anonymous (IRNA), a non-profit tax-exempt organization, is made up of Members, Groups and Areas within the geographical boundaries of Iowa, but not limited to Iowa in approved instances. This service body is designed to provide services to its member Areas through unity of action where appropriate to carry the message of Narcotics Anonymous recovery to the communities within its reach.

Some additional common terms used in these guidelines include: Iowa Regional Service Conference (IRSC) refers to the weekend gathering of IRNA and interested fellowship members; Iowa Regional Service Meeting (IRSM) refers to the “business” meeting conducted to make decisions for the Iowa Region of NA.

## ARTICLE TWO – MEMBERSHIP

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Iowa Region of Narcotics Anonymous is not exclusive, it is all-inclusive – all members of NA are encouraged to attend the IRSC.

### **A. Members:**

1. All members of NA in attendance are considered members of the IRSC.
2. Members may enter into discussion and consent during the IRSC except matters before the IRSM.
3. Members may contribute to the IRSM through their Full Participating Member.

### **B. Full Participating Members:**

1. Regional Committee Members (RCM) of qualifying Areas are Full Participating Members.
2. In the absence of the RCM, the RCM-Alternate or the Area’s duly designated representative is a Full Participating Member. If the RCM or RCM-Alternate is unable to attend the IRSC, a duly appointed proxy may represent the Area with a letter from the Area signed by two Area Officers and presented to the IRNA Facilitator prior to the-IRSM.
3. Full Participating Members shall be the only participants to consent at the IRSM.
4. Full Participating Members who have missed two consecutive meetings must reestablish Full Participating Membership as determined by the IRSM.

### **C. Area Requirements:**

1. For an Area to be a Full Participating Member at the IRSC, they shall meet the following criteria:
  - a. The Area must have an active Area Service Committee (ASC), or equivalent.
  - b. The Area must be registered with the IRNA Recorder.
2. When forming a new Area, the ASC shall send a letter to the IRNA Facilitator detailing the following information:
  - a. Reason the Area is forming.
  - b. Number of Groups in the Area.
  - c. All Area contact information including officers or their equivalent.
3. The Facilitator will notify the IRNA participants of the desire of a new Area to be seated as soon as possible.
4. Acceptance of a new Area requires a consensus at the IRSM.

### **D. Regional Trusted Servants:**

1. See Article Three for descriptions of Regional Trusted Servants.

2. Regional Trusted Servants may enter into discussion and consent on any matter before the IRSC.
3. Regional Trusted Servants may enter into discussion during the IRSM. They may not consent.

## ARTICLE THREE – TRUSTED SERVANTS

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### A. General Qualifications:

As well as holding no other Iowa Region of NA level service commitments by the time they assume their duties, the IRNA Trusted Servants should demonstrate the following:

1. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
2. Ability to organize, direct and motivate.
3. Discretion—the assurance that confidential information will be protected.
4. Experience—members should possess service experience.
5. Ability to communicate electronically.
6. History of commitment.
7. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
8. The time and resources needed to serve in their role.

### B. Iowa Regional Service Board:

1. General Qualifications
  - a. Service experience within the Iowa Region of NA.
2. Terms of Service
  - a. All IRSB positions shall have a term of two (2) years each.
  - b. Co and Alternate positions are training positions. Members should be prepared to be elected to the next position.
  - c. The Facilitator, Co-Facilitator, Regional Delegate, and Alternate Delegate shall take office in odd number years.
  - d. The Recorder, Treasurer, and Co-Treasurer shall take office in even number years.
3. Facilitator
  - a. Clean Time:
    1. Shall have a minimum of four (4) years of continuous clean time.
  - b. Responsibilities
    1. Presides over the IRSM in a fair and impartial manner.
    2. Refrains from discussing a proposal or topic when presiding. Expresses no opinions on topics before the IRSM.
    3. Presides over the IRSB Meetings
    4. Shall be one of the co-signers on the IRNA checking account.
    5. Signer on all legal documents or contracts for IRNA.
    6. Assists the Co-Facilitator with oversight of the activities of IRNA Workgroups and Committees.
    7. When an Area is absent from the IRSM, the Facilitator shall contact the RCM of the Area or the last known Area Contact to discuss the absence with them. The Facilitator shall report this contact at the next IRSB and the next IRSC.
4. Co-Facilitator:
  - a. Clean Time:
    1. Shall have a minimum of four (4) years of continuous clean time.
  - b. Responsibilities:
    1. With the assistance of Facilitator provides oversight of the activities of IRNA Workgroups and Committees.
    2. The Co-Facilitator will preside over Open Forum.

3. In the absence of the Facilitator, the Co-Facilitator shall assume the Facilitator responsibilities and act as Facilitator.
4. The Co-Facilitator shall be one of the co-signers on IRNA checking account.
5. Second signer on legal documents of contracts for IRNA that require additional signature.
5. Treasurer:
  - a. Clean Time:
    1. Shall have a minimum of four (4) years of continuous clean time.
  - b. Qualifications:
    1. The Treasurer should have basic bookkeeping and accounting skills, be able to balance a checkbook, and have proven successful Group and/or Area level treasury experience.
  - c. Responsibilities – See Article Five-- Finances.
    1. The incoming Treasurer shall make a written and verbal report on the proposed budgets for the fiscal year at the Winter IRSM.
    2. Shall be one of the co-signers on the IRNA checking account.
6. Co-Treasurer
  - a. Clean Time:
    1. Shall have a minimum of four (4) years of continuous clean time.
  - b. Qualifications:
    1. The Co-Treasurer should have basic bookkeeping and accounting skills, be able to balance a checkbook, and have proven successful Group and/or Area level treasury experience.
  - c. Responsibilities:
    1. In case of the Treasurer's absence, the Co-Treasurer assumes the role of Treasurer and provides a written report of its contents. See Treasurer above.
    2. Shall be one of the co-signers on the IRNA checking account.
    3. Assists the Treasurer to complete the responsibilities of the Treasurer.
    4. See Article Five - Finances.
7. Recorder:
  - a. Clean Time:
    1. Shall have a minimum of two (2) years of continuous clean time.
  - b. Responsibilities:
    1. The Recorder will keep accurate minutes of the IRSM and IRSB.
    2. The Recorder shall read unfinished service, new service and financial requests from the previous IRSC.
    3. The Recorder will provide the Unfinished Service and New Service of the have the IRSM minutes to the IRSB as close as possible to 15 days after the meeting for approval.
    4. The Recorder will email the approved IRSM minutes to all IRNA participants as close as possible to thirty (30) days following the IRSC.
    5. The outgoing Recorder will complete minutes of the last IRSM of their term.
8. Co-Recorder:
  - a. Clean Time:
    1. Shall have a minimum of eighteen (18) months of continuous clean time.
  - b. Responsibilities:
    2. The Co-Recorder shall maintain, update, & distribute the Regional Trusted Servants List.
    3. The Co- Recorder will assist the Recorder in taking the minutes of the IRSM and IRSB.
    4. In the case of the Recorder's absence, the Co-Recorder shall assume the role of the Recorder.
9. Regional Delegate (RD):
  - a. Clean Time:
    1. Shall have a minimum of five (5) years of continuous clean time.
  - b. Qualifications:

1. Previous service experience on the IRSB.
- c. Responsibilities:
  1. The RD is the main link between Narcotics Anonymous World Services (NAWS) and IRNA.
  2. The RD should be trusted to carry the conscience of the IRNA to the World Service Conference (WSC). To ensure this trust, the RD shall keep the IRSC informed of issues from NAWS and attend the WSC biennial and other related forums such as zonal, and world-wide workshops.

10. Alternate Delegate (AD):

- a. Clean Time:
  1. Shall have a minimum of five (5) years of continuous clean time
- b. Qualifications:
  1. Previous Service Experience on the IRSB.
- c. Responsibilities:
  1. The AD is the secondary link between NAWS and IRNA.
  2. In case of the RD's absence, the AD assumes the role of RD and provides a written report of its contents. See RD above.

11. Information Technology Facilitator (IT Facilitator):

1. Clean Time: Shall have a minimum of two (2) years of continuous clean time.
2. Responsibilities:
  - a. Facilitates the IT workgroup to accomplish the IT tasks.
  - b. The IT Facilitator shall coordinate the maintenance of the Iowa Regional Web site and all social media accounts.
  - c. The IT Facilitator shall coordinate the update of the information on the basic meeting list server.
  - d. The IT Facilitator shall work with the IT Coordinator. See 11.3, below.
3. IT Coordinator:
  - i. Clean Time: Shall have a minimum of one (1) year of continuous clean time
  - ii. Responsibilities:
    - a. The IT Coordinator shall coordinate the virtual part of Iowa Regional Meetings.
    - b. The IT Coordinator shall coordinate the printer at IRSC Meetings.
    - c. And any additional assistance requested by the IT Facilitator.

**C. Committee Facilitator:**

1. Clean Time:
  - a. Shall have a minimum of two (2) years of continuous clean time
2. Qualifications:
  - a. Service experience within the scope of the committee they shall facilitate
3. Responsibilities:
  - a. Presides over the Committee's meeting.
  - b. Coordinates and is responsible for the Committee's activity.
  - c. Shall attend the IRSC and IRSB meetings.
  - d. Shall provide a written report of the activities of their workgroup at each IRSM and a verbal report to the IRSB.

**D. Workgroup Coordinator:**

1. Clean Time:
  - a. Shall have a minimum of one (1) year of continuous clean time.
2. Qualifications:
  - a. Service experience within the scope of the workgroup they shall coordinate.
3. Responsibilities:

- a. Presides over the Workgroup Meetings.
- b. Coordinates and is responsible for the workgroup's activity.
- c. Should attend the IRSC and IRSB meetings.
- d. Shall provide a written report of the activities of their workgroup at each IRSC and a report to the IRSB.

**E. Removal of Trusted Servants:**

- 1. Voluntary Resignation
  - a. Shall be provided to the IRNA Facilitator in writing.
  - b. In the case of Iowa Regional Service Board Trusted Servants:
    - i. IRNA Facilitator shall notify IRSC participants of the resignation within seven (7) days of receipt of written notification of resignation.
    - ii. The IRSB shall place on the agenda of the next IRSC the opening of nominations of the servant position
  - c. Workgroup Coordinator or Committee Facilitator:
    - 1. IRNA Facilitator shall notify IRSC participants of the resignation within seven (7) days of receipt of written notification of resignation.
    - 2. The IRSB at their next meetings shall appoint a replacement to serve until the next IRSC.
    - 3. At the next IRSC, the replacement shall be confirmed or not confirmed by the IRSC.
- 2. Involuntary
  - a. Due cause shall consist of one of the following:
    - i. Relapse.
    - ii. Misappropriation of NA Funds.
    - iii. Failure to attend service meetings without notification.
    - iv. Failure to fulfill duties of the trusted servant position.
  - b. Process for Removal shall follow these procedures:
    - i. The IRSB shall place on the agenda the proposal for removal with due cause on the agenda of the next IRSC
    - ii. The IRNA Facilitator shall notify the individual in writing at minimum seven (7) days prior to the IRSC of the action and due cause.
    - iii. See Article Eight on Decision Making.

