



Narcotics Anonymous
South Africa Region

POLICIES AND PROCEDURES

(Revised 2022-2023)

Adopted July 2023)

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1. Profile:

1.1. Name:

Narcotics Anonymous South Africa Regional Service Committee. (NASARSC)

1.2. Registered address:

c/o Advantage Accountants.
33, Brommaert Avenue,
Constantia.
7708.

Mailing address:

Post Box 46404,
Orange Grove,
Johannesburg,
2119.

1.3. Telephone Helpline: 086 100 6962

1.4. NPO and PBO registration:

1.4.1. Non-Profit Organisation Registration number: [053-520 NPO](#)

1.4.2. Public Benefit Organisation file number: [PBO 9300 22093](#)

1.4.3. NA SA NPO Board members:

- 1.4.3.1.1. NASARSC Treasurer.
- 1.4.3.1.2. NASARSC Regional Delegate.
- 1.4.3.1.3. NASARSC Chairperson.

1.5. South African Revenue Service (SARS) registration:

1.5.1. Tax number: 9040359185

1.5.2. [Customs Importer code: CU25546436](#) (*Updated 15-07-2024*)

1.6. Banking Details:

Name: Narcotics Anonymous South Africa.
Bank: First National Bank.
Account: Franchise Business Account.
Account no: 62161636356
Bank code: 250655

Relationship manager: Cothill McCullum.
Email: mcothill@fnb.co.za
Contact number: 011 263 5447

Bank account signatories:

NASARSC Treasurer.
NASARSC Chairperson.
NASARSC Regional Delegate.

1.7. Accountants:

Advantage Accountants.
33, Brommaert Avenue,
Constantia.
7708.
Tel: 021 701 1494

2. Service Motivations:

2.1. A Vision for NA Service:

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our Groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her 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 fulfilment 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.

2.2. Service Motivation:

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, Groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the services necessary for growth.

(NA Basic Text 6th Edition. Introduction, p.xxvi)

2.3. Service Prayer:

“God, grant us the knowledge that we may work according to your divine precepts. Instil in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction.”

2.4. Unity Invocation:

“We contribute to unity in our meetings by exercising loving care in the way we speak and the way we treat one another.”

(It Works How and Why. Tradition 1. p.131-132)

2.5. Decorum:

It is expected that all communication between NA members in any RSC meeting forum whether it be written, verbal or ‘chat’ exercises decorum.

Decorum refers to controlled, calm and polite behaviour **that shows respect and good manners** to all attendees.

“We contribute to unity in our meetings by exercising loving care in the way we speak and the way we treat one another.” *(It Works How and Why. Tradition 1. p.131-132)* **(added by motion August 2024)**

3. Policy and Procedures:

3.1. Purpose:

The purpose of this policy is to define the function, role, and responsibilities of the Narcotics Anonymous South Africa Region Service Committee (NASARSC), the elected Trusted Servants of the NASARSC and the decision-making processes within the NASARSC.

- 3.1.1. The Policies and Procedures within this document are intended to assist the NASARSC in:
 - 3.1.1.1. Conducting their NASARSC business fairly, responsibly, and effectively.
 - 3.1.1.2. Managing NASARSC resources responsibly and efficiently.
 - 3.1.1.3. Ensuring that NASARSC is accountable to the Narcotics Anonymous South Africa Area Service Committees that it serves.
- 3.1.2. These NASARSC Policies and Procedures are a proposed 'best practise' that is founded on current needs, experience and common sense. They will always be a work in progress that will need periodic review, amendment and updating as the needs and conscience of NASARSC and the Narcotics Anonymous South Africa Area Service Committees and NA SA Groups evolve and change.
- 3.1.3. These NASARSC Policies and Procedures can be used in conjunction with Consensus Based Decision Making (See: 14 [Guidelines for Consensus Based Decision Making \(CBDM\)](#)) where it is agreed that a discussion, proposal, or motion might benefit or be resolved by using an alternative approach.

3.2. Changes:

- 3.2.1. All changes to NASARSC Policy and Procedures must be proposed by means of a formal written motion (See: [NASARSC Motion form](#) and 11: Motions) to the NASARSC Secretary.
- 3.2.2. The NASARSC Secretary will notify the NASARSC Chair of any submitted motion forms relating to NASARSC Policies and Procedures changes who will add them to the NASARSC meeting agenda.
- 3.2.3. All changes to NASARSC Policies and Procedures require a 60% majority vote of eligible voting RCM's carrying the vote of their ASC's as voted by its NA groups.
- 3.2.4. The NASARSC Vice Chair will maintain a [NASARSC Policy log](#) on the NASARSC drive, that includes all motion forms submitted to NASARSC.
- 3.2.5. All additions, deletions, changes, or amendments to NASARSC Policies and Procedures that have been voted in at NASARSC must be recorded accurately, dated (amended, month, year) and archived on the NASARSC drive by the NASARSC Vice Chair.

4. Narcotics Anonymous South Africa Non-Profit Organisation & Public Benefit Organisation:

4.1. NPO registration:

- 4.1.1. Narcotics Anonymous South Africa Region is a Non-Profit Organisation ([NA SA NPO Founding Document](#)) with registration number [053-520 NPO](#).

4.2. NA SA Region NPO AGM:

In terms of the [Compliance requirements for a registered NPO](#):

- 4.2.1. An NPO must have its NPO number visible on its letterheads and on the front page of its Financial Reports.
- 4.2.2. An NPO must hold at least two meetings per year including an Annual General Meeting.
- 4.2.3. Regional Assembly is the Annual General Meeting of Narcotics Anonymous South Africa NPO. (See: 5.7.5.) The monthly NASARSC call covers the other meeting requirement.
- 4.2.4. The NASARSC Regional Delegate organises and chairs Regional Assembly. In the absence of the Regional Delegate, the Alt Regional Delegate will organise and chair RA. In the absence of the RD and the Alt RD, the meeting will be organised and chaired by the NASARSC Treasurer.
- 4.2.5. The NASARSC Secretary will record the Regional Assembly and take minutes. (See: [RA \(AGM\) draft Agenda](#) and [RA \(AGM\) Minutes example](#).)
- 4.2.6. The NASARSC Vice Chair will record the attendance of members at Regional Assembly and note any apologies on the record.
- 4.2.7. The Regional Delegate will collate and keep a record of all votes cast at Regional Assembly.
- 4.2.8. The Annual General Meeting of Narcotics Anonymous South Africa should deal with the following business, amongst others, at its annual general meeting: (See: [NA SA NPO Founding Document](#) 8. Annual General meetings.)
 - 4.2.8.1. Agree to the items to be discussed on the agenda. See: (See: [RA Meeting Agenda](#) and [RA \(AGM\) Minutes example](#).)
 - 4.2.8.2. Write down who is there and who has sent apologies because they cannot attend.
 - 4.2.8.3. Read and confirm the previous meeting's minutes with matters arising.
 - 4.2.8.4. Chairperson's report.
 - 4.2.8.5. Treasurer's report.
 - 4.2.8.6. Changes to the constitution that members may want to make.
 - 4.2.8.7. Elect new office bearers.
 - 4.2.8.8. General.
 - 4.2.8.9. Close the meeting.

4.3. Special Meetings of NA SA Region NPO:

- 4.3.1. The chairperson, or two members of the service body, can call a special meeting of NA SA. They must let the other service committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new service committee member, then those calling the meeting must give the other committee members not less than 30 days' notice. (See: 7.2 [NA SA Region NPO Founding Document](#))

4.4. Election of NA SA Region NPO Office bearers and Trustees:

- 4.4.1. Regional Assembly hosts the elections for Narcotics Anonymous South Africa NPO Board members/ Officer Bearers. These are: Chairperson / Vice Chairperson; Regional Delegate / Alternate Regional Delegate; and Treasurer / Alternate Treasurer.
- 4.4.2. The newly affirmed / elected NASARSC Chairperson, Treasurer and Regional Delegate become signatories on the NA SA Region FNB mandate and FNB bank account.
 - 4.4.2.1. The NASARSC Treasurer will process these changes of signatories with FNB.
- 4.4.3. The newly affirmed / elected NASARSC Chairperson, Treasurer and Regional Delegate are registered with the Dept Social Development as Narcotics Anonymous South Africa Board members and Office Bearers.
- 4.4.4. A [Special Resolution to Change the Office Bearers form](#) is drawn up by the NASARSC Treasurer to record these changes in Board members/ Office Bearers and is signed by a currently serving Board member/ Office Bearer.
 - 4.4.4.1. If there is no Treasurer in service at NASARSC then the duties in 4.4.4. will fall upon the Regional Delegate to fulfil.

4.5. Changes to the NA SA Region NPO Constitution:

- 4.5.1. Any changes to the NA SA Region NPO constitution must be submitted to NASARSC on the [NASARSC Motion form](#)
- 4.5.2. The motion will then go back to the NA groups for discussion.
- 4.5.3. The proposed changes will be voted on at Regional Assembly by ballot of NA SA groups.
- 4.5.4. The NASARSC Treasurer will complete the [Resolution to Amend the Organisations Constitution form](#) and submit it to the NPO Directorate at the Department of Social Development within 30 days of the changes being voted in.
 - 4.5.4.1. If there is no Treasurer in service at NASARSC then the duties in 4.5.4. will fall upon the Regional Delegate to fulfil.

4.6. Annual NPO Compliance Requirements:

4.6.1. Annual AGM Reports:

Within one month of Regional Assembly, the NASARSC Treasurer must submit to the NPO Directorate at the Department of Social Development: (If there is no Treasurer in service at NASARSC then the duties required in 4.6.1. & 4.6.2. will fall upon the Regional Delegate to fulfil.)

- 4.6.1.1. The [Special Resolution to Change the Office Bearers form](#) for the appointment of any new Office Bearers.
- 4.6.1.2. Minutes of the meeting at which the appointments / changes were made. See: [RA \(AGM\) minutes example](#).
- 4.6.1.3. Attendance Register of the meeting at which the appointments / changes were made.
- 4.6.1.4. Certified ID copies of the newly appointed Office Bearers.
- 4.6.1.5. Any change in NA SA Region organisational details including any change in the registered address of NASARSC in the Republic of South Africa for the service of documents by the Directorate. ([Notice of Change in Organisation Details form](#))
- 4.6.1.6. The completed [Resolution to Amend the Organisations Constitution form](#) if any changes to the NA SA Region NPO constitution were voted in.

4.6.2. Annual Narrative reports:

- 4.6.2.1. The NASARSC Treasurer must submit to the NPO Directorate the [Compliance requirements for a registered NPO](#) within 9 months of the end of its financial year. These consist of:

4.6.2.2. [NPO Narrative Report](#) (See: [Narrative Report example](#))

4.6.2.2.1. The NASARSC Chairperson will complete page 4 of the Narrative report: The Organisations major achievements over the past year. (This report can be a version of the Chairpersons report to Regional Assembly.)

4.6.2.3. Accounting Officer's annual Financial Report. (To be compiled and provided by the NA SA Region accountant and signed off by a registered NA SA Region NPO Trustee.)

4.6.2.3.1. To ensure that the Accounting Officers Financial reports are completed and submitted to the NPO Directorate timeously, the NASARSC Treasurer must request the end of year financials from the NA SA Area Treasurers in March of each year.

4.7. NA SA Region Public Benefit Organisation:

4.7.1. Narcotics Anonymous South Africa Region is registered with SARS Tax Exemption Unit (TEU) as a Public Benefit Organisation with registration number [PBO 9300 22093](#)

4.8. Appointment of NA SA Region Public Officer.

4.8.1. We are required by SARS to appoint a Public Officer to fulfil specific statutory duties on behalf of the organisation, carrying the responsibility of being the tax face of the company and the sole contact person for any tax issues related to SARS.

4.8.2. The elected NASARC Treasurer will become the Public Officer of NA SA Region.

4.8.3. The outgoing Treasurer will complete the [Letter of Appointment of a Public Officer](#) and submit the completed letter to the accountant requesting the accountant to update the Public Officer appointment with SARS through efilig.

4.8.4. The outgoing NASARSC Treasurer will request the accountant to provide a Power of Attorney document ([see example](#)) that the outgoing Treasurer will complete to allow the accountants to act on our behalf with SARS.

4.9. Appointment of NA SA Region PBO Fiduciary responsibility persons:

4.9.1. We are required by SARS to appoint three unconnected persons to accept fiduciary responsibility for NA SA Region.

4.9.1.1. These unconnected persons will be the elected NASARSC Chairperson; NASARSC Regional Delegate; and NASARSC Treasurer upon their election.

4.9.2. The incoming NASARSC Treasurer will complete the [SARS form Ei1](#) & [SARS form Ei2](#) (see [examples Ei1](#) & [Ei1 additional info](#) & [example Ei2](#)) and email the forms and a copy of the original [NA SA Constitution](#) directly to SARS TEU to notify the change in fiduciary persons.

4.9.2.1. The declaration at the end of SARS form Ei1 must be signed by the current Public Officer or by one of the NA SA fiduciary person currently registered with SARS.

4.9.2.2. Email: teu@sars.gov.za (email subject line: PBO 9300 22093 updating fiduciary persons)

4.9.3. If there is no Treasurer in service at NASARSC then the document duties in 4.8.3. & 4.8.4. & 4.9.2 will fall upon the NASARSC Regional Delegate or the NASARSC Chairperson to fulfil.

5. Narcotics Anonymous South Africa Region Service Committee:

5.1. Purpose:

- 5.1.1. The Narcotics Anonymous South Africa Region Service Committee (NASARSC) has been created by the NA SA Groups and Area Service Committees in accordance with Tradition 9, First Concept and Second Concept.

‘The NA groups have, directly or indirectly, provided the resources used by those service boards and committees. The groups have established the service structure as a medium through which, together, they can better fulfil our fellowship’s primary purpose. Therefore, in all the affairs of all its elements, the service structure must carefully consider the needs and desires of the groups. The Second Concept can be seen as the groups’ way of saying to the NA service structure, “Be responsible with the spiritual, personal, and financial resources we have provided you. Seek our advice; do not ignore our direction.

Twelve Concepts for NA Service: Second Concept.

- 5.1.2. The NASARSC is not an authoritative power and is directly responsible to the Narcotics Anonymous South Africa Area Service Committees and NA SA Groups that it serves.

‘Those boards and committees are not called to govern Narcotics Anonymous; they are called, rather, to faithfully execute the trust given them by the groups they serve. *‘It Works How and Why P.195*

- 5.1.3. The NASARSC will provide direct support and guidance to the NA South Africa Area Service Committees and the NA South Africa Groups that they may be more effective in carrying the recovery message to the still-suffering addict. *(Adapted from A Guide to Local Services p.87)*

- 5.1.4. The Narcotics Anonymous South Africa Region Service Committee is a resource pool, gathering service information and experience to guide and strengthen the NA SA Area Service Committees that it serves. To do this, each Regional Committee organises itself and performs its duties differently, according to the needs of its member Areas.

(Adapted from: A Guide to Local Services p.97.)

- 5.1.5. Individual members of the Committee are given resource assignments in each field of service, acting as informed contacts for NA SA Area subcommittees. (See: 7.2.)
Regional committees regularly organise service forums to highlight and increase skills in various fields. Forum subjects range from running effective NA meetings to starting and co-ordinating NA SA Areas subcommittee work.

The Regional Assembly, conducted at least once a year by the RSC, brings group representatives together with the Regional Delegate to address issues affecting the fellowship worldwide.

(A Guide to Local Services p.87.)

- 5.1.6. The NASARSC will contribute to the growth of Narcotics Anonymous as a whole, by providing representation and support to the African Zonal Forum (AZF) and to Narcotics Anonymous World Services (NAWS).

5.2. Responsibilities of NA SA Areas to NASARSC:

- 5.2.1. It is the responsibility of NA SA Areas:

5.2.1.1. To ensure that their Area is represented at all scheduled NASARSC meetings including Inventory and Planning; Face-to-Face; Emergency meetings etc.

5.2.1.2. To cover the costs for their Area Representative(s) to attend the annual Inventory and Planning Workshop.

5.2.1.3. To ensure that their Area representative submits a monthly report to NASARSC and that their Area representative fully reports back to their Area on NASARSC proceedings and business.

5.2.1.4. To ensure that there are open and effective channels of consistent communication between their Area and NASARSC and vice-versa through their Area representative.

‘They communicate their concerns, their needs, their ideas, and their wishes. This information helps our boards and committees better understand and serve the needs of the groups.’

‘It Works How and Why’ P.192.

5.2.1.5. To provide NASARSC with NA members to be of service at NASARSC so that NASARSC can fill its service positions and thus fulfil its purpose on behalf of the NA SA Areas that it serves.

5.2.1.6. To provide NASARSC with sufficient monetary donations so that NASARSC can fulfil its purpose on behalf of the NA SA Areas that it serves.

‘The message of the Second Concept in regard to money, however, is simple: Since the groups have created the service structure to perform certain tasks, the groups are responsible to provide the necessary funds. *‘Twelve Concepts for NA Service: Second Concept.’*

5.2.1.7. To support SARCNA by donating funds to cover the attendance at SARCNA by newcomers.

5.2.1.8. To recognise and practise the premise of the Second Concept: The final responsibility and authority for NA services rests with the NA groups.

‘Conversely, if something goes wrong in the service structure, NA groups are responsible to take constructive steps to help correct the problem. Our experience shows that radical action, taken in haste, serves neither the groups nor our services well. Since change rarely occurs overnight, patience and acceptance may be called for. Nonetheless, the exercise of final authority for NA services, a vital part of the system of service established by our fellowship, is both the right and the responsibility of the groups.

‘Twelve Concepts for NA Service: Second Concept’.

5.3. Composition:

5.3.1. **Regional Committee Members (RCM’s) and Alternate Regional Committee Members (Alt RCM’s)** are elected by the NA South Africa groups at their respective Area Service Committee’s to participate in the NASARSC on their behalf.

5.3.2. RCM’S AND Alt RCM’s are the vital connection between the SA NA groups, the SA NA Areas and SANARSC. It is essential that SA Areas ensure their representation at all NASARSC meetings and that their RCM’s are accountable to their respective Areas and the NA groups that they serve.