## **ARTICLE FOUR – COMMITTEES/WORKGROUPS**

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**A. Committees**

- 1. All outgoing IRNA Committee Facilitators shall give a yearly report at the Winter IRSM. This report should include the following:
  - a. Accomplishment of past goals.
  - b. Problems and solutions.
  - c. Expenditures, if any.
  - d. Goals of the workgroup for the year; and
  - e. Any known plans for activities during the next year.
- 2. Public Relations Committee:
  - a. The Iowa Public Relations Committee (IPRC) is a resource for the members, groups and areas within the Iowa Region to strengthen PR efforts. (See Supplement 1 – Iowa Public Relations Committee Guidelines)
  - b. The IPRC shall meet prior to the quarterly Iowa Regional Service Committee Meeting, unless special circumstances indicate a need for additional meetings.
- 3. Iowa Regional Convention Committee:

- a. The Iowa Regional Convention Committee is a resource to assist and facilitate efficient organization for Areas hosting the Iowa Regional Convention. (See Supplement 2)

**B. Workgroups:**

1. A workgroup is short-term or project based.
2. How a workgroup is formed:
  - a. Any member of IRNA may request the formation of a workgroup at any time.
  - b. If formation is approved by consensus at the IRSM, the IRSB appoints the Workgroup Coordinator for that workgroup.
  - c. Any member of IRNA desiring to participate with a workgroup's project should contact the Workgroup Coordinator.
3. In order to efficiently accomplish its assigned task, the workgroup will meet regularly between IRNA quarterly meetings.
4. The Workgroup Coordinator shall provide IRNA with updates on the progress of its project.

**ARTICLE FIVE – FINANCES**

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- A. All Committees, workgroups and IRSB members shall submit a budget for the fiscal year to the IRSM at the Summer meeting and shall be approved at the Fall meeting.
- B. The fiscal year shall run from the beginning of the Winter IRSC until Friday before the next Winter IRSC.
- C. IRNA Treasurer will issue a receipt for all funds received.
- D. IRNA funds will be placed in a bank account known as "Iowa Region of NA." It is recommended that the Treasurer, Co-Treasurer, Facilitator and Co-Facilitator, be the signers on the checking account.
- E. The Treasurer shall make a written financial report(s) of revenues and expenditures at each regularly scheduled meeting of IRSM.F. The Treasurer is responsible for maintaining IRNA's 501(c)(3) exempt nonprofit status with the Internal Revenue Service and with the Iowa Secretary of State.
  1. A tax return will (Form 990) be filed on behalf of IRNA annually according to federal guidelines;
  2. A biennial report will be filed with the Iowa Secretary of State every odd-numbered year.
  3. Current Treasurer contact information is required to be maintained with both the Internal Revenue Service and the Iowa Secretary of State utilizing the [treasurer@iowa-na.org](mailto:treasurer@iowa-na.org) e-mail address
- G. The outgoing Treasurer shall make a written and verbal report on the fiscal year at the Winter IRSC. This report should include at minimum:
  1. Contributions to the IRNA broken down.
  2. Expenditures of the IRNA broken down; and
  3. Donations to NAWS, other service bodies, or NA communities in need.
- H. The incoming Treasurer shall make a written and verbal report on the proposed budgets for the fiscal year at the Winter IRSM.
- I. A financial review of the IRNA financial records should take place annually, or when there is a change in Treasurers. Suggested procedures for the financial review are:
  1. The IRSB should determine when a financial review is to take place.
  2. The Treasurer should be available to the review committee in order to assist and answer questions, if necessary.
- J. The IRNA will maintain a prudent reserve as follows:
  1. At the close of business Winter Cycle, 30% of the Annual IRSC Budget.
  2. At the close of business Spring Cycle, 20% of the Annual IRSC Budget.
  3. At the close of business Summer Cycle, 20% of the Annual IRSC Budget.
  4. At the close of business Fall Cycle, 30% of the Annual IRSC Budget.
- K. Financial reimbursement requests must be accompanied by a valid receipt.



- L. Financial requests, including committee and workgroup requests above and beyond the respective approved budget, must be approved at the IRSM.
  - 1. The Treasurer can honor a financial request from a committee or workgroup facilitator/ coordinator away from the IRSM.
  - 2. The approval of two (2) IRNA Board Members (other than the Treasurer or Co Treasurer) is required.
  - 3. Financial Requests made away from the IRSM shall be reported at the next IRSB
- M. If excess funds remain after being distributed to IRSB members, Committees, Workgroups and Areas for approved purposes, the excess funds must be returned to IRNA Treasurer later than the next regular meeting of the IRNA.
- N. Receipts must be presented to the Treasurer no later than the next regular meeting of the IRNA for funds distributed for budgeted purposes by the IRNA Treasurer.
- O. In the event of mishandling or theft of the IRNA funds, Board of Trustees Bulletin #30 - Theft of NA Funds (see Addendum A) should serve as a guide for action to be taken by the IRNA.

## **ARTICLE SIX – REGIONAL SERVICE**

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### **A. Schedule.**

The Iowa Regional Services Board (IRSB) shall prepare and distribute the schedule thirty (30) days prior to the IRSC. Any changes to this schedule should be made with the consensus of the IRSB and need to be completed before the thirty (30) day deadline, except in the case of a natural emergency (fire, flood, etc.). See sample Schedule at Addendum C.

### **B. IRSM Agenda.**

The IRSB shall prepare the agenda. The agenda will be distributed thirty (30) days prior to the next IRSC. New Proposals for consideration should be sent to the Facilitator no later than forty-five (45) days prior to the next IRSC. See sample Agenda at Addendum D.

### **C. Rotation.**

- 1. For IRSC location, see Addendum B.
- 2. The IRSC shall be a two-day event:
  - a. Winter shall be held the 3<sup>rd</sup> weekend in February.
  - b. Spring shall be held the 1<sup>st</sup> weekend in June.
  - c. Summer shall be held the 3<sup>rd</sup> weekend in August.
  - d. Fall shall be held the 3<sup>rd</sup> weekend in November.

### **D. Procedures.**

- 1. Iowa Regional Service Board Meeting.
  - a. The IRSB shall meet monthly.
  - b. The IRSB shall meet using current technology to save travel and time expenses. This includes but is not limited to video conference calls, or in person meeting at events.
  - c. The Facilitator may schedule more meetings as necessary.
  - d. The IRSB facilitator with input of the rest of IRSB shall determine the date and time of these meetings.
- 2. IRSC Hosting Responsibilities:
  - a. IRNA
    - i. The IRSB Treasurer shall issue a check to the hosting area prior to the next scheduled IRSC.
    - ii. These monies shall be for rent of building and lunch on Saturday
    - iii. In case of an Area needing to forfeit hosting the IRSC, the IRSB Facilitator shall contact the next area on the rotation and informed them of changes and ask this area to host the IRSC.
  - b. Hosting Area
    - i. Shall secure a location for the scheduled weekend of the quarterly IRSC.

- ii. Shall develop and present a flyer to all participants and have posted to the Iowa Region website at IRSC prior to their hosting this event.
  - iii. Flyer should include date of IRSC, location, hotel accommodations
  - iv. Hosting Area should encourage local members to be involved in the planning of location and meal ideas/ preparation.
  - v. Shall keep all receipts of money used to host the IRSC and return receipts to the IRSB Treasurer/Co-Treasurer
- c. Location Requirements.
  - i. The location shall have internet access. If internet access is not available, the hosting area shall provide it.
  - ii. The location shall be ADA compliant.
  - iii. The Location shall be large enough to accommodate breakout sessions.
  - iv. The location hours of availability shall be at minimum 8 am to 8 pm on Saturday and 8 am to 5 pm on Sunday.
- 3. Reports
  - a. All Regional Trusted Servants and Full Participating Members shall submit a report to the Recorder. These reports shall be included in the minutes from the IRSCM.
  - b. Whenever possible reports shall be typed and single spaced and submitted electronically.
  - c. Non- typed report shall be written in black ink on 8 1/2 x 11 white paper.
  - d. All reports shall be written on one side of the paper only.
  - e. The Recorder has the discretion to refuse reports and request a resubmit.
- 4. Miscellaneous
  - a. The IRSC shall be non – smoking.
  - b. A quorum of half of the registered Areas of the Iowa Region need to be in attendance at the IRSM for business to be conducted.
  - c. Changes to these guidelines shall require the proposal to go back to the Areas of the Iowa Region of NA and follow Article Eight.
  - d. Changes to the Addendum section of these guidelines can be made by the IRSB and reported to the IRSC for confirmation.
  - e. Changes to the Supplement section of these guidelines are made by the individual committee or workgroups that developed them and reported to the IRSC for confirmation.

## **ARTICLE SEVEN - OPEN FORUM**

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The purpose of Open Forum is to provide an opportunity for discussion of any items of interest to any member of the Fellowship. Open Forum is for participation of the Fellowship, not just RCMs and IRSB Members.

- A. The Co-Facilitator is responsible for presiding over Open Forum and reporting its content to the IRSC.
- B. Open Forum is a good time for participants to express, as well as gain, a sense of the needs of the Areas and Groups in the Iowa Region, as well as the NA Fellowship worldwide.
- C. Discussions during Open Forum may result in a new proposal to be placed on the agenda under New Business
- D. Should the need arise, Open Forum provides participants an opportunity to exercise NA's Tenth Concept by petitioning "for the redress of a personal grievance without fear of reprisal." The Open Forum body will take great care to hear such grievances, responding quickly and fairly, in its hope to continue operating smoothly.
- E. The grievance shall contain the following:

1. Should be in written form.
  2. The sources and nature of the grievance.
  3. The proposed redress of said grievance.
  4. When submitted to the Iowa Region Service Conference (IRSC) for action(s), and shall be reflected in the IRSC minutes.
- F. In the absence of the Co-Facilitator, either the Recorder or Treasurer will be responsible for the facilitation of Open Forum.