5.3.3. NASARSC Trusted Servants elected at Regional Assembly by NA Groups:

5.3.3.1. Chairperson.

5.3.3.2. Vice Chairperson.

5.3.3.3. Treasurer.

5.3.3.4. Alternate Treasurer.

5.3.3.5. Regional Delegate.

5.3.3.6. Alternate Regional Delegate.

PLEASE NOTE: Where there is no candidate for Vice Chairperson, Alternate Treasurer or Alternate Regional Delegate for election at Regional Assembly, the positions may be elected at NASARSC between Regional Assemblies by a 60% majority vote of eligible voting RCM’s carrying the vote of their ASC’s as voted by its NA groups. The positions will then be affirmed at the next Regional Assembly.

5.3.4. NASARSC Trusted Servants elected at NASARSC by RCM’s carrying the vote of their ASC’s as voted by its NA groups.

5.3.4.1. Secretary.

5.3.4.2. Alternate Secretary.

5.3.4.3. Regional Resource Persons.

5.3.4.4. Alternate Regional Resource Persons.

5.3.4.5. Subcommittee Chairs.

5.3.4.6. Subcommittee Vice Chairs.

5.3.5. NASARSC Trusted Servants affirmed at NASARSC by RCM's.

5.3.5.1. SARCNA Chairperson.

5.3.5.2. SARCNA Treasurer.

5.3.6. NASARSC Trusted servants appointed by NASARSC Chairperson:

5.3.6.1. Interim Trusted Servants.

5.3.6.2. Ad-Hoc Chairpersons.

5.3.7. NASARSC may appoint Special Workers as required.

5.3.7.1. A Special Worker may be appointed to fulfil an essential role that cannot be fulfilled from within the NA SA fellowship.

5.3.7.2. The NASARSC Chairperson, NASARSC Treasurer or NASARSC Regional Delegate may table a motion to appoint a Special Worker.

5.3.7.3. The motion must be supported by an RCM.

5.3.7.4. The motion will go back to NA SA Areas for discussion and voting.

5.3.7.5. The Areas RCM's will bring their Area's vote to NASARSC.

5.3.7.6. A 60% majority vote of eligible voting RCM's is required for the vote to pass.

5.4. Membership:

5.4.1. Any South Africa Narcotics Anonymous Area Service Committee may join NASARSC by registering their ASC with the NASARSC Secretary via an on-line [NASARSC New ASC Registration form](#).

5.4.2. Requirements for NASARSC membership:

5.4.1.1. A NA Area must hold regular monthly ASC meetings.

5.4.1.2. An NA Area must be able to fulfil the role of an NA Area as described in A Guide to Local Services in Narcotics Anonymous

5.4.1.3. A NA Area must have a bank account in their NA Area name.

5.4.1.4. A NA Area must be able to provide annual account statements and yearly financial statement to the NASARSC Treasurer for the annual reconciliation and audit by the NASARSC accountant and auditor.

5.5. Attendance:

5.5.1. All RCM's and Alternate RCM's. It is each individual Areas responsibility to ensure that their Area is represented at all NASARSC meetings.

5.5.2. All NASARSC elected Trusted Servants (see 6.3., 6.4., 6.5.) are expected to attend all scheduled NASARSC meetings. (Monthly call, Face-to-Face, Regional Assembly, Inventory Day, Extraordinary NASARSC meetings etc.)

5.5.3. Any NA member may attend a NASARSC meeting as an observer. However, an observer may not participate (speak) in a NASARSC meeting unless invited to do so by the NASARSC Chairperson.

5.6. Participation:

5.6.1. An NA South Africa Area Service Committee may actively participate at NASARSC by registering their Area with NASARSC (See 5.4.1.) and meeting the requirements in 5.4.2.

5.6.2. An NA SA Area Service Committee must be represented at NASARSC meetings by their RCM, Alternate RCM, or their Area Representative.

5.6.2.1. An RCM or Alt RCM who is unable to attend a scheduled NASARSC meeting must send their apologies to the NASARSC Secretary prior to the meeting.

5.6.3. Only NASARSC elected Trusted Servants, NA SA Area representatives, or special participants invited by the NASARSC Chairperson may participate (speak) in NASARSC meetings.

5.7. Meetings:

5.7.1. Decorum

It is expected that all communication between NA members in any RSC meeting forum whether it be written, verbal or 'chat' exercises decorum.

Decorum refers to controlled, calm and polite behaviour **that shows respect and good manners** to all attendees.

"We contribute to unity in our meetings by exercising loving care in the way we speak and the way we treat one another." (*It Works How and Why. Tradition 1. p.131-132*) **(added by motion August 2024)**

5.7.2. Monthly NASARSC meeting:

5.7.2.1. NASARSC convenes a regular monthly telephonic / internet meeting on the 3rd Monday of each month.

5.7.2.1.1. In special circumstances, i.e., where the 3rd Monday falls on a Public Holiday, the monthly meeting may be rescheduled if agreed to by a majority vote of all RCM's and NASARSC elected Trusted Servants.

5.7.2.2. All RCM's, Chair, Vice Chair, RD, Treasurer, Resource Persons/ Subcommittee/ AdHoc Chairs must submit a monthly report to RSC to inform of their current activities and plans.

5.7.2.2.1. The monthly reports must be submitted to the RSC Secretary and RSC Chair no later than 3 days (72 hours) before the monthly RSC call. (The call is currently the 3rd Monday of each month. Reports need to be submitted by 19:30 the Friday before.

(5.7.1.2 & 5.7.1.2.1 added by KZNASC motion July 2024)

5.7.3. Meeting Schedule:

5.7.3.1. The [NASARSC Meeting Agenda](#) for the monthly meetings is created by the NASARSC Chair each month to a standard format.

5.7.3.1.1. The Chair will request the NASARSC service body for any additional agenda items seven days before the monthly meeting.

5.7.3.1.2. Cut off for additional agenda items is midnight on the Saturday before the monthly meeting.

5.7.3.2. To speak at NASARSC it is necessary to attract the attention of the NASARSC Chair or NASARSC Vice Chair with a raise of the hand.

5.7.3.3. The NASARSC Chair or NASARSC Vice Chair will acknowledge the request and invite the member to speak in turn.

5.7.3.4. When speaking, all comments should be directed to the NASARSC Chair or NASARSC Vice Chair. i.e., 'Mr/ Madam Chair...'

5.7.4. NASARSC Inventory and Planning:

5.7.4.1. NASARSC sets aside one day each year for conducting a NASARSC Inventory and Planning Workshop.

5.7.4.2. NASARSC Inventory and Planning Workshop will usually take place in June or July each year.

5.7.4.3. If resources are available, Inventory and Planning Workshop will be a residential workshop in Johannesburg. (This is a prudent decision to reduce and limit travel and accommodation costs.)

5.7.4.4. NASARSC will fund the travel, accommodation, and refreshment costs for NASARSC Trusted Servants. The funding for travel and accommodation will not normally apply to RCM's, Alt RCM's, Vice Chairs / Vice Resource Persons, or Alternates.

5.7.4.4.1. If there are sufficient funds available when budgets are drawn up then it can be proposed that NASARSC fund the travel, accommodation, and refreshment costs for Vice Chairs / Vice Resource Persons, and Alternates.

- 5.7.4.4.2. RCM's and Alt RCM's from outside Gauteng and Pretoria Areas will need to obtain funding from their respective Areas to attend NASARSC Inventory and Planning. Areas will need to factor these expenses into their annual budgets.
 - 5.7.4.4.3. NASARSC Trusted Servants, RCM's and Alt RCM's from Gauteng and Pretoria will be expected to attend Inventory and Planning Workshop on a day visitor basis. They may however obtain funding from their Areas and stay as residents. NASARSC will provide refreshments.
 - 5.7.4.5. NASARSC Inventory and Planning Workshop will be facilitated by the NASARSC RD & NASARSC Vice Chair.
 - 5.7.4.6. The NASARSC Inventory and Planning Workshop may use the [Area Planning Tool](#) and considers three general topics:
 - 5.7.4.6.1. How well has the NASARSC done this year at serving the NA SA Areas and Groups, and how can it better serve them in the coming year?
 - 5.7.4.6.2. How well has NASARSC done this year in making NA's message more widely known in the larger community? How could NASARSC improve on this?
 - 5.7.4.6.3. How well has NASARSC done at supporting the AZF and NA's World Services? How can NASARSC provide better support for these services?
 - 5.7.4.7. NASARSC will invite NA SA Groups and Areas to submit inventory questions that they would like considered at NASARSC Inventory and Planning Workshop to the NASARSC with their RCMs.
 - 5.7.4.8. The invitation for questions from NA SA groups ought to take place two months prior to NASARSC Inventory and Planning Workshop.
 - 5.7.4.9. Questions arising from Regional Assembly may be included in Inventory and Planning Workshop.
 - 5.7.4.10. The NASARSC Chairperson may appoint an Ad-Hoc committee to further explore matters arising from the NASARSC Inventory and Planning Workshop.
- 5.7.5. NASARSC Regional Assembly:**
- 5.7.5.1. Regional Assembly will take place at the SA Regional Convention of Narcotics Anonymous (SARCNA) normally held in October/ November of each year.
 - 5.7.5.2. Regional Assembly is divided into two parts:
 - 5.7.5.2.1. Part 1 covers the NPO business requirements. The minutes are taken separately for submission to Dept. Social Development should there be any NA SA NPO changes. (See: [RA \(AGM\) Minutes example.](#))
 - 5.7.5.2.2. Part 2 provides a forum for the NASARSC Elected Trusted Servants to showcase to the NA SA fellowship, the work carried out by NASARSC Elected Trusted Servants in the current year; their plans for the upcoming year and to introduce their year ahead budgets.
 - 5.7.5.2.2.1. The NASARSC Chair, Vice Chair and Treasurer will work with the NASARSC Elected Trusted Servants to prepare their annual [NASARSC Regional Assembly reports](#) and budgets for the coming year, which will include a review of the current year's activities and projects.
 - 5.7.5.3. In terms of the [Compliance requirements for a registered NPO](#), Regional Assembly is the Annual General Meeting of NA SA NPO and must follow a specific agenda. **See: 4.2. NA SA NPO AGM** and [RA \(AGM\) draft Agenda.](#)
 - 5.7.5.4. In terms of [NA SA Region NPO Founding Document](#) for registration as an NPO, Regional Assembly hosts the elections for: Chairperson / Vice Chairperson; Regional Delegate / Alternate Regional Delegate; and Treasurer / Alternate Treasurer.

- 5.7.5.5. The NASARSC Chair, Treasurer and Regional Delegate are affirmed into position at Regional Assembly at the end of their service terms as Vice Chairperson, Alternate Regional Delegate and Alternate Treasurer.
 - 5.7.5.6. In terms of NASARSC founding document for registration as an NPO, the newly affirmed NASARSC Treasurer, Regional Delegate and Chairperson take on the roles of Board members and Bear Office at NA SA Region NPO.
 - 5.7.5.7. The NASARSC Treasurer will complete the [Special Resolution to Change the Office Bearers form](#) for submission to the Dept. Social Development to update their records.
 - 5.7.5.8. Where an Interim appointment (See: 6.5.1.1.1.) has fulfilled one of positions in 5.7.5.4. above, the Interim may be voted into the full position at Regional Assembly.
 - 5.7.5.8.1. Wherever possible, nominees are encouraged to attend Regional Assembly either in person or virtually to be elected.
 - 5.7.5.9. The [Special Resolution to Change the Office Bearers form](#), the completed [Notice of Change of Organisational Details](#) form and certified copies of the new Office bearers ID's must be sent to the NPO Directorate within 30 days of Regional Assembly. (See: 4.6 for a complete list of requirements to be submitted.)
 - 5.7.5.9.1. The Chairpersons report of the work carried out in the current year will form the page 4 summary of the [NPO Narrative Report](#) submitted to the NPO Directorate.
- 5.7.6. Face-to-Face:**
- 5.7.6.1. Face-to-Face is an annual business meeting of NASARSC elected Trusted Servants and RCM's and Alt RCM's. F2F takes place at SARCNA on the Thursday and Friday before SARCNA starts.
 - 5.7.6.2. Face-to face is open to all RCM's, Alt RCM's and NASARSC elected Trusted Servants to participate.
 - 5.7.6.3. NASARSC will provide the additional one night's accommodation and refreshment costs at Face-to-Face for RCM's, Alt RCM's and NASARSC Trusted Servants who attend.
 - 5.7.6.4. All expenses for Face-to-Face will be budgeted and funded from SARCNA.
 - 5.7.6.5. The purpose of Face-to-Face:
 - 5.7.6.5.1. Is to facilitate constructive liaison and collaboration between the NASARSC elected Trusted Servants with the focus on the upcoming years' service plans and budgets.
 - 5.7.6.5.2. Prepare reports and budgets for presentation at Regional Assembly. See: 5.7.5.8.
 - 5.7.6.5.3. To create an opportunity for NASARSC elected Trusted Servants to meet each other Face-to-Face, to work together in NASARSC service, and to fellowship together.
 - 5.7.6.6. Face to Face is convened and chaired by NASARSC Chairperson.
 - 5.7.6.7. In the absence of the NASARSC Chair, the RD, or in their absence the Vice Chair will convene and chair the Face-to-Face meeting.
 - 5.7.6.8. A Face-to-Face meeting agenda will be circulated by the NASARSC Chair by 3pm on Wednesday one week (7 days) prior to the scheduled Face-to-Face meeting.
 - 5.7.6.9. The NASARSC Secretary will record the actions arising from the Face-to-Face meeting and save them to the Face-to-Face folder on the NASARSC Shared drive.
- 5.7.7. Extraordinary NASARSC Meetings:**
- 5.7.7.1. In extraordinary or emergency circumstances that cannot wait for the next NASARSC meeting, an extraordinary meeting of NASARSC may be called.
 - 5.7.7.2. The definition of extraordinary or emergency circumstances will be decided by the Chair but must be of a critical nature that cannot wait a month for consideration.
 - 5.7.7.3. Only Area's through their elected RCM's and NASARSC elected Trusted Servants may call for an extraordinary meeting of NASARSC.

- 5.7.7.4. A call for an extraordinary meeting of NASARSC must be submitted in writing to the NASARSC Chair using the [NASARSC Motion form](#). (See: 11 Motions.)
- 5.7.7.5. The call for an extraordinary meeting of NASARSC will require intent or purpose.
- 5.7.7.6. The call for an extraordinary meeting of NASARSC must be seconded by a NASARSC Trusted Servant and an RCM.
- 5.7.7.7. An extraordinary meeting of NASARSC will be called within 72 hours of the lodged request.
- 5.7.7.8. The purpose of the extraordinary meeting of NASARSC shall be stated; no business other than that which is stated shall be conducted.
- 5.7.7.9. At the end of the extraordinary meeting the RCM's may be called on to vote in respect of any emergency motion arising from the meeting.
- 5.7.7.10. The meeting will be recorded, and the minutes made available to the NA SA Areas.

5.8. Communication (Added by motion August 2024)

5.8.1. RSC trusted servants attending ASC's and Area subcommittee meetings.

- 5.8.1.1. Any member of the RSC may attend any open service committee meeting at any ASC or subcommittee of ASC as an observer.
- 5.8.1.2. RSC members attending as observers may not participate (speak) at these meetings unless invited to do so by the Chairperson of that committee with the consensus of that committee.
- 5.8.1.3. The Chairperson of an ASC or ASC subcommittee, with consensual agreement of that committee, may extend an invitation to an RSC member to address or participate at an ASC or ASC subcommittee meeting.
- 5.8.1.4. The purpose of the invitation and participation must be clearly stated and agreed upon.
- 5.8.1.5. RSC members attending ASC or ASC Subcommittee meetings must always be mindful of their mandate in RSC Policy and A Guide to Local Services as the basis for any interactions:
Though by no means "authorities" or "directors," they take the time to keep in regular touch with the chairpersons of area or metro subcommittees in their resource fields and, if asked, help untangle local service problems.
Resource persons can do this individually or by hosting frequent, informal sharing sessions for local subcommittee chairpersons.

5.8.2. Communication Channels (Added by motion August 2024)

- 5.8.2.1. The normal channel of communication between an Area and RSC or vice-versa is through the Area RCM.
- 5.8.2.2. The normal channel of communication for an NA member and RSC is through their group GSR to their Area and through the Area RCM to RSC.
- 5.8.2.3. Normal channel of communication is between RSC service members and their ASC committee counterparts. i.e. FD Resource Person communicates with Area FD Chairpersons.
 - 5.8.2.3.1. For this purpose, RSC Resource persons or Trusted Servants may form a WhatsApp group or similar for general communication with their Area subcommittee chairperson or Trusted Servant counterparts.
- 5.8.2.4. Any other RSC business communication between any RSC service member and any ASC service member must go through the RCM of that Area.
- 5.8.2.5. All communication must be by email to ensure a record of conversations, requests, discussions, and decisions.
- 5.8.2.6. The RSC Chair and the respective Area Chair ought to be copied into the communication.

5.9. Procedure for raising a discussion point /complaint/grievance/ etc. at NASARSC.

(Added by motion August 2024)

5.9.1. A discussion point /complaint/grievance/ etc. must be presented by:

- 5.9.1.1. An RCM with a mandate from their ASC.
- 5.9.1.2. A NASARSC Resource Assignment Chair with a mandate from their respective ASC Subcommittee.
- 5.9.1.3. A NASARSC service committee member.

5.9.2. The suggested procedure for raising a discussion point /complaint/grievance/ etc. at NASARSC is as follows:

5.9.2.1. Individual NA member or NA group:

- 5.9.2.1.1. An NA member may raise a discussion point /complaint/grievance/ etc. at their NA group for discussion.
- 5.9.2.1.2. If consensus is reached, the NA groups GSR can raise the matter at their ASC for discussion as per their ASC's procedures.
- 5.9.2.1.3. If consensus is reached, the ASC's RCM can raise the matter for discussion at NASARSC in new business as per NASARSC procedure.

5.9.2.2. Resource Assignment member or subcommittee member.

- 5.9.2.2.1. A member of an Area subcommittee may raise a discussion point /complaint/grievance/ etc at their ASC subcommittee for discussion.
- 5.9.2.2.2. If consensus is reached within the subcommittee, the Resource Assignment person / RSC Subcommittee Chair may raise the matter for discussion at NASARSC in new business as per NASARSC procedure.

5.9.2.3. NASARSC service committee member.

- 5.9.2.3.1. A NASARSC service committee member may raise a discussion point /complaint/grievance/ etc for discussion at NASARSC in new business as per NASARSC procedure.

5.10. References:

NASARSC will refer to the following documents for guidance in all its business:

- 5.10.1. [The Twelve Traditions of Narcotics Anonymous.](#)
- 5.10.2. [The Twelve Concepts for NA Service.](#)
- 5.10.3. [A Guide to Local Services in Narcotics Anonymous.](#)
- 5.10.4. The current editions of all [NA Service Handbooks.](#)
- 5.10.5. The [Treasurer's Handbook \(Revised\).](#)
- 5.10.6. [NA Service Pamphlets.](#)
- 5.10.7. [IP11 Sponsorship, Revised.](#)
- 5.10.8. All [NA World Service Bulletins.](#)
- 5.10.9. The current NASARSC Policy and Procedures.
- 5.10.10. [Guidelines for Consensus Based Decision Making \(CBDM\)](#)
- 5.10.11. [A Vision for NA Service.](#)
- 5.10.12. [Area Planning Tool.](#)
- 5.10.13. [NA SA Region NPO Founding Document\)](#)
- 5.10.14. [Compliance requirements for a registered NPO](#)
- 5.10.15. [NASARSC Protection of Personal Information Act \(POPI\)](#)
- 5.10.16. [NASARSC email Communications Policy.](#) (Voted September 2024)
- 5.10.17. All relevant legislation that may impact on NA, i.e. Disaster Management Act; Occupational Health and Safety etc

6. NASARSC Service Body:

6.1. Regional Committee Members (RCM's) and Alternate RCM's:

Regional committee members have a big job. At RSC meetings, they share with one another the information and experience of their respective areas. Between regional committee meetings, they provide their areas with information and contacts from other areas. Throughout the year, RCMs serve as contact points between world services and the NA groups in their areas. Their reports to the region give the regional delegate a better idea of where world service energies could best be concentrated. RCM reports to the area keep group service representatives informed of world service activities.

(Adapted from A Guide to Local Services in Narcotics Anonymous p87-88)

- 6.1.1. NA Groups elect RCM's and Alt RCM's at their respective ASC's to represent their ASC's at NASARSC according to their own policies and guidelines.
- 6.1.2. RCM's and Alternate RCM's attend all scheduled NASARSC meetings. It is each individual NA Areas responsibility to ensure that they are properly represented at all NASARSC meetings.
- 6.1.3. NASARSC provides an RCM orientation arranged by the RD or Alt RD as is required.
- 6.1.4. A new RCM and new Alt RCM must register their contact details with the NASARSC Secretary to receive NASARSC communications and to be added to the NASARSC electronic communications groups.
- 6.1.5. An RCM may not serve nor represent nor carry a vote for another NA SA ASC at NASARSC.
- 6.1.6. RCM's and Alt RCM's adopt a Resource Assignment (see: 7) and give it their support.
- 6.1.7. RCM's may hold a NASARSC elected Trusted Servant position at NASARSC.
- 6.1.8. The responsibilities of the Johannesburg RCM will include ensuring that the NARSCSA Post Office Box is checked twice monthly.

6.2. NASARSC Elected Trusted Servants:

6.2.1. Necessary Requirements for all NASARSC Elected Trusted Servants:

- 6.2.1.1. The willingness and desire to serve Narcotics Anonymous. elected Trusted Servants are expected to be able to commit themselves, their time and their energies to the responsibilities and requirements necessary to fulfilling the service position.
- 6.2.1.2. Be Abstinent from all drugs and DRT's, (See: [NA World Services Bulletin #29](#))
- 6.2.1.3. All elected NASARSC Trusted Servants share a responsibility for the safety and security of NASARSC Funds and Property. As such, all NASARSC elected Trusted Servants are required to read and understand the NASARSC Safeguarding NA Funds and Property document. (See:15) and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form.](#)
- 6.2.1.4. Have an NA Sponsor, '*...an NA sponsor is a member of Narcotics Anonymous, living our program of recovery, who is willing to build a special, supportive, one-on-one relationship with us.*' ([IP11 Sponsorship, Revised](#))
- 6.2.1.5. Have an NA Home Group.
- 6.2.1.6. Be practising the NA program of recovery.
- 6.2.1.7. Be able to carry the clear and non-confusing message of Narcotics Anonymous (See: [NAWS Bulletin #13](#))
- 6.2.1.8. Have the willingness to apply the 12 Traditions of NA and 12 Concepts of NA to their service work and refer to the NA service reference materials listed in 5.8 for guidance.
- 6.2.1.9. Have previous experience of NA service.
- 6.2.1.10. Have the willingness to be accountable to the NA SA Area Service Committees and the NA South Africa Groups.
- 6.2.1.11. Access to a telephone and the internet are essential for attending NASARSC monthly meetings.

6.2.2. General Responsibilities:

- 6.2.2.1. NASARSC elected Trusted Servants are required to understand and adhere to this NASARSC Policy and Procedures document.
- 6.2.2.2. NASARSC elected Trusted Servants are expected to work together in unity so that NASARSC may effectively carry the message of recovery to those who need to hear it.
- 6.2.2.3. NASARSC elected Trusted Servants are expected to attend and support all NASARSC meetings and activities.
- 6.2.2.4. NASARSC elected Trusted Servants may not hold nor represent two service positions at NASARSC simultaneously unless appointed by the NASARSC Chair as an Interim Trusted Servant or an Ad-hoc chairperson. (See: 6.5)
 - 6.2.2.4.1. Any such appointments must be to fulfil a necessary NASARSC service and must be carefully considered regarding being able to commit themselves, their time and their energies to the responsibilities and requirements necessary to fulfilling an additional service position.
- 6.2.2.5. As NA SA Region representatives of NA SA, elected Trusted Servants may be required to share or submit personal details to 3rd parties.
- 6.2.2.6. All elected trusted servants that have an na.org. email address must adhere to the [NASARSC email Communications Policy](#). (Voted September 2024)

IMPORTANT NOTES:

- 1. The suggested guideline qualifications for all the NASARSC elected Trusted Servant positions in 6.3, 6.4 and 6.5, are proposed as a general means to elect a suitable candidate as per the fourth concept of NA. Where a candidate may lack some of these qualifications, enthusiasm, previous NA service experience; professional experience; personal attributes etc. can be taken into consideration for the nomination.
- 2. It is NASARSC policy that all nominees service CVs submitted by applicants to NASARSC for vacant NASARSC service positions will be distributed to Areas / Groups for perusal, consideration of IMPORTANT NOTE 1 above and voting.

6.3. NASARSC Trusted Servants elected at Regional Assembly by SA NA Groups:

- 6.3.1. The NASARSC Vice Chair, Vice Treasurer and Alternate Regional Delegates are elected to office at Regional Assembly. At the same time, they are also being elected to office for the positions of Chair, Treasurer and Regional Delegate, that will run consecutively to their term as Vice Chair, Vice Treasurer or Alternate Regional Delegate.

PLEASE NOTE: These consecutive appointments will be counted as two terms of service.
- 6.3.1.1. Where there is no Alternate or Vice in service to fulfil these service positions, the positions of Chair, Treasurer or Regional Delegate will be advertised for nominees.
- 6.3.1.2. Where the service positions of Vice Chair, Vice Treasurer or Alternate Regional Delegates are unable to be filled at Regional Assemblies, nominees can be elected at NASARSC by RCM's on behalf of ASC's (see: 6.4.) between Regional Assemblies and given a vote of affirmation at the next Regional Assembly.
- 6.3.1.3. The NASARSC Chair can appoint an Interim Trusted Servant (See: 6.5) to fulfil the service duties of Chair, Treasurer and Regional Delegate, until the position can be filled or until the Interim can be appointed at the next Regional Assembly.
 - 6.3.1.3.1. An Interim appointment may mean that a Chair, Treasurer or Regional Delegate may serve a shortened term as an Interim followed by a full term in the position after being voted in at Regional Assembly.

6.3.2. Chairperson:

6.3.2.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.3.2.1.1. A suggested five years of abstinence from all drugs including DRT's.
- 6.3.2.1.2. Active for at least two years in the NA service structure.
- 6.3.2.1.3. Previous ASC service experience. Preferably as ASC Chair, Subcommittee Chair or RCM.
- 6.3.2.1.4. Leadership ability.
- 6.3.2.1.5. Communication skills and ability to organise.
- 6.3.2.1.6. A firm hand, a calm spirit, and a clear mind.

(A Guide to Local Services in Narcotics Anonymous p. 48)

6.3.2.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.3.2.2.1. A service commitment of two years.
- 6.3.2.2.2. Formulate an agenda and preside over all NASARSC meetings.
- 6.3.2.2.3. Maintain order and focus of committee proceedings.
- 6.3.2.2.4. Refer to the NASARSC Policy and Procedures for committee proceedings.
- 6.3.2.2.5. Ensure that the NASARSC Calendar and Timeline is referred to for NASARSC procedures.
- 6.3.2.2.6. Follow up on any actions agreed at NASARSC meetings.
- 6.3.2.2.7. Maintain Unity within the committee.
- 6.3.2.2.8. Be fair and impartial as the mediator of NASARSC business.
- 6.3.2.2.9. Performs such duties as may be required to facilitate NASARSC proceedings.
- 6.3.2.2.10. Rule on points of order.
- 6.3.2.2.11. Vote on any NASARSC business when to do so would break a tie.
- 6.3.2.2.12. Protect the committee proceedings from frivolous motions.
- 6.3.2.2.13. Investigate motions of no-confidence when necessary.
- 6.3.2.2.14. Serve as one of the signing officers of the NASARSC FNB bank account/s and FNB mandate.
- 6.3.2.2.15. Serve as an appointed Board member and Office Bearer of NA SA Region NPO.
- 6.3.2.2.16. Be appointed as a Fiduciary person with SARS for NA SA Region PBO.
- 6.3.2.2.17. Appoint Interim Trusted Servants and Ad-Hoc Trusted Servants as may be required by NASARSC.
- 6.3.2.2.18. Submit a monthly report of activities and business conducted on behalf of NASARSC.
- 6.3.2.2.19. Assist in coordinating the preparation of the annual [NASARSC Regional Assembly reports](#), plans and [NASARSC annual budgets](#).
- 6.3.2.2.20. Prepare and submit an annual report and present a plan from the Regional Service Committee for the coming year at Regional Assembly.
- 6.3.2.2.21. The NASARSC Chairperson will complete page 4 of the Narrative report: The Organisations major achievements over the past year, for submission with the annual [NPO Narrative Report](#) to the NPO Directorate. (See: [Narrative Report example](#))
- 6.3.2.2.22. Foster good relations with South Africa NA Areas.
- 6.3.2.2.23. Mentor the NASARSC Vice Chair and delegate duties as necessary.
- 6.3.2.2.24. In the absence of a NASARSC Vice Chair, the NASARSC Chairperson will ensure that the next Area holding SARCNA is aware of the sequence of events schedule for SARCNA (See: Appendix 1: NASARSC Calendar and Timeline) and is able to elect its Chairperson and Treasurer timeously.

6.3.3. Vice Chairperson:

6.3.3.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.3.3.1.1. A suggested three years of abstinence from all drugs including DRT's.
- 6.3.3.1.2. Active for at least one year in the NA service structure.

- 6.3.3.1.3. Previous ASC service experience. Preferably as ASC Chair, Subcommittee Chair or RCM.
- 6.3.3.1.4. Leadership ability.
- 6.3.3.1.5. Communication skills and ability to organise.
- 6.3.3.1.6. A firm hand, a calm spirit, and a clear mind.
(*A Guide to Local Services in Narcotics Anonymous p. 48*)

6.3.3.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.3.3.2.1. A service commitment of four years. (Two years as Vice Chair and two years as Chair).
- 6.3.3.2.2. Assist the NASARSC Chair in all their responsibilities and perform such duties as delegated by the Chair.
- 6.3.3.2.3. Support the Chair in maintaining order during NASARSC meetings.
- 6.3.3.2.4. Perform the duties of the Chair in the absence of the Chair and RD.
- 6.3.3.2.5. Refer to the NASARSC Policy and Procedures for NASARSC committee proceedings.
- 6.3.3.2.6. Ensure that the NASARSC Calendar and Timeline is referred to for NASARSC procedures.
- 6.3.3.2.7. Assist the Chair to follow up on any actions agreed at NASARSC meetings.
- 6.3.3.2.8. Conducts the 'Accepting the nomination' process at NASARSC meetings. (See: 10.3.)
- 6.3.3.2.9. Be ready and willing to become Chair.
- 6.3.3.2.10. Refer NASARSC business proceedings to NASARSC policy.
- 6.3.3.2.11. Maintain the [NASARSC Policy log](#) and update the NASARSC policy.
- 6.3.3.2.12. To keep in regular touch with the Regional Resource Persons and AD hoc Subcommittee Chairpersons, informed of their projects and challenges and facilitate cooperation between them.
- 6.3.3.2.13. Assist the Regional Delegate with the preparation and presentation of NASARSC Inventory and Planning Workshop.
- 6.3.3.2.14. Assist in coordinating the preparation of the annual [NASARSC Regional Assembly reports](#), plans and [NASARSC Annual Budgets](#).
- 6.3.3.2.15. Record the attendance of members at Regional Assembly and note any apologies on the record.
- 6.3.3.2.16. Submit a monthly written report to NASARSC.
- 6.3.3.2.17. Ensure that the next Area holding SARCNA is aware of the sequence of events schedule for SARCNA (See: Appendix 1) and can elect its Chairperson and Treasurer timeously. (In the absence of a NASARSC Vice Chair, the NASARSC Chairperson would perform these duties)

6.3.4. Regional Treasurer:

6.3.4.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.3.4.1.1. A suggested five years of abstinence from all drugs including DRT's.
- 6.3.4.1.2. Must be financially stable and have a secure and legitimate income.
- 6.3.4.1.3. Active for at least three years in the NA service structure including previous NA Area level Treasurers experience.
- 6.3.4.1.4. Accounting or book-keeping experience and an understanding of financial management.
- 6.3.4.1.5. The ability to create and maintain accurate records.
- 6.3.4.1.6. Appropriate spreadsheet/accounting programme experience.
- 6.3.4.1.7. Leadership ability.
- 6.3.4.1.8. Communication skills and an ability to organise.

6.3.4.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.3.4.2.1. A service commitment of 2 years.
- 6.3.4.2.2. To attend all NASARSC meetings.

- 6.3.4.2.3. To serve as a Board member/ Office Bearer of NA SA Region NPO.
- 6.3.4.2.4. Be appointed as Public Officer with SARS for NA SA Region.
- 6.3.4.2.5. Be appointed as a Fiduciary person with SARS for NA SA Region PBO.
- 6.3.4.2.6. To become a signatory on the FNB mandate and FNB bank accounts.
- 6.3.4.2.7. To manage the NASARSC bank accounts.
- 6.3.4.2.8. To ensure that the NA SA Region FNB mandate and FNB bank account signatories are updated after the election of new officers.
- 6.3.4.2.9. Manage the Payfast account.
- 6.3.4.2.10. Take responsibility for all NASARSC financial transactions.
- 6.3.4.2.11. Load and Co-sign NASARSC bank account payments.
- 6.3.4.2.12. Accurately account for all monies received to NASARSC.
- 6.3.4.2.13. Dispense funds as per the conscience of NASARSC and accurately account for all monies disbursed on behalf of NASARSC.
- 6.3.4.2.14. Ensure that all accounts are paid timeously.
- 6.3.4.2.15. Authorise, dispense, and reconcile all NASARSC budgeted expenditure.
- 6.3.4.2.16. Maintain a record of any NASARSC merchandise.
- 6.3.4.2.17. Prepare for presentation at the monthly NASARSC meeting:
 - 6.3.4.2.17.1. A written monthly NASARSC Treasurer's report.
 - 6.3.4.2.17.2. NASARSC Bank account statements.
 - 6.3.4.2.17.3. Monthly Trial balance including expenses, current assets, and liabilities.
 - 6.3.4.2.17.4. A financial report vs budget. (Year to date)
 - 6.3.4.2.17.5. Prudent Reserve position.
 - 6.3.4.2.17.6. A [NASARSC Budget Expense & Income form](#) following the SARCNA.
- 6.3.4.2.18. To maintain all records pertaining to all money accounts for a minimum of five years.
- 6.3.4.2.19. Oversee and manage the annual NASARSC budgeting process. (See: 12.5 Budgets)
- 6.3.4.2.20. Oversee and manage the financial aspects of the South Africa Regional Convention of Narcotics Anonymous. (SARCNA) This will include assisting in the preparation of SARCNA budget, overseeing the budget expenditure and liaising with the SARCNA Chair and SARCNA Treasurer to ensure that proper practises are in place for the recording of payments and the collection of monies at SARCNA.
- 6.3.4.2.21. Prepare and present a set of annual financial statements for NASARSC at Regional Assembly.
- 6.3.4.2.22. Make a presentation of the next financial year's Regional Budget – to include the current and previous year's budget for comparison.
- 6.3.4.2.23. Request annual financial reports from NA SA Area Treasurers including literature stock take, bank statements and Trial balances. (These must be received by end of April for submission to the NASARSC Accountant to ensure that the Accountants Financial reports and audit report can be submitted to the NPO Directorate within 9 months of the financial year end. (See: 4.6.2.)
- 6.3.4.2.24. To be responsible for the preparation and submission of the annual financial reports to the Accounting Officer.
- 6.3.4.2.25. To ensure that the NPO requirements for elections of new Office bearers at Regional Assembly are complied with. [Compliance requirements for a registered NPO.](#)
- 6.3.4.2.26. To complete any forms that may be required for NA SA NPO business at Regional Assembly.
- 6.3.4.2.27. Submit all forms and any accompanying documents (See: 4.6.1.) within one month of Regional Assembly to the NPO Directorate.

- 6.3.4.2.28. Ensure that NA SA Region complies with the annual requirements for NPO status and submit the [NPO Narrative Report](#), Accountants financial statements and audit report to the NPO Directorate (See: 4.6.2.) within 9 months of the financial year end.
- 6.3.4.2.29. Ensure that all newly elected NASARSC Trusted Servants read the NASARSC Safeguarding of NA Funds and Property document and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form](#)
 - 6.3.4.2.29.1. Archive the signed documents on the NASARSC Treasurers drive.
- 6.3.4.2.30. Give training to the Alternate Treasurer or the incoming Treasurer on managing NASARSC bank accounts, treasury spreadsheets and records and use of the accounting software.
- 6.3.4.2.31. If unable to attend NASARSC meeting, then the Treasurer must brief the Alternate Treasurer so that the Treasurer's report can be accurately presented at NASARSC meetings.
- 6.3.4.2.32. Mentor the Alternate Treasurer and delegate duties as necessary.