## **ARTICLE EIGHT - DECISION MAKING**

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### **A. General Description:**

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it insures that we follow our 9th Concept: "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the IRNA. All IRNA proposals and decisions, except elections and assembly locations, will be considered using consensus-based decision making. In the consensus-based decision-making process, we utilize five color cards (white, green, yellow, orange, red) to signify questions or additions to the discussion, as well as to show your consent or objection to a proposal. Addendum E details the definition of each color card and Addendum F illustrates the flow of the decision-making process.

### **B. Decision Making Process**

1. Presentation - A proposal is presented to the Facilitator by a member of IRNA.
  - a. This may be submitted to the Facilitator prior to the meeting to be placed on the agenda; or
  - b. It may come during Open Forum, a Regional Trusted Servant, or a Full Participating Member and placed on the agenda.
2. Clarification - the Maker of the Proposal presents the proposal to the IRSC body and answers questions about the proposal. Only questions and/or clarification will be allowed during this step of the process.
3. Straw Poll.
  - a. The five color cards will be utilized.
  - b. 100% Agree, the proposal goes directly to the consensus phase.
  - c. 100% Block, the proposal goes directly to the consensus phase.
  - d. Anything less than 100%, the proposal moves to discussion.
4. Discussion Phase.
  - a. The Facilitator shall guide discussion utilizing the five color cards.
  - b. Changes to the proposal can be made during this time.
  - c. The facilitation of discussion should be to offer solutions to create compromise.
  - d. All objections should be heard out or compromise made.
5. Consensus.
  - a. The five color cards will be utilized.
  - b. If 80% of cards are: Accept, Accept with Reservations, Stand Aside, or Surrender, the consensus is that the proposal is accepted.
  - c. If not all cards are "Accept," the Facilitator may ask for further explanation from those members.
  - d. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:
    - i. Place on the agenda for the next meeting and IRSC members may take the proposal back to discuss with their Areas and groups.
    - ii. Return to the discussion phase.

- iii. Declare that the proposal is rejected.
- 6. Non-consensus-based decisions are as follows:
  - a. . Elections with more than one nominee will be performed by closed ballot voting.
    - i. The Facilitator or Acting Facilitator shall cast their ballot before the vote is collected. This vote shall be used only in the event of a tie.
    - ii. A plurality will determine elections.
  - b. Assembly dates and location.
    - i. The Facilitator shall assign each proposed location/date a color.
    - ii. The Facilitator shall cast his ballot before the vote is taken. This vote shall be used only in the event of a tie.
    - iii. A plurality will determine the location/date.
- 7. Proposals that supersede any item in these guidelines require a separate consensus with all cards being an AGREE.

## **ARTICLE NINE – NOMINATIONS AND ELECTIONS:**

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### **A. Regional Trusted Servants Elections:**

- 1. Summer IRSM:
  - a. Facilitator nominations open (even year).
  - b. Co-Facilitator nominations open (even year).
  - b. RD nominations open (even year).
  - c. AD nominations open (even year)
  - d. AD2 nominations open (even year).
  - e. Recorder nominations open (odd year).
  - f. Co-Recorder nominations open (odd year).
  - g. Treasurer nominations open (odd year).
  - h. Co-Treasurer nominations open (odd year).
  - i. IT Facilitator nominations open (even year).
- 2. Fall IRSM:
  - a. Co-Facilitator nominations close and election (even year).
  - b. Facilitator nominations close and election (even year).
  - c. AD nominations close and election (even year).
  - d. RD nominations close and election (even year).
  - e. AD2 nominations close and election (even year).
  - f. Recorder nominations close and election (odd year).
  - g. Co-Recorder nominations close and election (odd year).
  - h. Co-Treasurer nominations close and election (odd year).
  - i. Treasurer nominations close and election (odd year).
  - j. IT Facilitator nominations close and election (even year).
  - k. Committee Facilitators and Workgroup Coordinators to be approved.

## **ARTICLE TEN – BIENNIAL PLANNING SESSION**

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- A. At the Winter IRSC the IRSB shall develop a means to collect the conscience from the member areas-
- B. At the Spring IRSC (even years), an information gathering session will be held to review our services.
- C. A Biennial Planning Session shall take place at the Summer IRSC (even years) utilizing member areas' collective conscience.
- D. All members of Narcotics Anonymous in the Iowa Region may participate and consent in both sessions.

- E. The Biennial Planning Session will include all workgroups and committees of the IRNA.
- F. The Summer Planning Session:
  - 1. Shall use large group, small group, and roundtable discussion.
  - 2. Shall use Article Eight for decision making. All NA members in attendance at this session are full participating members.
- G. The Summer Planning Session will include at a minimum:
  - 1. Goals for the next 2 fiscal years.
  - 2. Projects for the next 2 fiscal years with action steps.
  - 3. Formation of the Budget for the next fiscal year.
- H. The Planning Session results shall:
  - 1. Be presented by the IRSB at the Summer IRSM (even years).
  - 2. Be approved or disapproved at the Fall IRSM (even years).
  - 3. Sample Planning Session Agenda: See Addendum I.

## **ARTICLE ELEVEN – REGIONAL ASSEMBLY**

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### **A. Pre-CAR Review:**

- 1. During the Winter IRSC, in even-numbered years, there shall be a review of the CAR.
- 2. The Regional Delegate, Alternate Delegate, and Alternate Delegate 2 shall facilitate an open forum question and answer session with discussion on issues at hand within the CAR/CAT.
- 3. Since the Review is to be held in an open forum setting, all members of NA are encouraged to participate.
- 4. The purpose of this review is to provide the IRNA an opportunity to have questions answered, and confusing issues clarified.
- 5. All Regional Trusted Servants and Full Participating Members are expected to attend this review.
- 6. One copy of the CAR/CAT will be provided to each Full Participating Member in attendance.

### **B. Regional Assembly:**

- 1. Prior to the World Service Conference and after the Winter IRSC, in even-numbered years, the IRSC will organize a Regional Assembly.
- 2. The Regional Assembly shall be in a location designated at the prior Fall IRSM.
- 3. The Regional Assembly brings any and all members of IRNA together for the purpose of developing a conscience concerning issues affecting Narcotics Anonymous worldwide. That direct contact between the Groups and the Conference helps ensure lines of communication will be open in order to keep our World Services attuned to the needs of our fellowship. Without this kind of communication, it would be much more difficult for the World Service Conference to effectively address the concerns of the NA Groups.
- 4. A sharing session will be conducted in which all Full Participating Members are encouraged to share how they developed their conscience and the reasons behind it.
- 5. These discussions shall give the delegates a clear indication of IRNA's conscience concerning world issues. These indications will guide the delegates when participating in the World Service Conference.
- 6. While this assembly is an open forum setting, only Full Participating Members may deliver a conscience.
- 7. The Regional Delegates shall be available to assist any member with questions that arise pertaining to the CAR/CAT prior to the Regional Assembly.
- 8. The Regional Delegates shall assist the Full Participating Members in facilitating CAR / CAT workshops at their request to respond to questions pertaining to the CAR or CAT prior to the Regional Assembly.

### WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, “Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse, “to” Let's throw the thief in jail!” But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation. Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all, involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen? If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a “defusing process” to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action. If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement. A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm. Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps. If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

## RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

(Revised 7/99)

## **ADDENDUM B – IOWA REGIONAL CONFERENCE ROTATION**

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The location rotation of the IRSC is as follows:

- Winter- South Central
- Spring, Summer and Fall shall rotate in the following order:
  - SEIANA – South East Iowa Narcotics Anonymous
  - MANA – Members Area Narcotics Anonymous
  - MRVANA –Mississippi River Valley Area Narcotics Anonymous
  - SWINA- Southwest Iowa Narcotics Anonymous
  - NCIANA- North Central Iowa Narcotics Anonymous
  - QCANA-Quad Cities Area Narcotics Anonymous
  - HANA- Heartland Area Narcotics Anonymous
  - SANA- Siouxland Area Narcotics Anonymous
  - FASANA-Freedom and Serenity Area Narcotics Anonymous
  - LANA-Lakes Area Narcotics Anonymous
  - CAFANA-Clean and Free Area Narcotics Anonymous



## ADDENDUM C - SAMPLE REGIONAL SERVICE CONFERENCE SCHEDULE

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### Iowa Narcotics Anonymous Service Conference (dates)

#### Saturday Subcommittee/Workshop Schedule

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**Attendees:** Any interested member may attend

**Please read:** Appropriate guidelines for reference: PR Guidelines/IRCNA Guidelines (Supplement 1)

**Please bring:** Copy of any subcommittee minutes **NOTE: No copies of minutes will be available!!**

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9:00 am – 10:00 am	Orientation Welcome - <i>RD / AD</i>
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9:00 am – 11:45 am	Iowa Convention Committee
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10:00 am – 11:00 am	Workgroups
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11:30 am – 12:00 pm	Lunch Provided by IRSC
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12:00 pm – 12:30 pm (15 minute break)	PR Committee – Full Body Open, Minutes, Area Reports, New proposals/ideas <i>Facilitator/ Co-facilitator</i>
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12:45 pm – 1:30 pm (15 minute break)	PR Committee Workgroups
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1:45pm – 3:15 pm	PR Committee - Full Body Workgroup reports, old service, new service <i>Facilitator/ Co-facilitator</i>
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3:30 pm– 5:00 pm	Region Workshop <i>RD / AD</i>
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#### SUNDAY SCHEDULE

9:00 am – Completion	Open Forum & Service Committee
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#### Additional Information:

All minutes, guidelines, and contact information for Regional subcommittees can be located on the Iowa Regional website at [www.iowa-na.org](http://www.iowa-na.org). This information can all be located on the “service” page of the website.

## ADDENDUM D - SUGGESTED IRSM AGENDA

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- A. Open with a moment of silence, followed by the Serenity Prayer.
- B. Reading of the Twelve Traditions, Twelve Concepts, and A Vision of NA Service (Addendum D1).
- C. Roll Call:
  - 1. Facilitator
  - 2. Co-Facilitator
  - 3. Recorder
  - 4. Treasurer
  - 5. Co Treasurer
  - 6. RD
  - 7. AD
  - 8. Committees/Workgroups
  - 9. RCMs
- D. Reports:
  - 1. Facilitator
  - 2. Co-Facilitator
  - 3. Treasury
  - 4. RD
  - 5. AD
  - 6. Committees/Workgroups Reports
  - 7. Area Reports
- E. Financial Requests – **Above budget requests, coordinators/facilitators should give financial requests to the Treasurer prior to the start of the IRSM**
- F. Unfinished Service
- G. New Service
- H. Treasury Closing Report
- I. Donations
- J. Close with prayer

## ADDENDUM D1 - READINGS

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### Twelve Traditions

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

### Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## A Vision for NA Service

Our vision is that one day:

Every addict in the world has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;

Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;

NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;

Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

## ADDENDUM E – CBDM COLOR CARDS

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- **WHITE CARD:**

For Discussion

"I've heard enough, let's have a consensus or straw poll."

For Consensus

"I go with the group conscience."

Raise this white card when you have no opinion or to SURRENDER.

- **GREEN CARD:**

For Discussion

"I have something to say"

Raise this green card to make a comment or give your opinion.

For Consensus

"I agree with the decision at hand, all things considered."

Raise this green card to AGREE if you are generally in support of the proposal. Agree does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.

- **YELLOW CARD:**

For Discussion

"I have a question" or "I need clarification on what was just said."

Raise this yellow card for clarification.

For Consensus

"I have concerns, but I can live with it."

Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.

- **ORANGE CARD:**

For Discussion

"I can clarify on what was just said."

Raise this orange card if you can help answer or clarify on the topic.

For Consensus

"I personally can't do this, but I won't stop others from doing it."

Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

- **RED CARD:**

For Discussion

"Stop!"

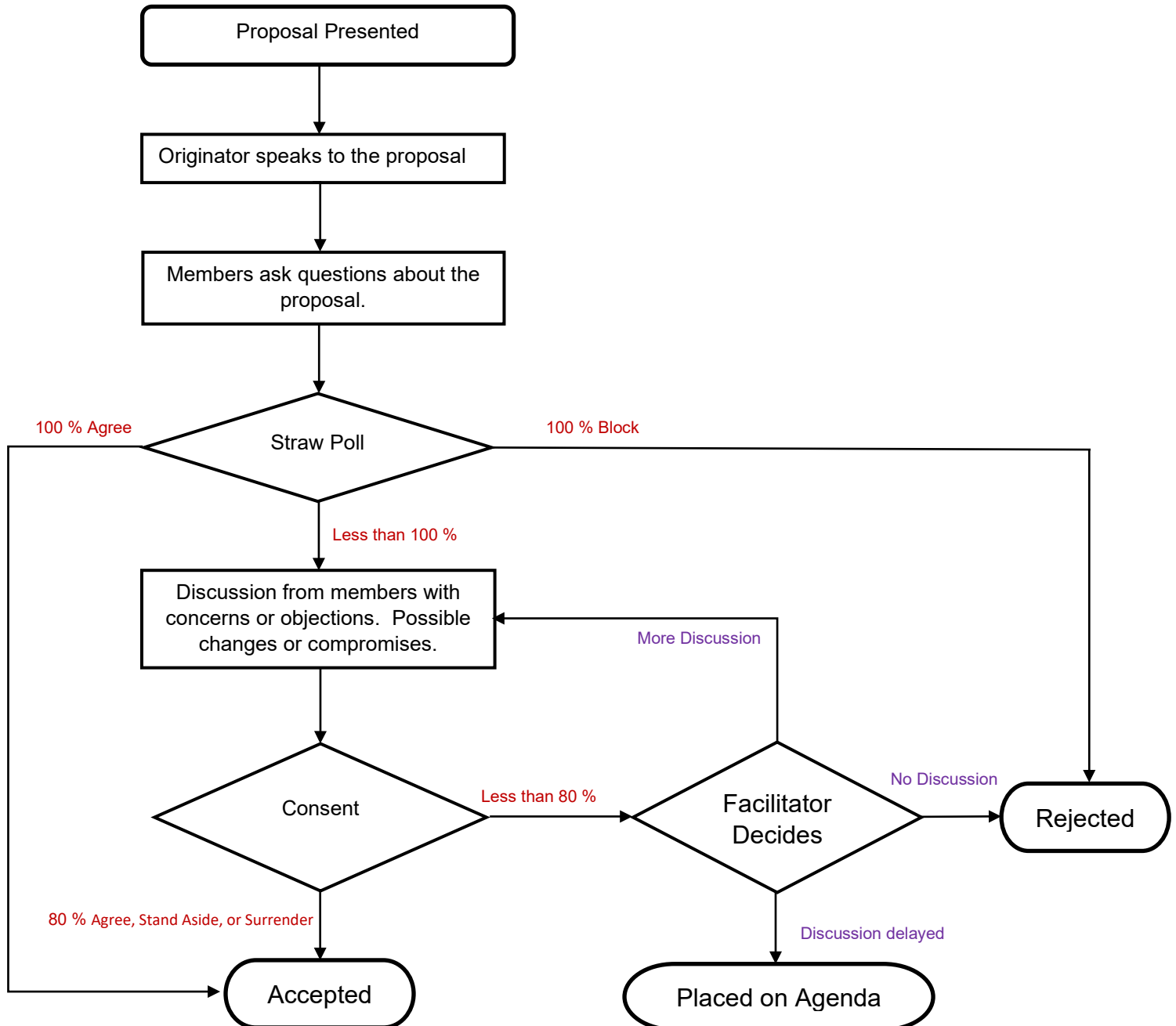
Raise your red card to indicate problems with the process such as when...

- our agreed upon procedures are not being followed
- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you'd like to suggest a break

For Consensus

"I cannot support this or allow the group to support this. It is against our principles." Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

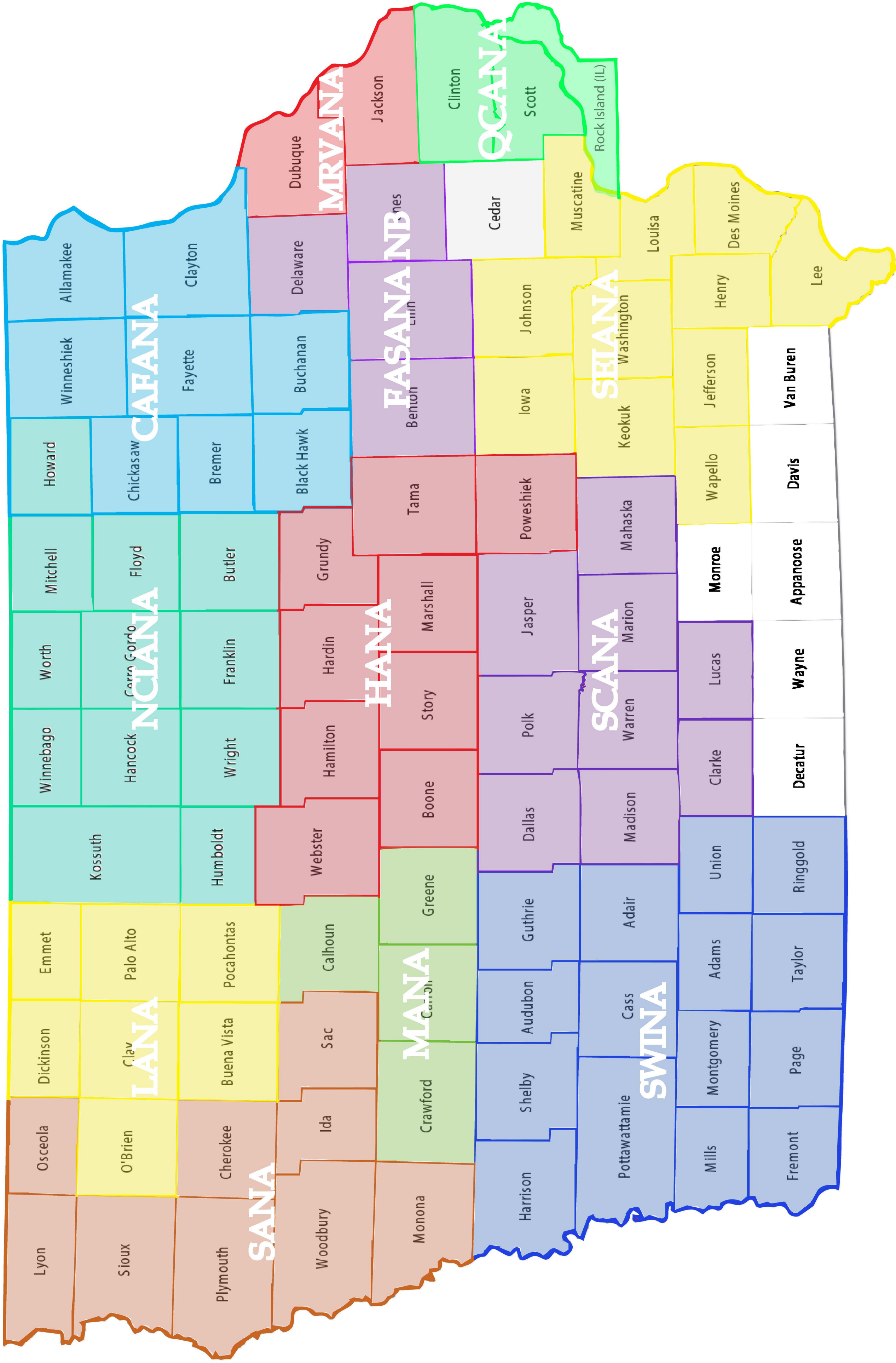
## Consensus Based Decision Making Flow Chart



## **ADDENDUM G –ABBREVIATIONS/ACRONYMS**

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Alternate Delegate	AD
Area Service Committee	ASC
Conference Agenda Report	CAR
Conference Approval Track	CAT
Iowa Regional Service Conference	IRSC
Iowa Regional Service Meeting	IRSM
Iowa Region of Narcotics Anonymous	IRNA
Iowa Regional Convention of Narcotics Anonymous	IRCNA
Iowa Regional Service Board	IRSB
Narcotics Anonymous	NA
Narcotics Anonymous World Services	NAWS
Plains States Zonal Forum of Narcotics Anonymous	PSZFNA
Regional Committee Member	RCM
Regional Delegate	RD
World Service Conference	WSC





## **ADDENDUM I – SAMPLE PLANNING SESSION AGENDA**

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### **SAMPLE PLANNING SESSION AGENDA**

- A. Opening
- B. Readings
  - 1. 12 Traditions
  - 2. 12 Concepts
  - 3. Vision of NA Service
- C. Large Group
  - 1. Review scan of the fellowship
  - 2. Brainstorm and input for any other items
  - 3. Prioritize items and assign to workgroups
- D. Small Groups
  - 1. Develop goals for each item
  - 2. Identify available resources
  - 3. Create action plans
    - a. Define approaches
    - b. Assign who and when
  - 4. Develop budget
- E. Large Group
  - 1. Approve and finalize (Goals, Plans, Budgets - for each item and workgroup)
- F. Close

## ADDENDUM J – SAMPLE SERVICE RESUME

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### IOWA REGIONAL SERVICE RESUME

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Area: \_\_\_\_\_

Clean Date: \_\_\_\_\_ ( Years \_\_\_\_\_ Months \_\_\_\_ )

IRSC Service Position Sought \_\_\_\_\_ Please list all NA Service Positions  
you've held that you consider relevant to the position to which you are nominated.