6.3.5. **Regional Vice-Treasurer:**

6.3.5.1. **Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)**

- 6.3.5.1.1. A suggested three years of abstinence from all drugs including DRT's.
- 6.3.5.1.2. Must be financially stable and have a secure and legitimate income.
- 6.3.5.1.3. Active for at least one year in the NA service structure including previous NA Area level Treasurers experience.
- 6.3.5.1.4. Accounting or book-keeping experience and an understanding of financial management.
- 6.3.5.1.5. The ability to create and maintain accurate records.
- 6.3.5.1.6. Appropriate spreadsheet/accounting programme experience.
- 6.3.5.1.7. Leadership ability.
- 6.3.5.1.8. Communication skills and an ability to organise.

6.3.5.2. **Duties and Responsibilities: (In addition to: Section 6.2.2.)**

- 6.3.5.2.1. A service commitment of four years (Two years as Alternate Treasurer and two years as Treasurer)
- 6.3.5.2.2. To attend all NARSCSA meetings.
- 6.3.5.2.3. Assist the Treasurer in all their responsibilities and perform such duties as delegated by the Treasurer.
- 6.3.5.2.4. To receive training from the Treasurer on managing NASARSC bank accounts, treasury spreadsheets and records and use of the accounting software.
- 6.3.5.2.5. To receive training in all the accounting processes and procedures for the SANARSC financial processes.
- 6.3.5.2.6. Stand in at NASARSC meetings in the Treasurer's absence & submit the Treasurer's report.

6.3.6. **Regional Delegate:**

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

world services ask regional delegates for their input. Delegates often respond to these requests on their own. In matters of wide concern, however, delegates may feel they need to hear broader discussion before they can reply. At such times, they might ask the regional committee to discuss the subject in its sharing session. With that foundation in the region's group conscience, delegates can be confident that the response they offer to world services is a well-considered one. If the matter seems likely to seriously affect NA as a whole, delegates may even consider going directly to the region's NA membership with the discussion, asking the regional committee to organize a service forum around the topic at hand.

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6.3.6.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.3.6.1.1. A suggested eight years of abstinence from all drugs including DRT's.
- 6.3.6.1.2. Must have served as an RCM for a full term.
- 6.3.6.1.3. Must be able to travel internationally and obtain Visas.

6.3.6.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.3.6.2.1. A service commitment of two years.
- 6.3.6.2.2. To attend all NASARSC meetings.
- 6.3.6.2.3. In the absence of the Chairperson to serve as Chairperson and fulfil all Chairpersons responsibilities.
- 6.3.6.2.4. To attend World Service Conference (WSC) as a fully active participant.
- 6.3.6.2.5. To act as a liaison between NA World Services and NARSCSA.
- 6.3.6.2.6. To be the voice of the Narcotics Anonymous South African Region
- 6.3.6.2.7. Attend African Zonal Forum Meetings (AZF)
- 6.3.6.2.8. To provide written reports of all WSC and African Zonal Forum Meetings to NARSCSA.
- 6.3.6.2.9. To upload minutes from the African Zonal Forum Meetings to the NA website- if available.
- 6.3.6.2.10. Provide NASARSC orientation to new RCM's, Alt RCM's and new NASARSC Trusted Servants and provide ongoing assistance and support as required.
- 6.3.6.2.11. Train RCMs to conduct workshops when required.
- 6.3.6.2.12. To hold CAR workshops and collate the Group Conscience of the NA SA Areas.
- 6.3.6.2.13. To be a signatory on the NA SA Region FNB bank account and FNB mandate.
- 6.3.6.2.14. To Chair an annual NASARSC inventory and Planning Workshop with the NASARSC Vice Chair.
- 6.3.6.2.15. To serve as a Board member/ Office Bearer for NA SA Region NPO.
- 6.3.6.2.16. Be appointed as a Fiduciary person with SARS for NA SA Region PBO.
- 6.3.6.2.17. To plan, Chair and host the Regional Assembly. (See: 4.2 & 5.7.5.)
- 6.3.6.2.18. To set an agenda for Regional Assembly that meets with the requirements for NPO compliance. (See: 4.2.8.)
- 6.3.6.2.19. Keep a record of voting's at Regional Assembly for NPO records.
- 6.3.6.2.20. To liaise with the NASARSC Treasurer and NASARSC Chairperson to ensure that NASARSC meets the [Compliance requirements for a registered NPO](#)
- 6.3.6.2.21. To ensure that NASARSC complies with any South Africa constitutional requirements.
- 6.3.6.2.22. To mentor the Alternative Regional Delegate and delegate duties as necessary.

6.3.7. Alternate Regional Delegate:

The regional delegate works closely with the region's alternate delegate. Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking

to involve the alternate in helping carry the workload. Alternate delegates are welcome to attend the biennial meeting of the World Service Conference in the company of their delegates; however, they will be recognized as full participants in the biennial meeting of the World Service Conference only in the event of the primary delegate's absence. Alternate delegates attend regional committee meetings and the regional assembly, offering support where they can and learning their way while they're at it. At the end of their terms, alternate delegates will very likely be their regions' most promising candidates for full delegate service.

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6.3.7.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.3.7.1.1. A suggested six years of abstinence from all drugs including DRT's.
- 6.3.7.1.2. Must have served as an RCM for a full term.
- 6.3.7.1.3. Must be able to travel internationally and obtain Visas.

6.3.7.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.3.7.2.1. A service commitment of four-years. Two years as Alt RD and two years as RD.
- 6.3.7.2.2. To attend all NARSCSA meetings.
- 6.3.7.2.3. To assist the RD in all respects of their duties and perform such duties as delegated by the RD.
- 6.3.7.2.4. In the absence of the Regional Delegate to take on Regional Delegate duties.
- 6.3.7.2.5. To attend World Service Conference (WSC) and African Zonal Forum Meetings in place of the Regional Delegate if the Regional Delegate is unable to attend.
- 6.3.7.2.6. To assist the RD in hosting and Chairing the Regional Assembly.
- 6.3.7.2.7. To attend all CAR workshops if NARSCSA resources are available to do so.
- 6.3.7.2.8. To assist in all RCM orientation or training.

6.4. NASARSC Trusted Servants elected at NASARSC by a majority vote of eligible voting RCM's carrying the vote of their ASC's as voted by its NA groups:

6.4.1. Regional Secretary:

6.4.1.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.4.1.1.1. A suggested four years of abstinence from all drugs including DRT's.
- 6.4.1.1.2. Active for at least two years in the NA service structure— preferably as Alternate Regional Secretary.
- 6.4.1.1.3. Proficiency in taking meeting minutes.
- 6.4.1.1.4. Computer literate, with a working knowledge of Word, Excel, and cloud Drive.
- 6.4.1.1.5. Communication skills and ability to organise.

6.4.1.2. Responsibilities and Duties: (In addition to: Section 6.2.2.)

- 6.4.1.2.1. A service commitment of two years.
- 6.4.1.2.2. To notify NASARSC Trusted Servants, RCM's and Alt RCM's of all scheduled NASARSC meetings.
- 6.4.1.2.3. Manage and co-ordinate the NASARSC on-line platform account for hosting NASARSC committee meetings, (to include passwords, log on, link etc.)
- 6.4.1.2.4. Record all NARSCSA meeting proceedings.
- 6.4.1.2.5. Record the attendance at each NASARSC meeting and maintain the attendance register and quorum status.
- 6.4.1.2.6. Receive and table:
 - 6.4.1.2.6.1. Apologies.
 - 6.4.1.2.6.2. emailed votes.

- 6.4.1.2.7. Receive all motions and refer them to the NASARSC Chair and Vice Chair.
- 6.4.1.2.8. Maintain a spreadsheet of when NASARSC service position nominations are to be opened for nomination and when the subsequent voting should take place.
- 6.4.1.2.9. Receive all service CV's for NASARSC service position nominees.
- 6.4.1.2.10. Maintain and update a current mailing and contact list of all NASARSC RCM's, Alt RCM's, NASARSC Trusted Servants, Area Chairs, Area Vice Chairs and Area Secretaries.
- 6.4.1.2.11. Add new RCM's, Alt RCM's and newly Elected Trusted Servants telephone numbers to the NASARSC electronic communication Groups.
- 6.4.1.2.12. Minute all NASARSC proceedings:
 - 6.4.1.2.12.1. Record the proceedings.
 - 6.4.1.2.12.2. Add timings to the agenda items as per the recording.
 - 6.4.1.2.12.3. Headline any discussion points and reference to Agenda items.
- 6.4.1.2.13. Record and minute Regional Assembly.
- 6.4.1.2.14. In the absence of the NASARSC Vice Chair, record attendance at Regional Assembly and note any apologies for the record.
- 6.4.1.2.15. Distribute the NASARSC meeting minutes and meeting recordings via the NASARSC mailing list at least 14 days before the next NASARSC meeting.
- 6.4.1.2.16. Collate a monthly NASARSC Information Pack (See: 13.4) within 10 days of the monthly NASARSC meeting for inclusion on the NASARSC webpage and distribute via the NASARSC mailing list.
- 6.4.1.2.17. Ensure that the Monthly NASARSC information pack, NASARSC minutes, NASARSC meeting recordings, reports and any other relevant documents are loaded onto the NASARSC webpage and archived on the NASARSC Shared Drive.
- 6.4.1.2.18. Mentor the Alternate Secretary and delegate duties as necessary.

6.4.2. Alternate Secretary:

6.4.2.1. Suggested Guideline Qualifications (In addition to: Section 6.2.1.)

- 6.4.2.1.1. A suggested two years of abstinence from all drugs including DRT's.
- 6.4.2.1.2. Active for at least one year in the NA service structure.
- 6.4.2.1.3. Proficiency in taking minutes and using appropriate word processing programmes.
- 6.4.2.1.4. Computer literate, with a working knowledge of Word, Excel, and cloud Drive.
- 6.4.2.1.5. Communication skills and ability to organise.

6.4.2.2. Duties and responsibilities: (In addition to: Section 6.2.2.)

- 6.4.2.2.1. A service commitment of four years. (Two years as Alternate Secretary and two years as Secretary)
- 6.4.2.2.2. To assist the Secretary in fulfilling their responsibilities and perform such duties as delegated by the Secretary.

6.4.3. NASARSC Regional Resource Persons:

6.4.3.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.4.3.1.1. Four years abstinence from all drugs including DRT's.
- 6.4.3.1.2. Previous Area Subcommittee experience- preferably as an Area Subcommittee Chair.

6.4.3.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

These Regional Resource Persons take on the responsibility of becoming the best-informed people they can be regarding particular fields of service.

Regional resource persons make it their job to know the manuals and bulletins on their resource subjects backwards and forwards.

Though by no means “authorities” or “directors,” they take the time to keep in regular touch with the chairpersons of area or metro subcommittees in their resource fields and, if asked, help untangle local service problems.

Resource persons can do this individually or by hosting frequent, informal sharing sessions for local subcommittee chairpersons.

If an area committee does not have an H&I, PR, or phonline subcommittee, it can contact the resource person in that field of service for help in forming one.

Finally, regional resource persons serve as intermediaries in their fields of service between area or metro subcommittees and state, provincial, or national government agencies.

Adapted from A Guide to Local Services in Narcotics Anonymous p89-90

6.4.3.2.1. A service commitment of two years.

6.4.3.2.2. Support the Area subcommittee counterparts providing informal sharing sessions, training, and workshops.

6.4.3.2.2.1. Train and support the Area Subcommittee Chairs to present regular workshops to their subcommittees.

6.4.3.2.3. Co-ordinate the presentation of a workshop at SARCNA.

6.4.3.2.3.1. If the Regional resource person cannot attend SARCNA they must work with the SARCNA hosting Area subcommittee Chair so that they may present the workshop.

6.4.3.2.4. Submit a monthly report to NASARSC.

6.4.3.2.5. Represent the Regional Resource Assignment at all NASARSC meetings, Inventory Day, Regional Assembly etc. or ensure representation if unable to attend.

6.4.3.2.6. Plan and manage the Regional Resource Assignments budget.

6.4.3.2.7. Ensure adherence to the procedures for income and expenditure. (See: 12.6 & 12.7)

6.4.3.2.8. Present NASARSC Resource Assignment reports for the current year and plans for the upcoming year at Regional Assembly.

6.4.3.2.9. Present a budget proposal for the upcoming year at Regional Assembly.

6.4.3.2.10. Utilise or create opportunities to attract new members by developing awareness of the Regional Resource Assignment function within the NA SA fellowship.

6.4.3.2.11. Assist with training the Vice Regional Resource Assignment person or incoming Regional Resource Assignment person and facilitate a handover of the position.

6.4.4. NASARSC Vice Regional Resource Persons:

6.4.4.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

6.4.4.1.1. Two years abstinence from all drugs including DRT's.

6.4.4.1.2. Previous Area Subcommittee experience- preferably as an Area Subcommittee Chair.

6.4.4.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

6.4.4.2.1. A service commitment of four years. Two years as Vice Regional Resource person and two years as Regional Resource person.

6.4.4.2.2. Assist the Regional Resource Assignment Person in their duties and perform such duties as delegated by the Regional Resource Assignment Person.

6.4.4.2.3. Stand in for the Regional Resource Assignment Person where necessary.

6.4.5. NASARSC Ad-Hoc Sub Committee Chairs and Subcommittee Chairs: (If applicable)

In keeping with the Region model in A Guide to Local Services in Narcotics Anonymous, the service portfolios of H&I, FD, PR, Translations, Website and Phonenumber will be known as Resource Assignments (See: 6.) Should there arise a need to create an Ad-hoc subcommittee or a subcommittee other than an Ad-hoc subcommittee to fulfil a specific function or purpose at NASARSC, then the following in 6.4.5.1 and 6.4.5.2. will apply to appointing a Chairperson.

6.4.5.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.4.5.1.1. Four years abstinence from all drugs including DRT's.
- 6.4.5.1.2. Previous Area Subcommittee experience is preferable.

6.4.5.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.4.5.2.1. A service commitment of two years or as stipulated by the NASARSC Chairperson if appointed as an Ad-Hoc Trusted Servant.
- 6.4.5.2.2. Become familiar with the Subcommittee's service handbook and SOP's if available.
- 6.4.5.2.3. Develop and /or update the SOPs with new practises, procedures etc.
- 6.4.5.2.4. Convene a Subcommittee to carry out the Subcommittee's duties as mandated by the NASARSC Chair with regards to any applicable NA Service literature.
- 6.4.5.2.5. Formulate an agenda for each Subcommittee meeting.
- 6.4.5.2.6. Be impartial as the facilitator of Subcommittee business.
- 6.4.5.2.7. Ensure that all agreed actions arising from each Subcommittee meeting held, are recorded and actioned.
- 6.4.5.2.8. Convene a Subcommittee inventory day at least once per year.
- 6.4.5.2.9. Co-ordinate the presentation of a workshop at SARCNA.
- 6.4.5.2.10. Ensure that the NASARSC calendar is updated with details of upcoming Subcommittee meetings, functions, and events etc.
- 6.4.5.2.11. Submit a monthly report to NASARSC.
- 6.4.5.2.12. Represent the Subcommittee at all NASARSC meetings, Inventory and Planning Day, Regional Assembly etc. or ensure Subcommittee representation if unable to attend.
- 6.4.5.2.13. Manage the Subcommittees budget.
- 6.4.5.2.14. Ensure adherence to the procedures for Subcommittee income and expenditure detailed 12.10 & 12.11 if applicable.
- 6.4.5.2.15. Present Subcommittee reports for the current year and plans for the coming year at Regional Assembly including budget proposals for the next year.
- 6.4.5.2.16. Utilise or create opportunities to attract new members by developing awareness of the Subcommittees function within the NA SA fellowship.
- 6.4.5.2.17. Assist with training the Vice Chair or incoming Chair and facilitate a handover of the position.

6.4.6. NASARSC Subcommittee Vice Chairs: (If applicable.)

6.4.6.1. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.4.6.1.1. A service commitment of four years – 2 years as Vice Chair and two years as Chair or as stipulated by the NASARSC Chairperson.
- 6.4.6.1.2. Two years abstinence from all drugs including DRT's.
- 6.4.6.1.3. Previous Area Subcommittee experience- preferably as an Area Subcommittee Chair.

6.4.6.2. Duties and Responsibilities: (In addition to: Section 6.2.2.)

- 6.4.6.2.1. Assist the Subcommittee Chair in their duties and perform such duties as delegated by the subcommittee Chair.
- 6.4.6.2.2. Stand in for the Subcommittee Chair where necessary.

6.5. NASARSC Trusted Servants appointed by the NASARSC Chairperson:

6.5.1. Interim Trusted Servant or Ad-Hoc Chairperson:

- 6.5.1.1. The NASARSC Chairperson may find it necessary from time to time to appoint an Interim Trusted Servant or Ad-Hoc Chairperson to maintain an essential activity or to address a specific requirement, role, or function for NASARSC where there is no Alternate or Vice available for succession. (See: 6.2.2.4.1.)
- 6.5.1.1.1. An Interim Trusted Servant may be appointed for the role of NASARSC Chair, Treasurer, or Regional Delegate to fulfil the role where there is no Vice or Alternate to fulfil the role and there is a vacancy existing between Regional Assemblies.
 - 6.5.1.1.1.1. The Interim Trusted Servant may be voted into the full position at the next Regional Assembly.
- 6.5.1.1.2. An Ad-hoc Chairperson may be appointed to form an Ad-hoc committee to address or maintain an essential or specific requirement, activity, role, or function for NASARSC.
- 6.5.1.1.3. In appointing an Ad-Hoc Trusted Servant, the NASARSC Chairperson should clearly specify:
 - 6.5.1.1.3.1. The purpose of the appointment.
 - 6.5.1.1.3.2. The mandate of the appointment.
 - 6.5.1.1.3.3. The duration or timescale of the appointment.
 - 6.5.1.1.3.4. Available budget and /or resources for fulfilling the appointment.
- 6.5.1.1.4. If an Ad-Hoc Chair is appointed see: 6.4.5.2. for Duties and Responsibilities.
- 6.5.1.1.5. Where an Ad Hoc Chairperson is appointed by the NASARSC Chairperson to form an Ad Hoc committee, it is the Ad Hoc Chairpersons duty and responsibility to advertise or request NA members to join that Ad Hoc committee.