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2) What personal resources do you believe you can bring to this position.

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3) Please check appropriate box if you have -

- ☐ N.A. Sponsor
- ☐ N.A. Home Group
- ☐ Attend weekly N.A. Meetings
- ☐ Working knowledge of the 12 Steps and 12 Traditions of N.A.
- ☐ An understanding of the 12 Concepts of N.A. Service
- ☐ Knowledge of the N.A. Guide to Local Service
- ☐ Accounting & computer skills

4) What life experiences (i.e., school, work, volunteer, etc. ) have you had that you believe will help you serve in the position to which you are nominated?

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5) Please include any other information you consider relevant.

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**Note: A completed IRSC Service Resume must be turned in for each nominee of each service position with complete and current up-to date information. Previous resumes will not be accepted. Resumes are to be given to the IRSC Secretary prior to the close of the nomination process of each service position.**

ADDENDUM K FISCAL YEAR

,

YEAR	Winter				Spring		Summer			Fall	
	February	March	April	May	June	July	August	September	October	November	December
EVERY YEAR	Begin the new fiscal year						Open Nominations Workgroups and PR Committee			Elections Workgroups / PR Committee	
	Outgoing Treasurer's Report						Budgets Presented			IRCNA Bids	
	Annual Reports Committee / Workgroups										
	Submit Form 990 to Internal Revenue Service										
EVEN NUMBER YEAR											
	CAR / CAT Review during IRSC				Information Gathering Session / Survey		Open Nominations: Facilitator, Co-Facilitator, RD,			Elections: Facilitator, Co-Facilitator, RD,	
	Regional Assembly after IRSC, before WSC						Planning Session				
ODD NUMBER YEAR	Develop means to collect conscience										
	Submit Biennial Report to Iowa Secretary of State						Open Nominations: Co-Treasurer, Treasurer			Elections: Recorder, Co-Recorder	
							Open Nominations: Recorder, Co-Recorder			Elections: Co-Treasurer, Treasurer	
							Open Nominations: IRCNA Facilitator			Bids for Regional Assembly	

## **ADDENDUM L CHANGE LOG**

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Version 4.0 – (June 2013) Rewrite of guidelines. Old policy used for some parts. This set of guidelines went out for approval to the Areas of the Iowa Region. This version is the Approval Draft June 2013.

Version 4.01 – (February 2014) Replaced misspelled word “participants”, and approval of the draft version. August 2013

Version 4.02 – (August 2014) Article 11 – CAR ASSEMBLY added. February 2014

Version 4.03 – (February 2016) Made typo changes to Article 4.A.3 & Article 9.A.1.d. Replaced the IRCNA Policy with their newly approved version. Added Addendum K IRSC Fiscal Year, and Addendum L Change log. August 2014.

Version 4.04 – (June 2016) ADDENDUM B Rotation of the IRSC meeting changed. ADDENDUM H: An updated Regional Map with reflected changes and open areas. Article 6.D.2.i changed with sentence added to consider Wi-Fi with regional locations. February 2016

Version 4.05 – (November 2016) Article 10 was changed to make it Biannual in the even years from every year. Article 3 Alternate Delegate and Regional Delegate terms changed to allow a second term for each position. Article 9 changed to reflect change in RD / AD election. Article 5 Finances I. was changed to define the Prudent Reserve

Version 4.06 – (August 2018) ADDENDUM B Rotation of the IRSC meeting updated to reflect the change in Mississippi River Valley Area’s name. ADDENDUM H Map of IRSC Areas updated to reflect MRVANA change. SUPPLEMENT 2 – Inserted updated IRCNA Standing Committee Policy. ADDED SUPPLEMENT 3 – Insurance Workgroup Guidelines.

Version 4.07 – (June 2019) Changes made to Article 5.I Changing the Prudent Reserve.

Version 4.08 – (August 2019) Changes to Article 10 PLANNING SESSION. Clean up of addendum to go with current practices and current regional make up of areas. Corrected incorrect pointers to article numbers. Change word Biannual to Biennial wherever it occurred.

Version 5.00 – (September 2020) Complete review by the Guidelines Workgroup with multiple changes in preparation for change in legal status.

Version 5.01 – (June 2022) Changes made to Article Six Section D for Location requirements for the IRSC.

Version 5.02 – (February 2023) Complete review and revisions to Supplement 2 – IRCNA Guidelines

Version 5.03 – (November 2023) Review and revisions to incorporate 501(c)(3) status and requirements – Articles I and V, Addendum K; addition and requirements of IT Facilitator as IRSC officer and addition of IT Coordinator – Article III; revised Vision of NA Service reading to incorporate WSC 2023 decision.





# Iowa Regional Public Relations Committee of N.A.

Guidelines 2021 – v1.40 – Approved June 2021

These are the internal guidelines of the Iowa Regional Public Relations Committee. This document is superseded by the Guidelines of the Iowa Region of NA., and by actions of the Iowa Regional Service Conference.

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## **Article I - Vision Statement:**

*"Through all of our service efforts and our cooperation with others seeking to help addicts, we strive to reach a day when every addict in the world has an opportunity to experience our message of recovery in his or her own language and culture." (NAWS PR Vision Statement)*

## **Article II - Purpose:**

*The purpose of the Iowa Regional Public Relations Committee (IPRC) is to strengthen PR efforts in the areas of the Iowa Region. The IPRC is responsible to the Iowa Regional Service Committee, Areas and Groups within the Iowa Region. Unity of purpose is vital to all efforts.*

## **Article III - Description:**

*The Iowa Regional Public Relations Committee shall strive to fulfill the following goals in making NA a visible and attractive choice for addicts.*

1. Work together. When we don't, we divert ourselves from our primary purpose.
2. We clarify what services NA can and cannot provide to the community.
3. We make NA members more aware of their role in NA's public image.
4. We aim for the public to recognize NA as a positive and reliable organization.
5. We develop valuable relationships with professionals and the general public.

(Adapted from the H&I Handbook, p. 3 & Public Relations Handbook, ch. 1, p. 4)

## **Article IV - Function:**

1. The IPRC is a resource for the members, groups and areas within the Iowa Region to strengthen PR efforts.
  - a. Maintain a Human Resource list of experienced members available for trainings and to answer questions as they may arise.
2. The IPRC will create work groups to strengthen PR efforts. Work group functions include but are not limited to:
  - a. Provide a forum for Area H&I Representatives and members to share their collective experience, strength, and hope.
  - b. Maintain an updated listing of all appropriate H&I facilities within the Iowa Region and record which ones are served by which area & the type of services being performed.
  - c. Shall plan their yearly events and proposed budget at the Annual Planning Session.
  - d. Maintain a listing of professional contacts.
  - e. Maintain regular communication with these professionals where needed.
  - f. Plan and implement proposed projects.
3. The IPRC shall meet prior to the quarterly Iowa Regional Service Conference, unless special circumstances indicate a need for additional meetings.
4. The IPRC shall follow NAWS Guidelines in all their efforts.

## **Article V - Agenda for the Iowa Regional Public Relations Committee of NA**

1. Opening: Open meeting with moment of silence for the still suffering addict followed by the Serenity Prayer.
2. Readings:
  - a. 12 Traditions
  - b. 12 Concepts
  - c. Vision for NA Services
3. Roll Call:
  - a. Facilitator
  - b. Co-Facilitator
  - c. Recorder



- d. Work Group Coordinators
- e. Areas
- 4. Approval of Minutes
- 5. Reports:
  - a. Facilitator
  - b. Co-facilitator
  - c. Areas
- 6. New ideas/new proposals/new work groups/other
- 7. Break into work groups
- 8. (Meet back together as one group) hear work group coordinator reports
- 9. Old Service
- 10. New Service
- 11. Close

## **Article VI - Trusted Servants Requirements:**

- 1. Facilitator:
  - a. Clean time of 2 years.
  - b. Previous experience in Public Relations at the Area & Region Level.
  - c. The desire to serve NA.
  - d. Understanding of the 12 Steps, 12 Traditions & 12 Concepts of NA.
  - e. The resources needed to serve in this role.
  - f. Prepares and distributes an agenda with the order of business for the day to all members 30 days prior to the IPRC meeting to Full Participating Members.
  - g. Attend all scheduled IPRC meetings.
  - h. Attend and report to the IRSC on the status of IPRC projects/activities and request budgeted funds in a written report.
  - i. If need to be absent from a meeting, the Facilitator shall inform the Co-Facilitator and the Iowa Regional Board prior to the scheduled meeting.
- 2. Co-Facilitator:
  - a. Clean time of 2 years.
  - b. Previous PR experience at the Area & Region level.
  - c. The desire to serve NA.
  - d. Understanding of the 12 Steps, 12 Traditions & 12 Concepts of NA.
  - e. The resources to serve in this role.
  - f. Attend all scheduled IPRC meetings.
  - g. In the absence of the Facilitator, shall assume all responsibilities of the Facilitator.
  - h. If need to be absent from a meeting, the Co-Facilitator shall inform the Facilitator and the Iowa Regional Board prior to the scheduled meeting.
- 3. Recorder:
  - a. Clean time of 1 year.
  - b. Attend and accurately record proceedings of all IPRC meetings.
  - c. Previous experience at the Group and/or Area level.
  - d. The desire to serve NA.
  - e. Understanding of the 12 Steps, 12 Traditions & 12 Concepts of NA.
  - f. The resources to serve in this role.
  - g. Sends out minutes to the Facilitator for approval and then to all members no later than 2 weeks after IPRC meeting.

- h. If need to be absent from a meeting, the Recorder shall inform the Facilitator and or Co- Facilitator prior to the scheduled meeting.
- 4. Work Group Coordinators
  - a. Clean time of 1 year.
  - b. Previous PR experience.
  - c. A desire to serve NA.
  - d. Understanding of the 12 Steps, 12 Traditions & 12 Concepts of NA.
  - e. The resources to serve in this role.
  - f. Attends all scheduled IPRC meetings and reports the status of their projects to the committee.
  - g. If need to be absent from a meeting, the coordinator shall inform the Facilitator and or Co- Facilitator prior to the scheduled meeting.
  - h. A work group may select a Co-Coordinator in case of absence of the coordinator to maintain continuity of work progress.
- 5. Work Group Recorders
  - a. No clean time requirement.
  - b. A desire to serve NA.
  - c. Records notes/minutes of the work group and provides same to Work Group Coordinator and Co-Coordinator (if applicable).
- 6. Members:
  - a. All members of NA when in attendance are considered members of the IPRC.
  - b. Members may enter discussion on any matter.
  - c. Members may consent on matters before the IPRC
  - d. Members may submit and address proposals to the IPRC.