6.5.1.2. Suggested Guideline Qualifications: (In addition to: Section 6.2.1.)

- 6.5.1.2.1. Two years abstinence from all drugs including DRT's.
- 6.5.1.2.2. Previous Area Subcommittee experience- preferably as an Area Subcommittee Chair.
- 6.5.1.2.3. If the Interim or Ad-Hoc appointment is to stand in for a Trusted Servant role at NASARSC, then the nominee must meet the qualifications and requirements for that role.

6.5.2. Objections to Interim or Ad-Hoc appointments:

- 6.5.2.1. Objections to Interim or Ad-Hoc appointments may be lodged by a NA Group at their Area who will in turn lodge the objection at NASARSC through their RCM.

7. NASARSC Regional Resource Assignments and Ad Hoc Committees:

7.1. General:

- 7.1.1. The NASARSC may establish Regional Resource Assignments and Subcommittees to perform specific duties on behalf of the NA SA Areas and NA SA Groups.
- 7.1.2. At the inception of such Regional Resource Assignments and Subcommittees, the eligible voting members of the NASARSC (See: 9.3) will elect a Regional Resource person through the NASARSC nomination and voting procedure. A 60% majority vote of eligible voting RCM's carrying the vote of their ASC's as voted by its NA groups.
- 7.1.3. Each Regional Resource Assignment operates in accordance with a specific set of SOPs (Standard Operating Procedures) which it is mandated to store in a dedicated NASARSC drive folder and keep up to date.

7.1.3.1. Current NASARSC Resource Assignments are:

- 7.1.3.1.1. Public Information.
- 7.1.3.1.2. Hospitals and Institutions.
- 7.1.3.1.3. Phoneline (NA Helpline).
- 7.1.3.1.4. Fellowship Development.
- 7.1.3.1.5. Translations.
- 7.1.3.1.6. Website.

7.2. Regional Resource Assignments:

7.2.1. Phone Line Service: (Helpline)

- 7.2.1.1. The Phone Line Service is mandated to establish, maintain, and coordinate an effective 24-hour-a-day, 7-day-a-week helpline service including telephone, internet, and live chat etc.)
- 7.2.1.2. The purpose of the Phone Line Service is to facilitate suffering addicts in getting to NA meetings and gaining access to recovery information and support.
- 7.2.1.3. The Phone Line Service may refer callers to the appropriate NA SA service or Subcommittee.
- 7.2.1.4. Chapter 9 of Public Relations handbook: [Resources for Phonelines](#) and [Phone Line Basics](#) are the approved guides for the NASARSC Phone Line Service Subcommittees.

7.2.2. Hospitals and Institutions (H&I):

- 7.2.2.1. The purpose of an H&I meeting/presentation is to introduce and carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.
- 7.2.2.2. H&I make presentations to facilities and staff to explain the purpose and benefits of the NA program and NA meetings being aware of any changes to the facility's staff contact person or administration so that repeat presentations can be made.
- 7.2.2.3. H&I maintain channels of communication and contact with facilities.
- 7.2.2.4. H&I keep copies of all written correspondence between H&I and the facility.
- 7.2.2.5. H&I make it clear from their earliest contact with the facility staff that NA has no opinions on treatment methods or any issues other than recovery from addiction through the application of the program of Narcotics Anonymous.
- 7.2.2.6. There are many different types of facilities with different regimes, rules, and regulations. One thing which is common to all H&I meetings is that they are closed NA meetings unless by invitation of the panel leader or the H&I subcommittee.
- 7.2.2.7. H&I panel members need to be aware of any problems or developing situations and report them so that they may be resolved before they escalate.

- 7.2.2.8. Regular reports and discussions of panel meetings should be held with NA SA Areas H&I subcommittees.
 - 7.2.2.9. Hospitals and Institutions is responsible for disbursing NA literature and materials to participating facilities to support the meeting activity.
 - 7.2.2.10. Hospitals and Institutions maintains a record of every H&I meeting held and all literature and other materials disbursed.
 - 7.2.2.11. The [Hospitals and Institutions Handbook](#) and [H&I Basics](#) are the approved guides for the NASARSC H&I Regional Resource Assignment.
- 7.2.3. Public Relations (PR):**
- 7.2.3.1. Public Relations is mandated to carry the NA message of recovery to professionals and those who help or have contact with addicts; and to establish the principle of cooperation not affiliation.
 - 7.2.3.2. PR is mandated to establish lines of contact via third party media, radio/TV, posters, mail-outs, one-on-one interviews, attendance at related conventions of the professional field, wellness days etc. The ways and means are innumerable.
 - 7.2.3.3. PR is responsible for responding to all information requests from professionals and the public.
 - 7.2.3.4. PR publishes the bi-monthly NA SA Newsletter.
 - 7.2.3.5. The [Public Relations Handbook](#) and [PR Basics](#) are the approved guides for NASARSC Public Relations Regional Resource Assignment.
- 7.2.4. Fellowship Development (FD):**
- 7.2.4.1. Fellowship Development is mandated to serve as the outstretched hand of an established NA community to NA Groups and addicts who are seeking support.
 - 7.2.4.2. FD embodies the maxim 'Never alone, never again' in reaching out to these groups and addicts offering them experience, guidance, and assistance.
 - 7.2.4.3. FD responds to requests to open new meetings by providing experience, support, and meeting literature packs.
 - 7.2.4.4. Fellowship Development contacts Groups who appear to be dormant or closed to confirm if the meeting has closed or to determine if the meeting needs guidance or assistance.
- 7.2.5. Fellowship Development (Outreach)**
- 7.2.5.1. General:**
- 7.2.5.1.1. Remote Sponsorship project- provide contact lists to NA groups / members.
 - 7.2.5.1.2. Library of NA shares upkeep and distribution.
 - 7.2.5.1.3. Attracting members to service.
 - 7.2.5.1.4. Supporting hybrid, outreach and struggling meetings – Tech team to assist.
 - 7.2.5.1.5. Keep abreast of the developments in the NA online recovery community.
- 7.2.5.2. Supporting new NA Groups.**
- 7.2.5.2.1. Outlying cities and Remote cities and Townships.
 - 7.2.5.2.2. Provide NA meeting starter packs and other support.
 - 7.2.5.2.3. FD Online/virtual meetings Online communications e.g., FB, Web, WhatsApp, Flyer.
 - 7.2.5.2.4. Online/virtual service guidelines.
 - 7.2.5.2.5. Non-English virtual meetings - Translation pilot meeting.
- 7.2.5.3. Quality of NA message.**
- 7.2.5.3.1. Traditions, Concepts and Guiding Principles workshops.
 - 7.2.5.3.2. Unity and Fellowship workshops.
- 7.2.5.4. Supporting new service structures.**
- 7.2.5.4.1. Non-ASC/service areas and Provinces that don't have NA.

7.2.6. Translations:

- 7.2.6.1. NASARSC Translations Regional Resource Assignment assists, offers experience, guidance and support, coordinates and helps develop Literature Translations Subcommittee's (LTC's) in Narcotics Anonymous South Africa.
- 7.2.6.2. A LTC Chair works directly with NAWS World Services Staff. RSC Translations chair to assist wherever needed.
- 7.2.6.3. Liaise with NAWS to confirm any new translations proposals.
- 7.2.6.4. A LTC can either report to the Area they are based in or directly to the NASARSC Translations Regional Resource Person.
- 7.2.6.5. A LTC's running costs must be covered by either the Area the LTC reports to or by NASARSC if the LTC reports directly to NASARSC Translations Regional Resource Person.
 - 7.2.6.5.1. Xhosa, Zulu and Afrikaans LTC's reports directly to RSC Translations Sub Committee and the running costs are covered by RSC.
- 7.2.6.6. The NA World Services [Translations Basics Handbook](#) is the approved guide for NASARSC Translations Resource Assignment.

7.2.7. Website:

- 7.2.7.1. The NASARSC website is a platform that supports the NA SA service structure in carrying the NA message.
- 7.2.7.2. The primary purpose of the NASARSC Website Regional Resource Assignment is to enhance communication in NA South Africa by making information on meetings and operations readily and easily available online to both newcomers and established members, so that all addicts have access to the who, what, where when and how of NA in South Africa.
- 7.2.7.3. The NASARSC Website Regional Resource Assignment maintains and manages:
 - 7.2.7.3.1. NA SA meeting directory. (See also: 13.10. NA SA Meeting Lists)
 - 7.2.7.3.2. All NASARSC email addresses and passwords via the NASARSC email account service.
 - 7.2.7.3.3. All NASARSC on-line resources, including cloud drive services.
 - 7.2.7.3.4. All on-line passwords using a third-party password security and encryption software. This includes passwords for all NASARSC email accounts and all third-party on-line services.
 - 7.2.7.3.5. Records and copies of all NASARSC 3rd party agreements using the third-party security software above, including contracts, leases, rental agreements, subscriptions etc.
 - 7.2.7.3.5.1. Access to the NASARSC Password and Document Vault must be given to NASARSC Chair, Vice Chair, Regional Delegate and Website Chair.
 - 7.2.7.3.6. On-line support services for NASARSC, including automated forms, monthly reports, calendar, meeting and event updates, announcements, etc.
 - 7.2.7.3.7. Assist FD Outreach in supporting hybrid, outreach and struggling meetings.
 - 7.2.7.3.8. Manages the technical aspects of NASARSC social media accounts.
 - 7.2.7.3.9. Manages the technical aspects of NASARSC Dedicated Web page (See: 13.3.)
 - 7.2.7.3.10. Manages the technical aspects of NASARSC on-line shop. (See: 13.6.)

7.3. NASARSC Ad-Hoc Sub-Committees:

- 7.3.1. The NASARSC Chairperson may appoint an Ad-Hoc Chairperson who will then appoint an Ad-hoc subcommittee or invite NA members to join the Ad Hoc committee to fulfil specific needs or purposes for NASARSC as required. (See: 6.5.1.1.2. & 6.5.1.1.3)

8. South Africa Regional Convention of Narcotics Anonymous:

8.1. The South Africa Regional Convention of Narcotics Anonymous: (SARCNA)

- 8.1.1. SARCNA is an annual residential NA Convention that is usually held over a weekend in October or November.
- 8.1.2. SARCNA is a fund-raising event and is the primary source of income for NASARSC.
- 8.1.3. SARCNA promotes unity and fellowship within Narcotics Anonymous Region.
- 8.1.4. SARCNA is hosted by NASARSC Areas in rotation.
 - 8.1.4.1. The current rotation is:
 - 8.1.4.1.1. Johannesburg.
 - 8.1.4.1.2. Western Cape.
 - 8.1.4.1.3. Eastern Cape.
 - 8.1.4.1.4. Pretoria.
 - 8.1.4.1.5. Durban.
- 8.1.5. A new Area wanting to host NASARSC will take their place at the end of a full cycle of rotation. i.e., before the Area hosting the current SARCNA but on the next rotation.
- 8.1.6. If an Area is unable to host SARCNA for any reason, they will forfeit their turn.
- 8.1.7. SARCNA is the venue for NASARSC Face-to-Face (See: 5.7.6.) which takes place on the Thursday and Friday before SARCNA.
 - 8.1.7.1. Provision is to be made for NASARSC Face-to-Face to take place at the venue by the SARCNA Committee.
 - 8.1.7.2. The costs of Face-to-Face will be included in the SARCNA budget.
- 8.1.8. SARCNA hosts NASARSC Regional Assembly which is the AGM of NA SA Region NPO. (See: 5.7.5.)
- 8.1.9. The SARCNA meeting speakers and meeting Chairpersons are selected from NA members who have registered for the weekend at SARCNA.
 - 8.1.9.1. SARCNA speakers ought to be representative of, but not limited to, the Narcotics Anonymous South Africa fellowship.
 - 8.1.9.2. SARCNA speakers must have:
 - 8.1.9.2.1. An NA Sponsor, '*...an NA sponsor is a member of Narcotics Anonymous, living our program of recovery, who is willing to build a special, supportive, one-on-one relationship with us.*' ([IP11 Sponsorship, Revised](#)).
 - 8.1.9.2.2. An NA Home Group.
 - 8.1.9.2.3. Be practising the NA program of recovery.
- 8.1.10. SARCNA speakers must be able to carry the clear and non-confusing message of Narcotics Anonymous (See: [NAWS Bulletin #13](#))
- 8.1.11. Provision is to be made in the SARCNA programme for subcommittee workshops. These workshops will be organised by the NASARSC Resource Assignment Persons in conjunction with the SARCNA hosting Area subcommittees.
- 8.1.12. The SARCNA meeting program and meeting speaker list must be submitted to the NASARSC Chair and Vice Chair for oversight and approval before the SARCNA speakers are confirmed.
- 8.1.13. The election of SARCNA chairperson, the budget proposal, the securing of the venue etc. must take place timeously. See: Appendix 1 for a timeline of the SARCNA functions.
- 8.1.14. The RCM of the Area hosting the annual regional convention shall be a member of the SARCNA Sub-committee and represent NASARSC in the SARCNA sub-committee.
- 8.1.15. The SARCNA candle is handed over to the next years host Area at the closing ceremony of the current SARCNA.

8.2. Necessary Requirements for the SARCNA Chairperson and SARCNA Treasurer:

- 8.2.1. The willingness and desire to serve Narcotics Anonymous. Elected Trusted Servants must be able to commit themselves, their time and their energies to the responsibilities and requirements necessary to fulfilling the service position.
- 8.2.2. Be Abstinent from all drugs and DRT's. (See: [NA World Services Bulletin #29](#))
- 8.2.3. Have an NA sponsor '*...an NA sponsor is a member of Narcotics Anonymous, living our program of recovery, who is willing to build a special, supportive, one-on-one relationship with us.*' ([IP11 Sponsorship, Revised](#)).
- 8.2.4. An NA Home Group.
- 8.2.5. Be practising the NA program of recovery.
- 8.2.6. Be able to carry the clear and non-confusing message of Narcotics Anonymous (see [NAWS Bulletin #13](#))
- 8.2.7. Have the willingness to apply the 12 Traditions and 12 Concepts in their service work and refer to the NA service reference materials listed in 5.8 for guidance.
- 8.2.8. Have previously attended a SARCNA for the full weekend as a resident.
- 8.2.9. Have previous experience of NA service.
- 8.2.10. Have the willingness to be accountable to NA SA Area Service Committees and the South Africa NA Groups.
- 8.2.11. Access to a telephone and the internet are essential for attending NASARSC monthly meetings.

8.3. SARCNA Chairperson:

8.3.1. Suggested Guideline Qualifications: (In addition to: Section 8.2.)

- 8.3.1.1. Service experience, active for at least 3 years in the NA service structure.
- 8.3.1.2. 5-year abstinence from all drugs including DRT's.

8.3.2. Election process:

- 8.3.2.1. The hosting Area will select a preferred candidate for SARCNA Chairperson through their normal nomination and election process at their ASC.
- 8.3.2.2. Areas must then submit their preferred candidates NA service C.V. to NASARSC. (See: [NASARSC Service CV form](#)) Ideally, this ought to take place no later than September in the year before hosting SARCNA.
- 8.3.2.3. The candidate will then attend the next Region call to confirm their nomination and answer any questions that the RCM's may have.
- 8.3.2.4. The RCM's will hold a vote of affirmation (agreement) on the call to confirm the nominee as elected SARCNA Chairperson.
- 8.3.2.5. A simple majority is required.

8.3.2. Duties and Responsibilities are:

- 8.3.2.1. The Chair is required to read and understand the NASARSC Safeguarding NA Funds and Property document. (See:15) and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form](#).
- 8.3.2.2. Convene a Sub-committee for the purpose of hosting the SARCNA and co-ordinate and be responsible for all work carried out by the Convention Committee.
- 8.3.2.3. Utilise the policies and procedures log from previous SA Regional Conventions (See: [SARCNA Convention 101](#)) and update the log with any new or amended policies and procedures for handover to the next SARCNA Chairperson.

- 8.3.2.4. Work together with the SARCNA Treasurer and the NASARSC Treasurer to present a SARCNA budget proposal for approval. This will include Venue, Refreshments, Merchandise, printing, stationery, entertainment, PA. etc.
- 8.3.2.5. Formulate an agenda for each Convention Committee meeting, preside over these meetings and be impartial as the facilitator of the Convention Committee business.
- 8.3.2.6. Ensure that clear, concise minutes are drawn up of each Convention Committee meeting.
- 8.3.2.7. Ensure that the Convention Committee Treasurer follows the NASARSC policies for the disbursement or collection of all monies for the convention committee, that they are correctly documented as per NASARSC policies and that they are reconciled with the NASARSC Treasurer monthly. (See: 12.6 to 12.10)
- 8.3.2.8. Submit or maintain an updated repository of reports to NASARSC Region which ought to include the following:
 - 8.3.2.8.1. Latest SARCNA meeting minutes.
 - 8.3.2.8.2. SARCNA committee achievements, works in progress etc.
 - 8.3.2.8.3. Specific problems or situations.
 - 8.3.2.8.4. Plans for the coming month(s).
 - 8.3.2.8.5. Motions for group conscience.
 - 8.3.2.8.6. A summary of the income and expenditure for the month. (All expenditure must be adequately supported by documentation.)
 - 8.3.2.8.7. A calendar of upcoming activities, events, and fund-raisers.
 - 8.3.2.8.8. A written proposal for revised budget or additional out-of-budget financing for approval from the NASARSC.
- 8.3.2.9. Participate in the monthly NASARSC telephone conference- usually 3rd Monday of every month at 19:30.
- 8.3.2.10. Assist the SARCNA Treasurer to ensure that there are accurate accounting and recording methods in place for the collection of all monies at SARCNA.
- 8.3.2.11. Assist the SARCNA Treasurer in ensuring the security of monies collected at SARCNA and their safe and prompt deposit in NASARSC bank account.

8.4. SARCNA Treasurer.

8.4.1. Suggested Guideline Qualifications: (In addition to: Section 8.2.)

- 8.4.1.1. Service experience, active for at least 3 years in the NA service structure.
- 8.4.1.2. 5-year abstinence from all drugs including DRT's.
- 8.4.1.3. Previous experience of handling NA finances.
- 8.4.1.4. Leadership ability.
- 8.4.1.5. Communication skills and an ability to organise.
- 8.4.1.6. Accounting / book-keeping experience and the ability to create and maintain accurate accounting / book-keeping records.
- 8.4.1.7. Must be financially stable and have a secure legitimate income.

8.4.2. Election process:

- 8.4.2.1. The SARCNA Treasurer is appointed from within the SARCNA committee.
- 8.4.2.2. That candidate will then submit their NA service C.V. to NASARSC and attend the next Region call to confirm their nomination and answer any questions that the RCM's may have.
- 8.4.2.3. The RCM's will hold a vote of affirmation (agreement) on the call to confirm the nominee as elected SARCNA Treasurer.
 - 8.4.2.3.1. A simple majority is required.

8.4.3. Duties and Responsibilities are:

- 8.4.3.1. The SARCNA Treasurer is required to read and understand the NASARSC Safeguarding NA Funds and Property document. (See:15) and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form.](#)

- 8.4.3.2. Work closely with NASARSC Treasurer and SARCNA Chair.
- 8.4.3.3. Liaise with NASARSC Treasurer and the Convention Chair to submit a SARCNA budget to NASARSC for approval. This process should start as early as possible for approval by Areas no later than February/March of SARCNA year. (See: [NASARSC Budget Expense & Income form](#))
- 8.4.3.4. Provide an updated Budget Expense & Income form monthly to NASARSC Treasurer.
- 8.4.3.5. Obtain invoices / pro forma invoices from all suppliers for payments and submit to NASARSC Treasurer for payment.
- 8.4.3.6. Ensure that all expenses are itemised and receipted and reconciled with NASARSC Treasurer each month.
- 8.4.3.7. Ensure that proper accounting procedures and practises are in place for the collection of all SARCNA monies.
- 8.4.3.8. Be responsible for the collection, counting and safety of all SARCNA monies.
 - 8.4.3.8.1. All monies that are collected must be counted and signed off by 2 SARCNA committee members.
 - 8.4.3.8.2. Property and merchandise must be treated as carefully as cash and be accounted for.
- 8.4.3.9. Ensure that all SARCNA monies collected are itemised and receipted. This includes accurately registering and recording admissions and admission fees, sales of raffle tickets, refreshments, memorabilia items and literature, monies raised at auctions, 7th Tradition collections etc. and monies raised through other means such as 3rd party vendors. (See: [NASARSC Budget Expense & Income form](#))
- 8.4.3.10. Deposit all SARCNA monies collected in the SA Region bank account within 48 hours following the convention and email proof of payment to SA Region Treasurer.
- 8.4.3.11. Submit a final NASARSC Budget and Income Form to the NASARSC Treasurer no later than 10 days after the event.

8.5. SARCNA Budget:

- 8.5.1. The SARCNA Chair and SARCNA Treasurer will liaise with the NASARSC Treasurer to submit a SARCNA budget proposal using the [NASARSC Budget Expense & Income form](#).
- 8.5.2. The proposal must include:
 - 8.5.2.1. A detailed list of items required and their estimated costs in the 'Item' and 'Estimate' columns under 'Expenses'.
 - 8.5.2.1.1. Expenses will include the cost of Face-to-Face.
 - 8.5.2.2. A detailed list of projected sources of income including quantities and costs in the 'Projected Income' column.
 - 8.5.2.3. Such incomes may include but are not limited to admission fees, sales of raffle tickets, refreshments, literature, memorabilia, 7th Tradition collections and income raised from auctions and 3rd party vendors.
 - 8.5.2.4. The budget proposal must be presented to NASARSC meeting at least 10 months before SARCNA for discussion.
 - 8.5.2.5. The discussed budget proposal will be included in the NASARSC Information Pack for approval and voting at NA SA Areas by NA SA groups.
 - 8.5.2.6. A majority vote of 60% of eligible RCM's carrying the vote of their Areas as voted by their Areas NA groups will be required to pass the budget at NASARSC meeting.
 - 8.5.2.7. Once approved at NASARSC meeting, the budget will be made available for the SARCNA Treasurer to utilise for SARCNA.

8.6. Purchases and Reconciliation:

- 8.6.1. As budgeted items are purchased the SARCNA Treasurer must update the NASARSC Budget Expense & Income form for the event proposal with the actual costs of items in the Expenses section under Actual.
- 8.6.2. All purchases require an invoice or a receipt that must be submitted together with the NASARSC Budget Expense & Income form or the NASARSC Expense Claim form to the NASARSC Treasurer for reconciliation.
- 8.6.3. Wherever possible, payments for goods or services must be paid for directly by the NASARSC Treasurer by submitting an appropriate invoice or proforma invoice from the supplier to the NASARSC Treasurer. rsc-treasurer@na.org.za.
- 8.6.4. The NASARSC Treasurer will provide a proof of payment for the supplier.
- 8.6.5. After the event, the SARCNA Chair and SARCNA Treasurer will finalise the NASARSC Budget Expense & Income form for the event by completing the 'Actual Income' section with the actual values of the streams of income.
- 8.6.6. The SARCNA Chair will submit the completed NASARSC Budget Expense & Income form for the event along with all receipts to the NASARSC Treasurer no later than 7 days after the event for reconciliation.

8.7. Merchandising and Refreshment Vendors:

- 8.7.1. All merchandising and refreshment vendors must be approved by the SARCNA committee.
- 8.7.2. All vendors must complete and sign a [NASARSC Service Level Agreement](#)
- 8.7.3. **Merchandising:**
 - 8.7.3.1. Any use of the NA logo for SARCNA merchandise must be proposed at NASARSC meeting by means of a motion and agreed by a majority vote of RCM's. (See: 13.7.)
 - 8.7.3.2. Once use of the NA logo has been approved by NASARSC, the [NASARSC NA Intellectual Property form](#) must be completed and signed.
 - 8.7.3.3. On site merchandising is only permitted for NA approved merchandise and / or merchandisers. This includes:
 - 8.7.3.3.1. NAWS literature and merchandise normally available from NAWS.
 - 8.7.3.3.2. Convention NA merchandise created specifically for the current or previous SARCNA's in accordance with the [Fellowship Intellectual Property Trust](#).
 - 8.7.3.3.3. NA merchandise created by other NA Regions, Areas, subcommittees etc in accordance with the Fellowship Intellectual Property Trust. (FITP)
 - 8.7.3.3.4. NAWS licensed merchandisers.
 - 8.7.3.4. Non-approved merchandise (See 8.7.3.3. above) cannot be sold on site or within the boundaries of SARCNA or any other NASARSC event venue.
 - 8.7.3.5. Marketing from outside enterprises and related facilities cannot take place on site or within the boundaries of SARCNA or any other NASARSC event venue.
- 8.7.4. **Refreshment Vendors:**
 - 8.7.4.1. If Refreshment vendors are made use of then they will be charged a daily rental to be determined by the SARCNA committee.
 - 8.7.4.2. The [NASARSC Service Level Agreement](#) must be completed for all vendors.
 - 8.7.4.3. Refreshment vendors may not set up shop within the main meeting hall / Marquee.
 - 8.7.4.4. An agreement for a vendor or 3rd party service provider to make a monetary or 7th Tradition contribution in lieu of payment or part payment for services rendered is not permitted.

8.8. NA Literature Sales at SARCNA.

- 8.8.1. It will be the responsibility of the SARCNA organising NA Area to provide and man a NA literature desk for sales of NA literature at SARCNA.
- 8.8.2. Literature will be provided by the host Area.
- 8.8.3. Any literature profits will belong to the host Area.

8.9. Newcomer Sponsored Beds at SARCNA.

- 8.9.1. The SARCNA committee will allocate sponsored newcomer beds or admissions paid for by their Areas.
- 8.9.2. The SARCNA committee will liaise with RCM's from other Areas to allocate any sponsored beds or admissions those Areas may require.

9. Voting and Quorum:

9.1. Voting:

- 9.1.1. Voting is the mechanism by which decisions are taken at NASARSC. In line with the NA service structure, the power to implement decisions lies with the Areas and SA NA Groups which NASARSC serves. The voting system ensures that all decisions are voted on by the NA SA Area representatives or NA SA Groups.
- 9.1.2. Voting can only take place at a scheduled NASARSC meeting or at Regional Assembly.
- 9.1.3. Voting matters must be supported by a Motion (see: 11.) or a nomination.
- 9.1.4. Only an Areas representative (GSR, Alt GSR or Area proxy representative) may vote at NASARSC on behalf of their Area. A vote may not be carried on their behalf by another NASARSC service committee member.
- 9.1.5. If an Area cannot attend a scheduled MASARSC meeting and is eligible to vote then they may submit their vote(s) by email to the NASARSC Secretary and Chairperson before the meeting.
- 9.1.6. The NASARSC voting system operates as follows:

9.2. Attendance Registration:

- 9.2.1. Attendance registration is how Area's become eligible to vote at NASARSC and is crucial to how quorum is established for voting purposes. (See: 9.4.)
- 9.2.2. An attendance register roll call will be held at NASARSC by the NASARSC Secretary at the outset of the meeting and again immediately before voting matters. Attendance and absences shall be recorded.
- 9.2.3. Failure to be represented at the voting roll call during NASARSC may exclude an Area from quorum and count against an Areas future voting right.

9.3. Eligibility to vote:

- 9.3.1. A NASARSC Area must hold a regular monthly ASC meeting.
- 9.3.2. A NASARSC Area must have been represented by their Area Representative at 2 of the last 3 NASARSC monthly meetings, including the current meeting, and that representation has been duly recorded on the attendance register / roll call.
- 9.3.3. The Secretary will enquire from the RCM's if their Areas were able to establish quorum at their last ASC meeting and record their response.
- 9.3.4. If an Area has been unable to establish quorum at its ASC meeting for their last two ASCs, then that Area will be ineligible to vote at the meeting and will be removed from the voting quorum on the night. The quorum figure will be adjusted accordingly.
- 9.3.5. Where an NA SA Area has abstained from voting on a voting matter for 2 consecutive NASARSC meetings, including the current meeting, or hasn't provided a vote on a voting matter for 2 consecutive NASARSC meetings, including the current meeting, that Area will be removed from the quorum for that voting matter, the quorum figure will be adjusted accordingly, and the vote will proceed.
 - 9.3.5.1. Alternatively, the RCM from an Area that has abstained or not voted as in 9.3.3. may request that the voting matter be referred to the Consensus Based Decision Making process (See: 14) before NASARSC proceeds with a vote

9.4. Quorum:

- 9.4.1. Quorum is the minimum number of eligible voting SA NA Areas that must be present at NASARSC meeting for voting to be valid. The number must be 100% of all NASARSC Areas eligible to vote (See: 9.3.) represented by their duly elected RCM, Alternate RCM, or Area Representative.

9.4.2. The process for establishing quorum on the night is:

9.4.2.1. The NASARSC Secretary establishes the total number of Areas present that are eligible to vote.
(See 9.3.)

9.4.2.2. If the total number of Areas that are eligible to vote are in attendance, then quorum has been established.

9.4.2.3. At the Chairperson's request, the NASARSC Secretary announces quorum status and the number of eligible Area's in attendance at NASARSC on the night prior to voting matters in the agenda.

9.5. Voting:

9.5.1. An RCM, Alternate RCM or in their absence, an Area Representative, may vote if their Area is eligible to vote.

9.5.2. An Area may only have one voting representative at NASARSC that can vote on its behalf.

9.5.3. Voting shall be conducted by a verbal confirmation of Yes or No on to the NASARSC meeting record.

9.5.4. Area's that are eligible to vote but cannot be represented at a NASARSC meeting may submit their votes by email to the NASARSC Secretary no later than mid-day on the day of the NASARSC meeting.

9.6. Voting Matters and Voting Process:

9.6.1. Voting for Chair, Vice Chair, Treasurer, Alt Treasurer, Regional Delegate and Alt Regional Delegate will take place as a ballot of NA SA Groups at Regional Assembly. A simple majority is required.

9.6.2. Voting for all other NASARSC Trusted Servants will take place at NASARSC meeting by the RCM's who will carry their Areas votes. A simple majority is required.

9.6.3. Where a Vice Chair, Alt Treasurer, or Alt Regional Delegate could not be voted in at Regional Assembly, the position may be voted in at an NASARSC meeting by the RCM's who will carry their Areas votes as voted by their NA groups. A simple majority is required. The voted in position will be affirmed at the next Regional Assembly.

9.6.4. Voting matters arising from C.A.R. workshops will take place as a ballot of NA SA Groups. RCM's will bring their Areas NA Groups votes to NASARSC to tally. A simple majority is required.

9.6.5. Voting matters that directly affect SA Areas or Groups i.e., matters pertaining to SARCNA, must go back to Areas for voting by NA SA groups and will require a 60% vote of all eligible voting RCMs to pass.

9.6.5.1. Where a 60% vote is not achieved, the matter may be referred to NASARSC for further discussion and clarification or referred to the Consensus Based Decision Making process.

9.6.6. Voting in a new or revised NASARSC Policy and Procedures must go back to Areas for voting and will require a 60% majority of all eligible voting RCM's carrying their Areas votes as voted by their NA groups.

9.6.7. Voting matters for changes or amendments to policy or procedures must go back to Areas for voting and will require a 60% majority of all eligible voting RCM's carrying their Areas votes as voted by their NA groups.

9.6.8. Voting for annual budgets or out of budget expenses must go back to areas for voting and will require a 60% majority of all eligible voting RCM's carrying their Areas votes as voted by their NA groups.

9.6.8.1. Where an out of budget expense is necessary for NASARSC operations or to prevent NASARSC falling into disrepute then the expense can be voted on directly at NASARSC by a 60% majority of all eligible voting RCM's.

- 9.6.9. Voting to change the purpose of already agreed budgets can be voted on directly by RCM's and will require a simple majority of all eligible voting RCM's.
- 9.6.10. Voting matters for General NASARSC business, Administration issues, housekeeping issues etc. can be voted on directly by RCMs at the NASARSC meeting and will require a simple majority of all eligible voting RCM's.
- 9.6.11. Voting matters of an emergency nature, raised at an Extraordinary NASARSC meeting, can be voted on directly by RCM's and will require a 60% majority of all eligible voting RCM's.
- 9.6.12. RCM's may request that a voting matter that affects NA SA Groups be referred to NA Areas and NA Groups for further discussion and voting.
- 9.6.13. RCM's or NASARSC elected Trusted Servants may request that a voting matter be referred to the Consensus Based Decision Making process. (See: 14.)
- 9.6.14. In the event of a tie for any voting matter the NASARSC Chair will make the deciding vote.

9.7. Ballot voting.

- 9.7.1. Where voting is by a ballot of NA SA Groups then any or every NA SA Group may submit their vote at their ASC, with their Area's elected representative (RCM) or alternatively, submit their vote directly to the Regional Delegate. rd@na.org.za.
- 9.7.2. An NA SA Group may send their Group representative to Regional Assembly to vote in person on their Groups behalf providing a vote hasn't already been submitted as in 9.7.1.

9.8. Types of Votes:

- 9.8.1. Yes: A simple agreement to the voting matter.
- 9.8.2. No: A simple refusal of the voting matter.

9.9. Abstentions:

- 9.9.1. An abstention is NOT a vote. It is an NA SA Areas responsibility to participate in voting matters and cast a YES or NO vote or to request any further information they require to enable them to cast a YES or NO vote.
- 9.9.2. If the number of abstentions prevents a voting matter receiving sufficient votes to pass or fail, the Chairperson will enquire of each abstaining RCM, Alternate RCM, or Area's representative what additional information they require to move from abstention to a Yes or No vote.
- 9.9.3. Eligible voting RCM's attending NASARSC with an abstention from their Area must be prepared for this enquiry and be prepared to move from Abstention to a Yes or No vote on the night. (RCM's, Alternate RCM's or in their absence, an Area's Representatives are Trusted Servants of their Areas and are mandated to carry their Areas conscience to vote on its behalf on the night if necessary.)
- 9.9.4. After the Chairperson's enquiry, if there are still insufficient votes to pass or fail the voting matter, the Chairperson will, as a last resort, table the voting matter back to the Areas for further discussion.
- 9.9.5. The tabled voting matter will be raised at the next NASARSC meeting in old business for voting.
- 9.9.6. If the tabled voting matter is still undecided at the next NASARSC, at the Chairpersons discretion:
 - 9.9.6.1. Abstaining or no votes will be removed from the quorum for that voting matter, the quorum will be adjusted, and the vote will proceed. (See: 9.3.3.)
 - 9.9.6.2. The voting matter will be referred to the Consensus Based Decision Making process. (See: 14)
 - 9.9.6.3. The voting matter will be dissolved.

10. Election of NASARSC Trusted Servants:

10.1. Electing NASARSC Trusted Servants: (Amended 04-01-2024)

- 10.1.1. All NASARSC Trusted Servants are appointed for the term of service of 2 years wherever possible.
- 10.1.2. All service positions are opened for nominations 6 months before the current Trusted Servants service term expires.
- 10.1.3. When a Vice Chair or Alternate is being voted into office, they are being voted in for two terms of office, one term as the Vice Chair or Alternate and one term in the full position.
- 10.1.4. The Chairperson will confirm with Vice Chairs, Vice Treasurer, Alternate Regional Delegate, Alternate Secretary and Vice Resource Persons 6 months before their current term of service ends that they intend to serve as Chair(s), Treasurer, Regional Delegate, Secretary and Resource Persons.
 - 10.1.4.1. The RSC Vice Chair, Alternate Treasurer and Alternate Regional Delegate will be voted into office as RSC Chairperson; Treasurer or Regional Delegate at Regional Assembly (See: 10.5.)
 - 10.1.4.2. The Alternate Secretary, Vice Resource Persons and Vice Sub Committee Chairs will be voted into office as Secretary, Resource Persons, and Subcommittee Chairs at a meeting of NASARSC with a vote of affirmation by the RCM's.

PLEASE NOTE: A vote of affirmation confirms the original vote for the Trusted Servant (See: 10.1.3.) by NA SA groups at their Areas. The RCM's reaffirm this vote at their ASC meeting and carry this vote of affirmation by their NA SA Areas back to the NASARSC meeting.
 - 10.1.4.3. At the vote of affirmation, the RCM's may ask questions of the candidate before voting.
- 10.1.5. If there are any objections to a Vice or Alternate stepping up to the full role, the objection can be lodged on a NASARSC Motion form and discussed using the Consensus Based Decision Making process. (See: 14)
- 10.1.6. If the objection remains unresolved, then it must go back to Areas for voting by NA SA groups.
- 10.1.7. If the vote goes against the Vice or Alternate, then the position will be opened for nominations.
- 10.1.8. If the Vice or Alt's are not going to take up the position of Chair(s), Treasurer, Regional Delegate, Secretary and Resource Persons then the position of Chair(s), Treasurer, Regional Delegate, Secretary and Resource Persons will be opened for nominations.
- 10.1.9. Trusted Servants may succeed themselves in office and serve an additional term where there is no Vice, Alternate or other nomination to succeed them.
 - 10.1.9.1. The additional term must be voted on as per the voting procedure for the position.
 - 10.1.9.2. A 60% majority vote of all eligible voting RCM's is required.