## **Article VII - Elections & Nominations:**

1. Nominations for PR Facilitator, Co-Facilitator, and Recorder will open in August and elections will be held in November.
2. Work Group Coordinators may be selected by the work group or are appointed by the Facilitator on an as-needed basis.

## **Article VIII - Decision Making:**

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the IPRC.

All IPRC proposals and decisions will be considered using consensus-based decision-making. The only exception is for elections and learning day's locations that have more than one option. In the consensus-based decision-making process, we utilize 5 color cards (white, green, yellow, orange, red) to signify questions or additions to the discussion, as well as to show your consent or objection to a proposal. There is an addendum that details the definition of each color card.

## **Article IX - Decision Making Process:**

1. A proposal is presented to the Facilitator.
  - a. This may be prior to the meeting to be placed on the agenda.
  - b. It may come during questions and answers from a work group or officer and placed on the agenda.
2. The Maker of the Proposal addresses the proposal and answers questions about the proposal.
  - a. Only questions and/or clarification will be allowed during this step of the process.
3. Straw Poll.

- a. The 5 color cards will be utilized.
  - b. 100 % Agree, the proposal goes directly to the consensus phase.
  - c. 100% Block, the proposal goes directly to the consensus phase.
  - d. Anything less than 100%, the proposal moves to discussion.
4. Discussion Phase.
- a. The Facilitator shall guide discussion utilizing the 5 color cards.
  - b. Changes to the proposal can be made during this time.
  - c. The facilitation of discussion should be to offer solutions to create compromise.
  - d. All objections should be heard out or compromise made.
5. Consensus.
- a. The 5 color cards will be utilized.
  - b. If 80% of cards are: Accept, Accept with Reservations, Stand Aside, or Surrender, the consensus is that the proposal is accepted.
  - c. The Facilitator may ask for further explanation from members if not all cards are Accept.
  - d. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:
    - i. Place on the agenda for the next meeting and PR members may take back to discuss with their areas and groups.
    - ii. Return to the discussion phase.
    - iii. Declare the proposal is rejected.
6. Non consensus-based decisions are as follows:
- a. Elections where there is more than one nomination for the position.
    - i. Shall be performed by closed ballot voting.
    - ii. The Facilitator or Acting Facilitator shall cast their ballot before the vote is collected. This vote shall be used only in the event of a tie
    - iii. A plurality will determine elections.
  - b. Learning Days dates and location where there is more than one location to be considered.
    - i. The Facilitator shall assign each proposed location/date a color.
    - ii. The Facilitator shall cast his ballot before the vote is taken. This vote shall be used only in the event of a tie.
    - iii. A plurality will determine the location/date.

## **Article X - Learning Days**

- 1. The IPRC will host Learning Days to educate the members of the fellowship about Public Relations. Learning Days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings, as well as to professionals and members of the general public. We have Learning Days so that we may benefit from the collective experience of other NA members.
- 2. Hosting Area's Responsibilities:
  - a. An ASC H&I, PI or PR Chairperson or the ASC designated representative should request a Learning Day to be hosted in their Area.
  - b. Will have a suitable location for the event.
  - c. Will submit the flyer to the Region Web Servant.
  - d. Will be in charge of all set up and clean up.
- 3. IPRC Responsibilities:
  - a. Shall coordinate the event with other subcommittees.
  - b. Shall prepare an appropriate budget.
  - c. Shall prepare an appropriate format.
  - d. Shall choose qualified members to facilitate or lead the workshops.
  - e. Shall email the flyer to current regional contact list and Full Participating Members.

- f. Shall make available copies of the related Handbooks –H&I, PR, Phonenumber and other appropriate materials such as relevant IPs.
- 4. Any Area may request regional participation at an Area Learning Day. IPRC participation shall only include the following:
  - a. Qualified members to facilitate or lead the workshops.
  - b. Assistance with an appropriate format.

### **Article XI - Annual Planning Session:**

- 1. The Planning Session shall take place at the Summer IRSCM.
- 2. The Planning Session will include at a minimum:
  - a. Goals for the next year.
  - b. Projects for the next fiscal year.
  - c. Formation of the Budget for the next fiscal year.

### **Article XII - Yearly Report:**

- 1. A yearly report shall be given by the outgoing IPRC Facilitator at the February IRSCM.
- 2. In the absence of the outgoing IPRC Facilitator, the Outgoing Co-Facilitator or Incoming Facilitator shall provide this report.
- 3. This report should include, at minimum, the following:
  - a. Accomplishment of past goals.
  - b. Problems and solutions.
  - c. Expenditures, if any.
  - d. Goals of the Committee for the year; and
  - e. Any known plans for activities during the next year.

### **Article XIII - Budget:**

- 1. All Work Groups of the IPRC are responsible for developing and requesting their budgets from the Committee.
- 2. Budgets should begin being formulated in June / Spring IRSCM with completion and submission to the IPRC and IRSC in August / Summer IRSCM.
- 3. Budgets should go back to Areas for input and approved at the November / Fall IRSCM.
- 4. All budgeted monies for the IPRC are dependent upon availability of funding from the IRSC.
- 5. If desired monies are not available, the IPRC shall research alternative ways to fund the project.

## **ADDENDUM A: DISCUSSION AND DECISION-MAKING COLOR CARDS (5)**

### **WHITE CARD:**

#### For Discussion

"I've heard enough, let's have a consensus or straw poll."

#### For Consensus

"I go with the group conscience."

Raise this white card when you have no opinion or to SURRENDER.

### **GREEN CARD:**

#### For Discussion

"I have something to say"

Raise this green card to make a comment or give your opinion.

#### For Consensus

"I agree with the decision at hand, all things considered."

Raise this green card to AGREE if you are generally in support of the proposal.

Agree does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.

### **YELLOW CARD:**

#### For Discussion

"I have a question" or "I need clarification on what was just said."

Raise this yellow card for clarification.

#### For Consensus

"I have concerns, but I can live with it."

Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.

### **ORANGE CARD:**

#### For Discussion

"I can clarify on what was just said."

Raise this orange card if you can help answer or clarify on the topic.

#### For Consensus

"I personally can't do this, but I won't stop others from doing it."

Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

### **RED CARD:**

#### For Discussion

"Stop!"

Raise your red card to indicate problems with the process such as when...

- our agreed upon procedures are not being followed
- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you'd like to suggest a break

#### For Consensus

"I cannot support this or allow the group to support this. It is against our principles."

Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

**ADDENDUM B: ONLINE CBDM**



Yes – Agree (Green)

No – Block (Red)

Slower – Agree with Reservations (Yellow)

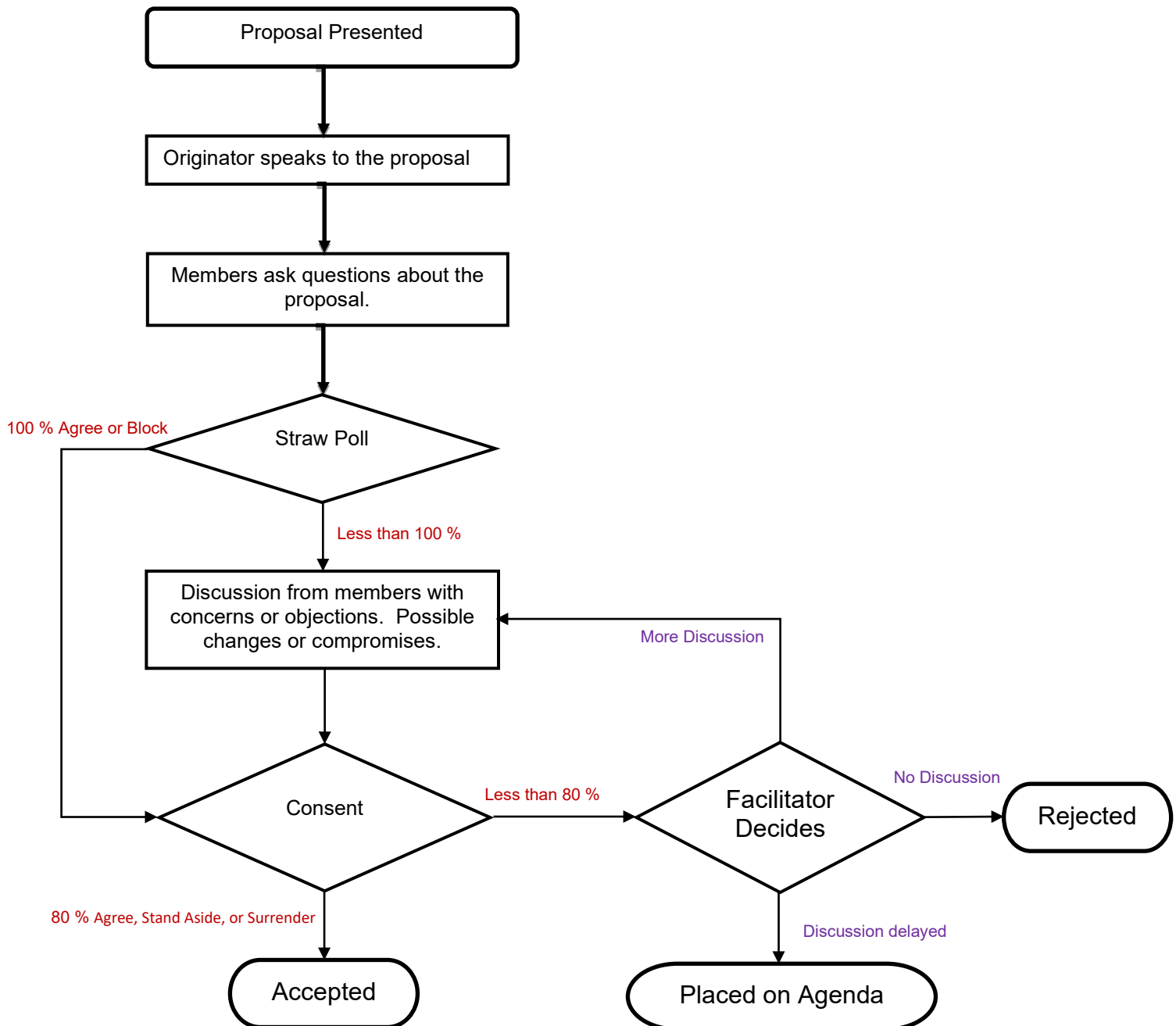
Faster – Stand Aside (Orange)

Clap – Surrender (White)

**ADDENDUM C: GLOSSARY**

ASC:	Area Service Committee
H&I:	Hospitals & Institutions
IRSC:	Iowa Regional Service Conference
IRSCM:	Iowa Regional Service Meeting
IPRC:	Iowa Regional Public Relations Committee
NAWS:	Narcotics Anonymous World Service
PI:	Public Information
PR:	Public Relations
RCM:	Regional Committee Member

## ADDENDUM D: DECISION MAKING FLOW CHART







# Iowa Regional Convention of NA Policy

## ARTICLE ONE VISION STATEMENT

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The Iowa Regional Convention Committee (“Committee”) provides an experience where addicts can come together to celebrate the unity and recovery that we have found in the Iowa Region of Narcotics Anonymous.