10.2. The Nomination Process:

- 10.2.1. Current vacancies or upcoming vacancies of NASARSC service positions are announced by the Chairperson at the monthly NASARSC meeting and included in the monthly NASARSC Information pack six months prior to the completion of the outgoing Trusted Servants term.
- 10.2.2. RCM's will inform their respective Areas of the current or upcoming NASARSC vacancies and invite their Areas members to submit a nomination.
 - 10.2.2.1. Nominations are open to any NA member.
 - 10.2.2.2. Nominations must be supported by a NA Group.
 - 10.2.2.3. Nominee(s) submit their nominations to their RCM or to the NASARSC Secretary rcs-secretary@na.org.za.

10.3. Accepting the nomination:

- 10.3.1. The Chairperson will invite the nominee(s) to the next NASARSC meeting to accept the nomination.

- 10.3.2. Nominees must be present at the NASARSC meeting to accept the nomination.
- 10.3.3. The Chair will call for nominees to confirm their acceptance of nomination.
- 10.3.4. The NASARSC Vice Chair will confirm the eligibility of the nominees by asking the following questions:
- 10.3.4.1. Have you read the NASARSC policy and understood the requirements for the position?
 - 10.3.4.2. Do you meet the following required qualifications for the position?
 - 10.3.4.2.1. Are you willing to sign the NASARSC Safeguarding NA Funds and Property document?
 - 10.3.4.2.2. Are you willing and able to commit your time and energies to fulfilling this service position?
 - 10.3.4.2.3. Are you able to make a commitment to attend all NASARSC meetings?
 - 10.3.4.2.4. Do you have an NA sponsor?
 - 10.3.4.2.5. Do you have an NA home Group?
 - 10.3.4.2.6. Are you practising the NA program of recovery?
 - 10.3.4.2.7. Are you able to carry the clear non confusing message of Narcotics Anonymous? (See: [NAWS Bulletin #13](#))
 - 10.3.4.3. Do you meet the suggested guideline qualifications for the specific position?
 - 10.3.4.3.1. If not- Is there anything that you would like to add in support of your nomination?

IMPORTANT NOTES:

- 1. The suggested guideline qualifications for all the NASARSC elected Trusted Servant positions in 6.3, 6.4 and 6.5, are proposed as a general means to elect a suitable candidate as per the fourth concept of NA. Where a candidate may lack some of these qualifications, enthusiasm, previous NA service experience; professional experience; personal attributes etc. can be taken into consideration for the nomination.
- 2. It is NASARSC policy that all nominees service CVs submitted by applicants to NASARSC for vacant NASARSC service positions will be distributed to Areas / Groups for perusal, consideration of IMPORTANT NOTE 1 above and voting.

10.4. Closing the nomination:

- 10.4.1. The Chair will ask if there are any further questions from the floor.
- 10.4.2. The Chair will ask if there are any objections to the nomination(s).
- 10.4.3. The Chair will ask for an RCM to second the nomination(s).
- 10.4.4. The Chair will then move to close the nomination(s).
- 10.4.5. The nominee(s) are requested to submit their [NASARSC Service CV form](#) to the NASARSC Secretary.
- 10.1.1. The nominees NA service CV's will be distributed to the NA SA groups for voting.

10.2. Election Process at NASARSC meeting:

- 10.2.1. The Chairperson will invite the nominee(s) to the next NASARSC meeting to be elected.
- 10.2.2. Each nominee must be present at the NASARSC meeting at which the vote is held.
- 10.2.3. The Chair will ask if there are any further questions from the floor for the nominee(s).
- 10.2.4. The nominee(s) will leave the room.
- 10.2.5. The RCMs will cast their vote.

10.3. Election Process at Regional Assembly:

- 10.3.1. Voting for the Alternate Regional Delegate, Vice Chair and Vice Treasurer takes place at Regional Assembly as a ballot of SA NA Groups. These nominees are automatically voted in for the positions of Regional Delegate, Chair and Treasurer which they will take up when their current term ends by a ballot vote of affirmation.

- 10.3.1.1. Timeline for Vice Treasurer, Vice Chair and Alternate Regional Delegate nominations and election process is:
 - 10.3.1.1.1. April: - Positions opened for nominations.
 - 10.3.1.1.2. July /August: - Nominations close.
 - 10.3.1.1.3. August/ September: - Nominees submit their Service CV's on the [NASARSC Service CV form](#) to NASARSC Secretary at least two weeks before attending the NASARSC meeting to accept the nomination.
 - 10.3.1.1.4. August/ September/ October: - Nominees CVs are posted in the monthly Information pack and distributed to NA SA groups for voting.
 - 10.3.1.1.5. October/November: - Regional Assembly. A ballot vote of NA groups takes place.
- 10.3.2. RCM's collect their Areas individual Groups votes and give them to the Regional Delegate. Groups may also cast votes in the ballot if they haven't already given them to their RCM's by being represented at Regional Assembly by their GSR, Alt GSR or Group Representative or by emailing their NA Groups vote to the NASARSC Regional Delegate no later than 2 weeks before Regional Assembly.
- 10.3.3. The current Alternate Regional Delegate, Vice Chair and Vice Treasurer will be affirmed at Regional Assembly as the new Regional Delegate, Chair and Treasurer.

10.7. Voting Process:

- 10.7.1. Where there is only one nomination for the service position then a vote is taken by a verbal affirmation of Yes or No for the record. The nominee may be approved by a simple majority of all eligible voters.
- 10.7.2. If there is more than one nomination, the votes are cast and counted for each nomination.
 - 10.7.2.1. The candidate with the highest number of votes is the winning nomination.
 - 10.7.2.2. If there is not a clear simple majority, then the nominee with the most votes is put to a further vote as the only candidate in order achieve the proper simple majority vote.
 - 10.7.2.2.1. This ought to be nothing more than an administrative formality.
 - 10.7.2.3. If not elected by a simple majority vote, the nomination will go back to the Areas for further consideration or nominations.
 - 10.7.2.4. The original nominee will remain as a candidate.

10.8. Resignations:

Resignations of NASARSC elected Trusted Servants will be as follows:

10.8.1. Voluntary Resignation:

- 10.8.1.1. A voluntary resignation may be given in writing to the NASARSC Chair.

10.8.2. Involuntary or Automatic Resignation:

- 10.8.2.1. Reasons that could lead to an involuntary or automatic resignation:
 - 10.8.2.1.1. Failing to attend or be properly represented at two consecutive NASARSC meetings during the term of office without submitting an apology.
 - 10.8.2.1.2. Failing to attend or be properly represented at a total of three NASARSC meetings during the term of office without submitting an apology.

PLEASE NOTE: Properly represented means that a nominee has been appointed to attend the scheduled NASARSC meeting by the Trusted Servant on their behalf and that they have been properly briefed to report.
 - 10.8.2.1.3. Failing to attend five NASARSC meetings during the term of office. This will include any meetings where an apology was submitted and / or a nominee was appointed to attend.

10.8.2.1.3.1. In extenuating circumstances, the Chairperson may grant dispensation for a Trusted Servant to be excused from attending NASARSC.

10.8.2.1.4. Failing to submit two consecutive monthly reports to NASARSC.

10.8.2.1.5. Failing to submit a total of three monthly reports to NASARSC during the term of office.

10.8.2.1.6. Failure to respond to an impeachment motion in which one is the respondent.

10.8.2.1.7. Relapse during term of office.

10.8.2.1.8. Theft or misuse of NASARSC funds or property.

10.8.3. Involuntary or Automatic Resignation procedure:

10.8.3.1. Where a NASARSC Trusted Servant has involuntarily or automatically resigned, the NASARSC Chairperson will advise the NASARSC Trusted Servant in writing and report the automatic resignation to NASARSC.

10.8.3.2. A Trusted Servant who has involuntarily or automatically resigned may reapply for the service position.

10.9. Impeachment:

Impeachment is a charge of misconduct, which can apply to individual Trusted Servants or to whole Subcommittees.

10.9.1.1. Reasons that could lead to impeachment are:

10.9.1.1.1. A breach of the 12 Traditions.

10.9.1.1.2. Failure to perform duties and responsibilities.

10.9.1.1.3. Theft or misuse of NASARSC NA funds or property. (See: 15 NASARSC Safeguarding NA Funds and Property document.)

10.9.2. The impeachment process is:

10.9.2.1. An Impeachment proposal must be motioned at NASARSC by a RCM on a NASARSC Motion Form, clearly outlining the reasons for the impeachment proposal.

10.9.2.2. The motion for impeachment must be seconded by an RCM.

10.9.2.3. A ballot of RCM's will be held to determine whether the respondent is to be suspended from office for the duration of the impeachment process. The ballot will require a 66% majority of eligible voters

10.9.2.4. The respondent(s) will be given notice in writing of the motion at least 10 days prior to the next NASARSC meeting, and the impeachment motion will be tabled for the next NASARSC meeting.

10.9.2.5. The respondent(s) is given time for a rebuttal of the motion at NASARSC. (Not to exceed 5 minutes)

10.9.2.6. Time is set aside for discussion and questions from attendees.

10.9.2.7. If the respondent is present, then the respondent(s) will leave the room.

10.9.2.8. A Closed ballot of RCMs will be taken.

10.9.2.9. A 66% majority of all eligible voters in attendance is necessary for impeachment.

10.9.2.9.1. By consensus, RCM's may refer the matter back to their Areas and request their Areas groups to vote on the impeachment motion.

11. Motions:

11.1. Definition:

A motion is a written proposal made to NASARSC for discussion and resolution via the [NASARSC Motion form](#)

11.2. Tabling a Motion Procedure:

- 11.2.1. Only Area's through their RCM, or NASARSC elected Trusted Servants may table a motion.
- 11.2.2. A motion tabled by NASARSC elected Trusted Servants shall pertain only to their respective service portfolio.
- 11.2.3. Motions must be submitted in writing to the NASARSC secretary at least 72 hours before the NASARSC meeting on the NASARSC Motion Form.
- 11.2.4. Motions require intent or purpose.
- 11.2.5. The motion must state who will carry out the proposal and what human or financial resources are needed to carry out the proposal.
- 11.2.6. The Secretary will notify the Chairperson to include the motion in the upcoming NASARSC meeting agenda under New Business.
- 11.2.7. Where motions are proposed during the NASARSC monthly meeting, the motions shall be recorded by the Secretary at the time of the proposal and added to the agenda for the next NASARSC meeting where the motion shall be raised for discussion in new business. The proposer of the motion must follow the above procedure and submit the motion to the NASARSC Secretary and Chairperson at least 72 hours before the scheduled NASARSC meeting.
 - 11.2.7.1. If the motion is of an urgent nature and cannot wait for the next NASARSC meeting, then the procedure for an Emergency Motion (See: 11.6.) shall be followed.
- 11.2.8. In exceptional circumstances, an extraordinary meeting of NASARSC (See 5.7.7) may be called which may result in a motion being tabled.
- 11.2.9. NASARSC Office Bearers are available to assist with the drafting of Motions.

11.3. Discussing a Motion procedure:

- 11.3.1. The NASARSC Chair will read any motion(s) in New Business at the NASARSC meeting.
- 11.3.2. The motion proposer will be recognised by the chair and invited to briefly introduce the motion and why they think it is important. (The Intent or purpose of the motion)
- 11.3.3. The motion proposer will state who will carry out the proposal and what human or financial resources are needed to carry out the proposal.
- 11.3.4. The Chair will then open the floor for discussion of the motion. At the Chair's discretion:
 - 11.3.4.1. No member may speak on a motion more than once.
 - 11.3.4.2. No member may speak on a motion for more than 3 minutes.
 - 11.3.4.3. The Chair will manage unnecessary repetition of points or arguments.
- 11.3.5. Based on the discussion the motion may be amended.
- 11.3.6. The Chair will ask for a seconder to the motion.
 - 11.3.6.1. The proposed motion will be voted on by RCM's. A 60% majority of eligible voters will be required to pass the motion.
- 11.3.7. If the motion is a matter that directly affects NA SA Areas or Groups, then it will be included in the next Information Pack to NA SA Areas for voting by NA SA groups.

11.4. Tabling a Motion for further discussion:

- 11.4.1. Any RCM of the NASARSC meeting may request that a motion be carried over so that more informed discussion may take place at NA SA Areas and NA SA Groups.

- 11.4.2. If carried over, the motion is added to the agenda in next month's NASARSC meeting under old business.
- 11.4.3. A motion cannot be carried over more than once (at the discretion of the chair).
- 11.4.4. In the case of a tied vote on motions affecting Areas or Groups, the motion will be returned to the Areas or Groups for further discussion and be voted on again at the following months NASARSC meeting.
- 11.4.5. If the tie remains, then the motion will be dissolved.
- 11.4.6. Following voting at NASARSC, a failed motion may only be re-proposed to NASARSC after a period of six months has elapsed or at the Chairpersons discretion.

11.5. Referring a motion to Consensus Based Decision Making: (CBDM)

- 11.5.1. An RCM or elected Trusted Servant of the NASARSC meeting may request that a proposal or motion be referred to the Consensus Based Decision Making process.
- 11.5.2. The request must be seconded by an RCM and a NASARSC Trusted Servant.
- 11.5.3. The Chairperson will then follow the CBDM process. (See 14.)

11.6. Emergency Motions:

- 11.6.1. In extraordinary circumstances that cannot wait for the next NASARSC meeting, an emergency motion may be brought to NASARSC.
- 11.6.2. Only Area's through their elected Area Representative and NASARSC elected Trusted Servants may table an emergency motion.
- 11.6.3. Emergency Motions made by elected Trusted Servants shall pertain only to their respective service portfolio.
- 11.6.4. All emergency motions must be submitted in writing to the NASARSC Chair using the NASARSC Motion Form.
- 11.6.5. The Emergency motion must be seconded by a NASARSC Trusted Servant and an RCM.
- 11.4.7. The Emergency motion will require intent or purpose.
- 11.4.8. The Emergency motion must state who will carry out the proposal and what human or financial resources are needed to carry out the proposal.
 - 11.6.5.1. NASARSC Office Bearers are available to assist with the drafting of Motions.
- 11.6.6. An Extraordinary Meeting of NASARSC will be called within 72 hours to hear and discuss the motion. (See 11.3)
- 11.6.7. At the end of the discussion the RCM's may be called on to vote in respect of the motion.
- 11.6.8. Areas must ensure that they are represented at an Extraordinary NASARSC Meeting. If they are not represented, they will be excluded from quorum for any voting matters that arise and any vote shall proceed without them.
- 11.6.9. The proceedings will be recorded, and the recording will be made available.

12. Financial Policy:

12.1. General:

- 12.1.1. NASARSC service activities are funded by monies raised at SARCNA, donations from NA SA Areas and any 7th Tradition contributions made directly to NASARSC by NA members, NA meetings or NA Groups.
- 12.1.2. NASARSC operates an open book policy whereby all financial records and documents are available to any NA member on request.
- 12.1.3. NA SA Areas may request an audit of NASARSC Treasury or NASARSC Resource Assignments or Subcommittees by submitting a motion at NASARSC meeting.
- 12.1.4. Audits will be conducted in accordance with 'Suggested Procedures for Auditing'. (See: *Treasurer's Workbook, (revised) p.15*)

12.2. Financial Responsibility and Financial Prudence.

- 12.2.1. All elected NASARSC Trusted Servants share a responsibility for the safety and security of NASARSC Funds and Property. As such, all NASARSC elected Trusted Servants are required to read and understand the NASARSC Safeguarding NA Funds and Property document. (See: 15.) and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form](#).
- 12.2.2. Property and merchandise must be treated as carefully as cash and be accurately accounted for and safely stored.
- 12.2.3. NASARSC will strive to ensure that all its funds are used as prudently and as effectively as possible in carrying out the NA service duties entrusted to it by the SA NA Areas and Groups.
- 12.2.4. NASARSC Service body and NASARSC Trusted Servants must practise prudence with regards to their budgets and any expenses their service work may incur.
This will include:
 - 12.2.4.1. Wherever possible, utilising local Area resources to host and chair workshops. The NASARSC Trusted Servant will provide the agenda for the workshop and will train and support their Area counterpart to present the workshop. Alternatively, workshops can be presented on-line or as hybrid meetings.
 - 12.2.4.2. If travel is unavoidable, sharing transport costs or making return air trips for workshops on the same day as the workshop to avoid unnecessary accommodation costs and car rental fees.
 - 12.2.4.3. Trusted Servants must make travel bookings in advance to take advantage of advance booking or off-peak rates.
 - 12.2.4.4. Share transport and accommodation where possible.
 - 12.2.4.5. Utilise local NA members for transport to and from the airport.
 - 12.2.4.6. Utilise local NA members for accommodation where possible.
 - 12.2.4.7. Provide basic snacks only for workshop refreshments.
- 12.2.5. Where travel is unavoidable, NASARSC will pay expenses for **ONE** NASARSC Trusted Servant only to represent the Trusted Servant position or portfolio.
- 12.2.6. NASARSC will fund the travel costs for the NASARSC Chairperson, Treasurer and Regional Delegate to attend Regional Assembly as board members of NA SA Region NPO if necessary. (Only if these members can't afford to attend and if their attendance at RA is essential).
- 12.2.7. If resources are available, Inventory and Planning Workshop will be budgeted as a residential workshop in Johannesburg, (This is a prudent decision to reduce and limit travel and accommodation costs.)

- 12.2.7.1. NASARSC will fund the travel, accommodation, and refreshment costs for NASARSC Trusted Servants. The funding for travel and accommodation will not normally apply to RCM's Alt RCM's, Vice Chairs / Vice Resource Persons, or Alternates.
- 12.2.7.2. RCM's and Alt RCM's will be funded by their respective Areas.
- 12.2.7.3. If there are sufficient funds available when budgets are drawn up then it can be proposed that NASARSC fund the travel, accommodation, and refreshment costs for Vice Chairs / Vice Resource Persons, and Alternates.
- 12.2.7.4. RCM's and Alt RCM's from outside Gauteng and Pretoria Areas will need to obtain funding from their respective Areas to attend NASARSC Inventory and Planning. Areas will need to factor these expenses into their annual budgets.
- 12.2.7.5. NASARSC Trusted Servants, RCM's and Alt RCM's from Gauteng and Pretoria will be expected to attend Inventory and Planning Workshop on a day visitor basis. They may however obtain funding from their Areas and stay as residents. NASARSC will provide refreshments.