## ARTICLE TWO – DEFINITIONS.

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- A. The Committee is recognized as a committee of the IRSC. The Host Subcommittee is accountable and shall report to the Committee.
- B. The Committee’s role is to:
  - 1. Develop / recommend policy and Fiscal Processes to IRSC
  - 2. Collect and distribute resource procedures
  - 3. Maintain the material inventory and the Memorial
  - 4. Lend experience and support to the Host Subcommittee
  - 5. To help ensure the growth and continuity of the convention.
- C. The Host Subcommittee develops a theme, art, merchandise, and program, with the assistance of the Committee.

## ARTICLE THREE – IRCNA COMMITTEE

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- A. PURPOSE & SCOPE:
  - 1. Maintain an inventory of physical and intellectual properties necessary to the annual production of IRCNA which include but are not limited to:
    - a. Banners of previous conventions.
    - b. All records of the previous conventions.
    - c. Flyers and registration database.
    - d. One tee shirt and one mug from each IRCNA
    - e. Other archival material.
    - f. Development, maintenance, and training of the use of the Resource Manual.
  - 2. Help ensure the continuity of functions during the planning and production of the convention. Officers may attend Host Subcommittee meetings via remote means. Officers must also make one personal appearance per planning cycle.
  - 3. Coordinate the bid/rotation process.
  - 4. Maintains the Memorial Plaque submissions. To be added to the Memorial one must include a name, area and date of death.
  - 5. Present to the IRSC a final report after the closing of each convention.
  - 6. Approves quantities of merchandise to order and advises on other concerns.
  - 7. Coordinates with the Host Subcommittee in developing contracts with the hotel and/or vendors.
  - 8. Coordinates with Regional PR to oversee any planned encounters with the press.
- B. ELECTIONS OF OFFICERS
  - 1. Officers other than the Facilitator are elected by the Committee.
  - 2. The Facilitator & Co-Facilitator are nominated at the Summer (August) IRSC every odd year.
  - 3. Nominations for Auditor, Archivist, and Recorder also take place at the Summer (August) IRSC every even year.
  - 4. Officers assume responsibilities in Winter (February), or the Region after being elected.

- 46 5. Removal of trusted servants shall follow IRNA Guidelines.
- 47 C. OFFICER DUTIES & QUALIFICATIONS
- 48 1. Facilitator (Clean time requirement of five [5] years.)
- 49 a. Previous IRCNA and executive officer experience shall be a part of service resume.
- 50 b. Term of service shall be two (2) years.
- 51 c. Shall not serve on a Host Subcommittee while serving on the Committee.
- 52 d. Facilitates the regular quarterly meeting and all other meetings of the Committee.
- 53 e. Reports directly to the IRSCM quarterly in person with a written report.
- 54 f. Will be available to assist the Host Subcommittee as needed throughout the planning
- 55 time as well as during the actual convention.
- 56 g. Will attend Host Subcommittee meetings as often as possible and be involved in the
- 57 planning.
- 58 h. Reviews and signs the hotel contract, and any other contracts.
- 59 2. Co-Facilitator (Clean time requirement of three [3] years.)
- 60 a. Previous IRCNA officer experience shall be a part of service resume.
- 61 b. Term of service shall be two (2) years.
- 62 c. Shall not serve on a Host Subcommittee while serving on the Committee.
- 63 d. Facilitates meetings of the Committee in the absence of the Facilitator.
- 64 e. Acts as the Facilitator in the absence of Facilitator.
- 65 f. Will be available to assist the Host Subcommittee as needed throughout the planning
- 66 time as well as during the actual convention.
- 67 g. Will attend Host Subcommittee meetings as often as possible and be involved in the
- 68 planning.
- 69 3. Recorder (Clean time requirement of two [2] years.)
- 70 a. Term of service shall be two (2) years.
- 71 b. Shall not serve on a Host Subcommittee while serving on the Committee.
- 72 c. Records and presents minutes of all Committee meetings.
- 73 d. With the Standing Archivist, organizes and maintains all IRCNA archival materials,
- 74 including inventories and possessions of all physical IRCNA property.
- 75 e. Will be available to assist the Host Subcommittee as needed throughout the planning
- 76 time as well as during the actual convention.
- 77 f. Will attend Host Subcommittee meetings as often as possible and be involved in the
- 78 planning.
- 79 4. Auditor (Clean time requirement of five [5] years.)
- 80 a. Must have previous treasury experience; and convention experience is recommended.
- 81 b. Monitors the checking account and financial activities of the Host Subcommittee.
- 82 c. Term of service shall be two (2) years.
- 83 d. Shall not serve on a Host Subcommittee while serving on the Committee.
- 84 e. It is requested that the Auditor holds no Treasurer positions.
- 85 f. Is responsible for maintaining the standard accounting method for all convention
- 86 treasury accounts.
- 87 g. Conducts and presents the final audit report at the Winter (February) Committee meeting
- 88 following the convention.
- 89 h. Will be available to assist the Host Subcommittee as needed throughout the planning
- 90 time as well as during the actual convention, especially with the monies of the
- 91 convention.
- 92 i. Will attend Host Subcommittee meetings as often as possible.

- j. Shall be an authorized user on all convention financial accounts.
- 5. Archivist (Clean time requirement of two [2] years.)
  - a. Maintains historical records & collections of the Iowa Regional Convention
  - b. Coordinates with the Regional Archivist on common interests
  - c. A preference for previous convention & record-keeping experience is recommended
  - d. Term of service shall be two (2) years.
  - e. Shall not serve as a member of a Host Subcommittee while serving on the Committee.
  - f. Will attend Host Subcommittee meetings as often as possible.

## **ARTICLE FOUR - HOST SUBCOMMITTEE**

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### **A. PURPOSE & SCOPE**

1. Develops the convention theme using Chapter 10 of the Basic Text "More Will Be Revealed.
2. To develop workshop themes and assign workshop leaders.
3. To design the convention logo.
4. To design the convention banner (See Banner Policy, Article nine)
5. To obtain speakers for the convention, all speakers will be members of Narcotics Anonymous, and any clean time requirements for speaking will be set by the Host.
6. To secure an appropriate location available for use in late June or early July.
7. To organize volunteers to man the convention.
8. To prepare the standardized final report and present it to the Committee.
9. The Host Chairperson or a representative of the Host will attend the quarterly Committee meeting as well as the IRSCM.
10. The Host shall meet on a regular and timely basis. The Host will communicate with the Committee their schedule of meetings.

### **B. HOST OFFICERS-DUTIES & QUALIFICATIONS**

1. Host Chairperson (Clean time requirement of five [5] years.)
  - a. The Host Chairperson must submit a service resume and represent their bid to the committee (on Saturday of the IRSC) and be available for the RCMs during the IRSC (on Sunday) when bids are considered by the Region
  - b. Is a co-signer of convention checking account.
  - c. Attends and presents a written report to Committee Meetings
  - d. Before each IRSCM will report the following details to the Committee:
    - i. Number of registrations received
    - ii. Number of meal tickets sold
    - iii. Number of Hotel rooms booked
    - iv. Balance of accounts
    - v. Progress along timelines for each work group
2. Host Vice Chairperson (Clean time requirement of two [2] years.)
  - a. Facilitates the Host Meeting in the absence of the Chairperson.
  - b. To oversee the work group activities.
  - c. In the absence or vacancy of any work group chair, the Vice-Chair will assume those responsibilities.
3. Host Secretary (Clean time requirement of one [1] year.)
  - a. Accurately Records and files minutes of all Host Subcommittee Meetings.
  - b. Responsible for the maintenance of all material provided by the Recorder.
  - c. Will forward all copies of the minutes to the Committee & Host Subcommittee members.
4. Host Treasurer (Clean time requirement of five [5] years.)

- a. The host treasurer shall not be on any other NA accounts.
- b. Co-signer of convention accounts.
- c. Work with the IRCNA Auditor and the Host Co-Treasurer to maintain the standardized method for tracking all IRCNA monies.
- d. Participates in the final audit.
- 5. Host Co-Treasurer (Clean time requirement of five [5] years.)
  - a. The host co-treasurer shall not be on any other NA accounts.
  - b. Co-signer of convention accounts.
  - c. Assists the Host Treasurer in managing all monies received at the convention.
- 6. Host Workgroup Chairpersons (Clean time requirement of one [1] year.)
  - a. Attend Host Meetings
  - b. Present a written report to Host.

## ARTICLE FIVE – FINANCES

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- A. IRCNA shall be responsible for their own funds.
- B. There is a \$3,000.00 startup fee given to each IRCNA Host Subcommittee and distributed in the following way:
  - 1. Once the Host Subcommittee has been selected by the IRSC, and at least two of the Host Treasurer, Co-Treasurer or Chairperson has been elected, the Regional Treasurer will issue a check to the Host Subcommittee Treasurer in the amount of \$500.00.
  - 2. The remaining \$2,500.00 is issued by the outgoing Host after the convention and presented to the incoming Host Chairperson no later than the IRSCM following the convention.
- C. After the start-up fee is presented to the Host Subcommittee, the previous Host Subcommittee shall turn over any excess funds to the IRSC no later than 90 days after the convention
- D. The IRCNA committee and representative(s) of the outgoing Host will inventory leftover merchandise; after the inventory is completed all items become property of the new Host Subcommittee. (This may be done at the end of the IRCNA weekend.)
- E. IRCNA funds are to be used only for the planning of and/or the property of IRCNA, subcommittee travel expenses excluded. Individuals serving the Region and the convention are to pay for their registration, food and merchandise.
- F. Any questions about payments shall be determined by the Host Chairperson or Co-Chairperson.
- G. All registrations are final upon receipt of payment. Registrations are transferable.
- H. All IRCNA expenses shall be paid out of the IRCNA account.
- I. No check cashing will be done at IRCNA, or against IRCNA funds.
- J. People who cohabitate shall not both be signers on convention account
- K. All purchases must be accompanied by a receipt or invoice given to the Host Treasurer / Co-Treasurer.
- L. All budgets are approved by the Committee.
- M. Expenses exceeding budgets need to be approved by the Committee Facilitator, Co-Facilitator, Host Treasurer. At least two of these trusted servants are required to approve.

## ARTICLE SIX – CONVENTION BIDS

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- A. All Areas that are eligible to host the Convention will be notified by the Committee at the August IRSC approximately 21 months prior to the convention.

- 182 B. Hosting Areas shall submit a completed IRCB to the Committee at the November IRSCM  
183 approximately 18 months prior to the Convention. If all information is not completed, the bid will not  
184 be presented to the IRSC for consideration.
- 185 C. Bid packages must include the following:
- 186 1. A draft contract from the hotel that includes at minimum:
- 187 a) Room blocks and room pricing including comp ratio.
- 188 b) All Facility prices including meal prices, tax & gratuity.
- 189 c) Facility limitations.
- 190 d) Wi Fi availability and charges if appropriate.
- 191 e) Detail cancelation policy and procedures.
- 192 2. Any plans the Bid committee has developed, including theme, logo, etc.
- 193 3. The proposed Host Chairperson, and at least one of the Treasurers, along with service  
194 resumes, who must be present at the IRSCM.
- 195 4. Why the Area placing the bid thinks they are the best Area for the convention.
- 196 D. The Committee will confirm the theme originates in Chapter Ten of the Narcotics Anonymous Basic  
197 Text, "More Will Be Revealed," and compile all the basic information from the Iowa Regional  
198 Convention Bid forms to a spreadsheet to be presented to the RCMs.
- 199 E. All RCMs will be given time on the floor for questions and answers for the proposed Host  
200 Chairperson and/or Host Treasurer(s) of areas placing bids.
- 201 F. If only one (1) bid is presented, approval of that bid could take place at that time.
- 202 G. There will be no recommendations from the Committee on which area would be best suited to host  
203 the convention.
- 204 H. IRCNA shall be rotated around the Iowa Region by the following process:
- 205 1. No area may host or co-host more than once every three (3) years .
- 206 2. In the absence of eligible bids, the following process will take place:
- 207 a) If no bid is approved in November, the Regional Facilitator will be informed to place the  
208 IRCNA bids on the agenda under Unfinished Service for the February IRSC
- 209 b) All areas of the Iowa Region will then be eligible to place bids, following the established  
210 process.
- 211 c) If no bid is approved at the February IRSC, then IRCNA will recruit a Host and submit a  
212 location, date and venue for the next IRCNA for approval at the June IRSC.

## 213 **ARTICLE SEVEN – CONVENTION POLICY**

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- 214 A. Any NA Group, Service Board, or Committee may sell merchandise with prior approval starting at  
215 a time determined by the Host Subcommittee.
- 216 B. Vendors that sell NA copyrighted materials shall have a NAWS Vendor License. All vendors shall  
217 have approval of the Host Subcommittee and contracts will be signed no later than the June  
218 Regional prior to the convention.
- 219 C. It is suggested that the IRCNA Host Subcommittee provide travel arrangements, hotel room, and  
220 registration package (full) for the main speaker.
- 221 D. It is suggested that the Sunday morning speaker shall be chosen from the hosting area.
- 222 E. No IRCNA committee shall produce, copy, or distribute any video or photographic images of  
223 current convention proceedings or participants.
- 224 F. Those contracted to tape IRCNA conventions must release copyrights and a complete digitized set  
225 of recordings to the Committee of the Iowa Region, who will post copies on the iowa-na.org  
226 website for free download.
- 227 G. The committee, the outgoing Host and incoming Host shall meet at the close of each convention to  
228 conduct a debriefing.

229 **ARTICLE EIGHT – BANNER POLICY**

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- 230 A. Banners of IRCNA past and present shall be displayed on the weekend of the convention.  
231 B. The size of the banner shall be either 4 x 4 or 4 x 6'  
232 C. All banners shall be 13+ oz vinyl and have grommets.  
233 D. The Committee will supply collective storage, stands, and banner tubes.  
234 E. Keep the design simple.

235







# Iowa Region Narcotics Anonymous

Insurance Guidelines

08/18/18

## Insurance Guidelines

I. Iowa Regional Insurance will cover all Iowa Regional registered NA meetings, service boards and committees of the Iowa Region and Iowa NA functions that are scheduled and registered with Iowa web via a flyer submitted 30 days in advance of the event.

II. Insurance premium will be paid annually .

A. Payment will be made prior to due date.

B. The cost of insurance will be included as standard operating expense

III. IRSC will appoint a single point of accountability to conduct business with the Region's Insurance provider. They will be accessible through the Iowa Regional website at [insurance@iowa-na.org](mailto:insurance@iowa-na.org).

A. Each Area will appoint a trusted servant as single point of accountability. They will be responsible to file a claim through the regional website under submissions and register with Insurance for accessibility to documents.

B. All requests for information and certificates of insurance will be directed to the Insurance contact with Iowa Region.

C. The Insurance Policy will be posted on the Iowa Regional Website with secure/restricted view.

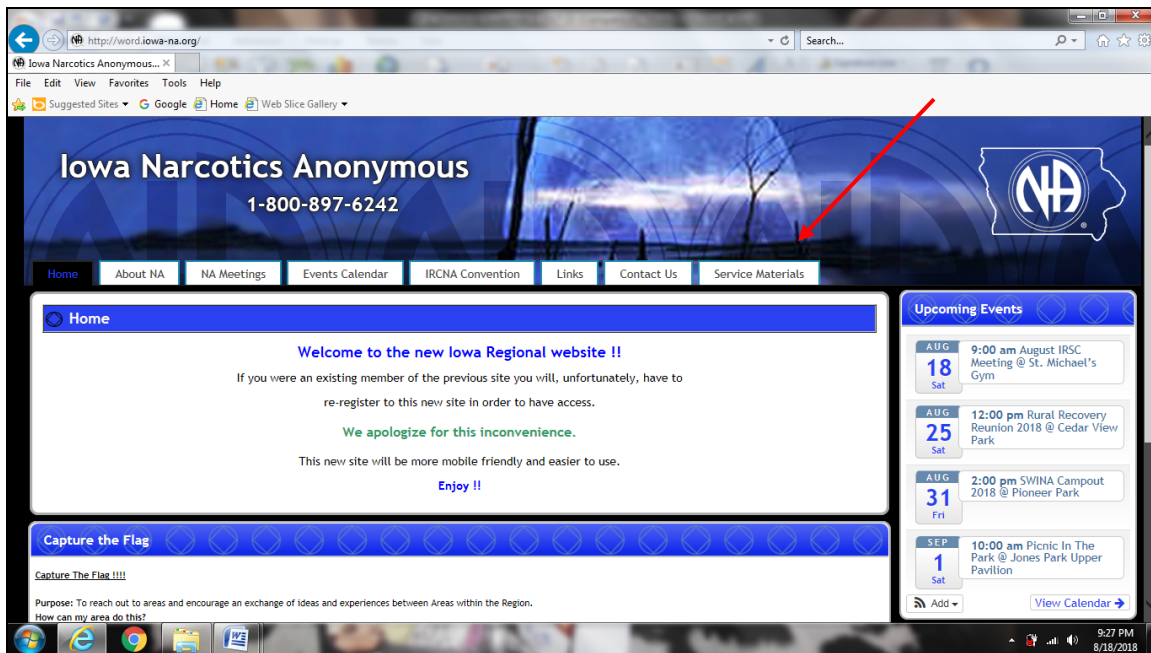
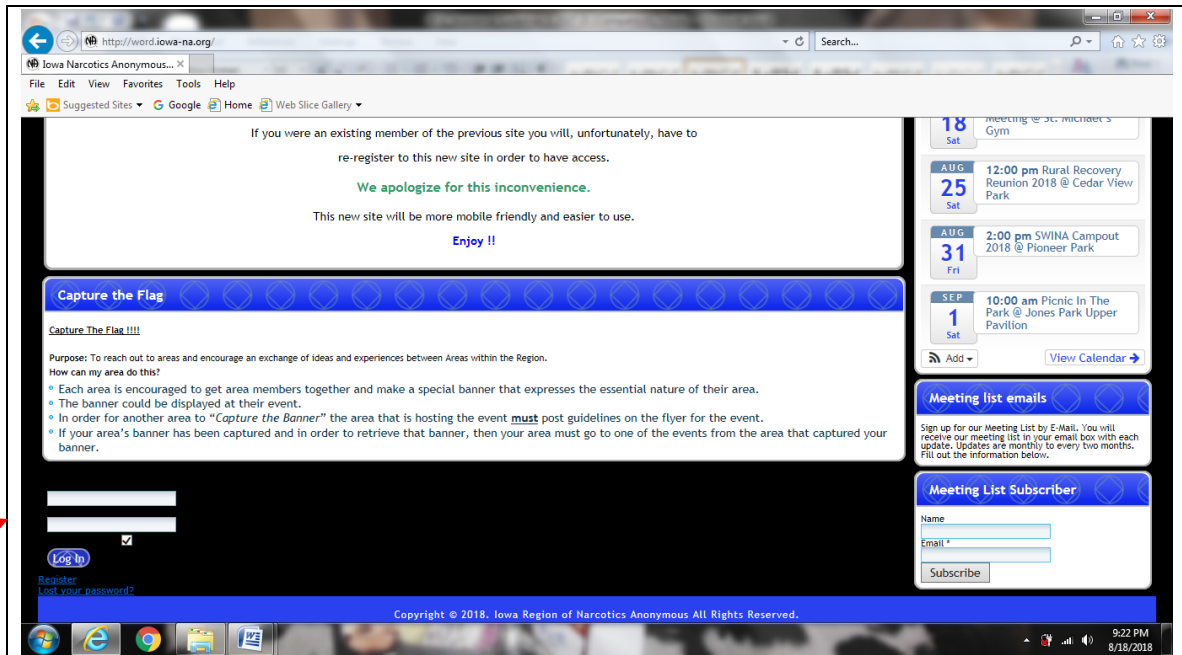
D. All claims must be accompanied by a police report.

IV. Workgroup Facilitator Requirements

Referred to Iowa Regional Guidelines under workgroup coordinator as an amendment

V. Conduction of business for requests and claims response is 120 days to allow quarterly meeting of IRSC.

# Insurance Guidelines



## Insurance Guidelines