12.3. Prudent Reserve:

- 12.3.1. NASARSC will maintain an amount in cash equal to the current financial years' operating expenses plus 10% for inflation as "the Prudent Reserve".
 - 12.3.1.1. Operating expenses will include all items such as: Website and Helpline running costs, Online meeting media platform, accountant fees, bank charges etc.
- 12.3.2. The Prudent Reserve will be in addition to the funds set aside for the current NASARSC budgets, the budgeted or estimated operational costs for next year and any outstanding accounts payable.
- 12.3.3. The NASARSC Treasurer shall include the status of the Prudent Reserve in the monthly report to NASARSC committee.
- 12.3.4. If the Prudent Reserve falls below the required level, the NASARSC Treasurer, in conjunction with the NASARSC Chair, will seek to limit all NASARSC expenditure until the required Prudent Reserve level is re-established. For the avoidance of doubt this will include all non-operational expenditure.

12.4. 7th Tradition Contributions.

- 12.4.1. Neither NASARSC Resource Assignments nor NASARSC Subcommittees may accept monetary contributions directly from the NA SA fellowship for their portfolios.
- 12.4.2. Service committees may collect or provide means to make 7th tradition contributions from NA members to NASARSC in the course of their service work. These 7th tradition contributions must be paid directly to the NASARSC bank account.
- 12.4.3. All monetary contributions from the NA SA fellowship to NASARSC will be classed as 7th Tradition contributions and must be paid to the NASARSC bank account directly.
- 12.4.4. Monetary donations to NASARSC cannot be earmarked for specific committees, causes, items, or functions. All monies donated and collected are allocated and utilised through the NASARSC budget process.

12.5. Budgets:

- 12.5.1. NASARSC budgets for the next financial year are funded with monies raised in the previous year from: SARCNA, donations from NA SA Areas, 7th Tradition contributions and sales of NA merchandise.

- 12.5.2. The NASARSC Treasurer will allocate this income to the budget 'pool' for the NASARSC budget proposals.
- 12.5.2.1. Unused budgets and unallocated surplus from the previous financial year at year end may be added to the budget 'pool'.
- 12.5.3. The NASARSC Chair, Vice Chair and Treasurer will work together to propose the annual NASARSC administrative budget for the coming year to be presented by the NASARSC Treasurer at Regional Assembly part 1.
- 12.5.4. The NASARSC Treasurer will work with the NASARSC Resource Assignment persons and Sub-committee Chairs to prepare a NASARSC Annual Budget Proposal for their upcoming years' service work to be presented at Regional Assembly part 2.
- 12.5.5. Budget proposals must be in line with the income generated for that budget period. (See: 12.5.1.)
- 12.5.6. The NASARSC Annual Budget Proposals will be presented at Regional Assembly for discussion and included in the November Information pack.
- 12.5.7. The Budget proposals, incorporating any revisions arising from the discussions at Regional Assembly, will then go back to the SA NA Groups in the December Information pack to be voted on in February's NASARSC meeting by RCM's.
- 12.5.8. Annual NASARSC budgets will require a 60% majority of all eligible voting RCM's carrying their Areas vote on behalf of their Areas NA groups for approval.
- 12.5.9. If the annual budgets are not approved at the February NASARSC meeting, then 'emergency' funding of normal operating expenses for NASARSC, based on last year's budgeted expenses, will be made available on a month-to-month basis until such time as the budget is approved.
- 12.5.10. If there should be an ongoing rejection of the overall budget then parts of the budget may be approved for NASARSC expenses or projects while the objections to the budget proposal(s) are identified, discussed, and reviewed.
- 12.5.11. Any changes of purpose or alterations to approved budgets must be brought to NASARSC for approval by motion. These changes of purpose or alterations can be voted on directly by RCM's and will require a simple majority of all eligible voting RCM's to be approved.

12.6. SARCNA Budgets:

- 12.6.1. An amount of R70k will be ring fenced in the annual budget to pay for the SARCNA venue deposit and SARCNA startup expenses.
- 12.6.2. On approval of the SARCNA budget by NA SA Areas, the budget will be made available to the SARCNA committee Treasurer to utilise.

12.7. Additional or Unbudgeted Disbursements:

- 12.1.1. Requests for additional or unbudgeted disbursements must be brought to NASARSC for approval by motion. These requests will go back to the NA SA Areas for voting and will require a 60% majority vote of eligible voting RCM's to be approved.
- 12.7.1. A motion for any unbudgeted disbursement cannot be tabled if such payment would result in the Prudent Reserve falling below the required level unless it is crucial to NASARSC service operations or the good standing of NASARSC is at risk.

12.8. Emergency Disbursements:

- 12.8.1. It will be permissible for disbursements of an emergency or immediate nature to be made after consultation and agreement between the NASARSC Treasurer, the NASARSC Chair and NASARSC Regional Delegate.
- 12.8.2. Any such payment can only take place if there are sufficient funds to do so and the payment will not affect the Prudent Reserve unless a non-payment will bring NA SA name into disrepute.
- 12.8.3. Any such disbursement will require a 60% majority of eligible voting RCM's to be approved.
- 12.8.4. The disbursement must be reported at the next NASARSC meeting along with the reasons why it was deemed necessary to make an emergency payment.

12.9. Surplus funds.

- 12.9.1. The NASARSC Treasurer will determine the total of any surplus funds accumulated during the current year at the end of the current financial year, that exceeds the sum of any remaining budget expenses for the current year, the upcoming year's budget, any accounts payable and the prudent cash reserve.
- 12.9.2. Surplus funds may be used to top up a shortfall in the Prudent Reserve.
- 12.9.3. Surplus funds may be used by way of a NASARSC motion to fund:
 - 12.9.3.1. New projects.
 - 12.9.3.2. New equipment for NASARSC.
 - 12.9.3.3. Donations to the NA service structure.
 - 12.9.3.4. Other as requested by motion to NASARSC.

12.10. NASARSC and SARCNA Budget Expenses:

- 12.10.1. Wherever possible, payments for goods or services must be paid for directly by the NASARSC Treasurer by submitting an appropriate invoice or proforma invoice from the supplier to the NASARSC Treasurer. rsc-treasurer@na.org.za.
- 12.10.2. The NASARSC Treasurer will provide a proof of payment for the supplier.
- 12.10.3. All purchases require an invoice or a receipt that must be submitted together with the [NASARSC Budget Expense & Income form](#) or the [NASARSC Payment Requisition form](#) to the NASARSC Treasurer for reconciliation.
- 12.10.4. In the event of a lost or missing receipt, an affidavit must be obtained from a Police station confirming the amount paid and for what purpose.

12.11. NASARSC and SARCNA 'Out of pocket' expenses:

- 12.11.1. For all expenditure, three quotes must be obtained.
- 12.11.2. NASARSC Trusted Servants are directly accountable to NASARSC for their expenditures and for any monies collected on behalf of NASARSC in the course of their service and are expected to provide receipts for expenditure and keep records of expenditure.
- 12.11.3. Where possible, NASARSC will pay NASARSC elected Trusted Servants travel and accommodation costs to attend NASARSC Inventory and Planning Workshop. NASARSC will not pay expenses for GSR's, Vice or Alternates. GSR's and Alt GSR's must be funded by their respective Areas.
- 12.11.4. If there are insufficient funds to budget for Face-to-Face or Inventory and Planning Workshop, then one or both may take place electronically.
- 12.11.5. Where a NASARSC Trusted Servant incurs 'out of pocket' expenses in the service of

NASARSC they must complete the [NASARSC Payment Requisition form](#) and submit it to the NASARSC Treasurer along with any valid receipts or invoices for authorisation and payment.

12.11.6. Where the 'out of pocket' expense is for mileage claims in carrying out NASARSC duties, the signed NASARSC Expense Claim form itself shall serve as the invoice.

12.11.6.1. The claim rate for mileage is the basic AA rate per kilometre.

12.11.6.2. Mileage will be paid for the shortest distance from home to the venue and return.

12.12. 3rd Party Services:

12.12.1. It may be necessary from time to time to appoint 3rd party service providers, such as cloud drive storage, email service providers, caterers, refreshments etc.

12.12.2. Wherever possible, all such 3rd party contracts, leases, rental agreements, subscriptions etc. must be in the name of NASARSC, rather than an individual member's name.

12.12.3. All 3rd party agreements (contracts, leases, rental agreements, subscriptions etc.) must be stored in the NASARSC Password and Document Vault, which is maintained by the NASARSC Website Chair.

12.12.4. For all 3rd party purchases other than refreshments, i.e., commercial items, materials, services etc, it is good practise to obtain 3 independent quotes before a 3rd party service provider is appointed.

12.12.5. Where NA members have businesses that can provide any of the 3rd party services, the businesses will be regarded as 3rd party service providers.

12.12.6. The selection of the 3rd party service providers must be made on the merits of each Proposal and of the best value to NA.

12.12.7. 3rd party service providers for subscription services, rentals, etc. or services over R1,000 can only be appointed upon completion of a NASARSC Service Level Agreement which must be signed by the service provider, the NASARSC Treasurer and NASARSC or SARCNA Chair.

12.13. NASARSC Literature Orders:

12.13.1. NASARSC Trusted Servants who require NA literature for their NASARSC portfolio service work may order NA literature from JHB Area at discounted rates.

12.13.2. Invoices must be provided to NASARSC Treasurer for payment.

12.13.3. The invoice total will be deducted from Trusted Servant portfolio budgets.

12.13.4. NASARSC Trusted Servants who require NA literature for their NASARSC portfolio service works are advised to order their literature requirements to fit in with JHB literature NAWs order cycles.

12.13.5. Ad-Hoc Orders or changes to requested literature orders will be at the JHB Literature Subcommittee's discretion based on availability and the forecast needs of the JHB Area NA fellowship.

13. Miscellaneous:

13.1. Breach of NASARSC Policy and Procedures or NA Traditions:

- 13.1.1. Every effort should be made by Trusted Servants to work together in the spirit of the NASARSC Policy and Procedures and NA Traditions.
- 13.1.2. If a disagreement or allegation arises regarding the application or adherence to the NASARSC Policies and Procedures or NA Traditions by a NASARSC Trusted Servant, then the following procedure should be followed:
 - 13.1.2.1. Initially, the disagreement or allegation will be raised at the monthly NASARSC meeting in 'New Business' by the NASARSC Trusted Servant to the NASARSC Vice Chair for the purpose of clarification and resolution regarding the application or adherence to the NASARSC Policies and Procedures or the NA Traditions.
 - 13.1.2.2. If the matter cannot be clarified and resolved, then the NASARSC Vice Chair will either make a request for clarity (see: 13.2.) or the matter will be referred to NA SA Areas for discussion at their next ASC meetings.
- 13.1.3. Such matters will be detailed in the Vice Chair's monthly report.
- 13.1.4. The proceedings will be recorded and the recording will be made available.

13.2. Requests for Clarity:

- 13.2.1. In the event of a request for clarity relating to a matter of Policy or to NA Traditions by a Group, an Area or a NASARSC Trusted Servant, then the NASARSC Chair will convene a meeting of at least three NASARSC Trusted Servants with pertinent experience to:
 - 13.2.1.1. Collect information relevant to the query.
 - 13.2.1.2. Research the topic in NA Literature and bulletins.
 - 13.2.1.3. Refer the query to NAWs for comment if need be.
 - 13.2.1.4. Formulate a statement of clarity to be included in the next NASARSC Information Pack.
 - 13.2.1.5. Table a discussion at the next NASARSC meeting, where if appropriate, a motion for updating the Policy can be tabled.

13.3. NASARSC Dedicated Webpage:

- 13.3.1. NASARSC has a dedicated page at www.na.org.za for the purpose of raising awareness of NASARSC within the NA SA fellowship and disseminating information, news, updates etc to the NA SA fellowship.
- 13.3.2. The webpage technical aspects are managed by the NASARSC Website Resource person.
- 13.3.3. The webpage content includes but is not limited to:
 - 13.3.3.1. NASARSC Monthly Information Pack. (See: 13.4.)
 - 13.3.3.2. NASARSC Newsletter. (See: 13.5.)
 - 13.3.3.3. Upcoming events, workshops etc.
 - 13.3.3.4. NASARSC On-line Shop. (See: 13.6.)
 - 13.3.3.5. 7th Tradition donation portal.

13.4. Monthly NASARSC Information Pack:

- 13.4.1. NASARSC will publish a monthly Information Pack.
- 13.4.2. The monthly Information Pack will be published on the NASARSC page on the na.org.za website.
- 13.4.3. The NASARSC Secretary will distribute a link to the Information Pack via the NASARSC mailing list.

- 13.4.3.1. The Information Pack includes but is not limited to:
 - 13.4.3.1.1. Minutes from the monthly NASARSC meeting.
 - 13.4.3.1.2. Vacant NASARSC Service positions.
 - 13.4.3.1.3. CV's for NASARSC service position nominations.
 - 13.4.3.1.4. Motions and Voting matters.
 - 13.4.3.1.5. Upcoming events, workshops etc.
 - 13.4.3.1.6. Important announcements.
 - 13.4.3.1.7. Discussion points.

13.5. NASARSC Newsletter:

- 13.5.1. NASARSC publishes a bi-monthly Newsletter.
- 13.5.2. The newsletter is collated and published by NASARSC PR committee.

13.6. NASARSC On-line Shop:

- 13.6.1. NASARSC has an On-line shop on the NASARSC Dedicated Webpage.
- 13.6.2. The shop sells NASARSC merchandise and has a portal for the donation of 7th tradition contributions.
- 13.6.3. NASARSC merchandise is stored in a container at 44 Escombe Avenue, Parktown, 2193.
 - 13.6.3.1. Access is by arrangement with the Literature Admin Trusted Servant. (Currently Dave. C.)
- 13.6.4. NASARSC merchandise is distributed by a current JHB NASARSC office bearer.
- 13.6.5. Merchandise ought to be made available for SARCNA and other NA SA Area events if possible.
- 13.6.6. Merchandise stock records are kept and updated by NASARSC Treasurer.
- 13.6.7. The technical aspects of the on-line shop are managed by the Website Regional Resource person.

13.7. NA Intellectual Property:

- 13.7.1. [Fellowship Intellectual Property Trust \(FIPT\)](#) describes in detail how NA's name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NAWS). It covers NA's name, trademarks, and recovery literature in all forms, including translations, and all mediums, whether printed, electronic and any other media that may be developed in the future.
- 13.7.2. Any use of the NA logo must be proposed at NASARSC by means of a motion and agreed by a majority vote of eligible voting RCM's.
- 13.7.3. Once use of the NA logo has been approved by NASARSC, the [NASARSC NA Intellectual Property form](#) must be completed and signed.

13.8. Social Media:

- 13.8.1. NASARSC abides by the principles contained in: [Social Media and our Guiding Principles](#).
- 13.8.2. In line with its mandate, Public Relations operates social-media accounts for the purpose of creating awareness of NA with the public and with professionals who encounter addicts in the course of their professions.
- 13.8.3. In line with its mandate, the Website Subcommittee is responsible for the management and technical administration of all social media accounts for NASARSC.

13.9. NASARSC Protection of Personal Information Act (POPI)

- 13.9.1. NASARSC conforms to the [NASARSC Protection of Personal Information Act \(POPI\)](#)

13.10. NA SA meeting lists: (Added 04-01-2024)

13.10.1. The NA SA Region Website Chairperson manages NA SA Meeting lists.

13.10.1.1. The NA SA Region Website Chairperson may delegate the management of local NA SA Area meeting lists to the respective NA SA Area Website Chairpersons.

13.10.1.2. The NA SA Region Website Chairperson is the single point of decision and accountability for NA SA meeting lists and must be kept informed of any additions, changes or updates made to the meeting lists by local Area Website Chairpersons.

13.10.2. Inclusion on NA SA meeting lists:

13.10.2.1. Any SA NA group that fulfils the six points based on our traditions as described in the Group Booklet revised: What is an NA group? may have their meetings listed on NA SA meeting lists.

What is an NA group?

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

- 1. All members of a group are drug addicts, and all drug addicts are eligible for membership.*
- 2. As a group, they are self-supporting.*
- 3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.*
- 4. As a group, they have no affiliation outside Narcotics Anonymous.*
- 5. As a group, they express no opinion on outside issues.*
- 6. As a group, their public relations policy is based on attraction rather than promotion.*

In stating the six points that differentiate an NA group from other kinds of groups, we place greater emphasis on drug addiction than almost anywhere else in our service literature. This is because Narcotics Anonymous groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our groups' sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our groups are providing adequate grounds for identification to those seeking recovery.

13.10.2.2. **Only SA NA groups that meet these 6 points from What is an NA group? above, may have their meeting(s) listed on NA SA meeting lists. This is to ensure that any suffering addict seeking recovery from addiction by using our NA SA meeting lists to find an NA meeting can hear the clear and non-confusing message of Narcotics Anonymous.**

13.10.2.3. To be listed on NA SA meeting lists, the GSR, Chairperson or Secretary of an NA group must complete the [Request for an NA group to be listed on NA SA meeting lists form](#) and submit the form to the NA SA Region Website Chairperson.

13.10.3. Exclusion of a meeting from NA SA meeting lists:

13.10.3.1. In all cases, it is the intention of this policy to ensure that any suffering addict seeking recovery from addiction by using our NA SA meeting lists to find an NA meeting can hear the clear and non-confusing message of Narcotics Anonymous and to support groups in meeting these 6 points from What is an NA group? and that these meetings can be advertised on our NA SA meeting lists.

13.10.3.2. An NA member, NA group or NA SA Area Service Committee may register a concern about the validity of a group as an NA group as described in the Group Booklet revised What is an NA group? along with the reasons for their concern to the SA NA Region service body through their RCM or Area FD chair.

- 13.10.3.3. The RSC FD Chairperson will contact the group directly and communicate the concerns that have been raised to the group in question and seek clarity.
- 13.10.3.3.1. Seeking clarity could include members of FD visiting the group.
- 13.10.3.4. A group that does not respond to the communication regarding the concerns raised will have their meetings excluded from NA SA meeting lists.
- 13.10.3.5. The RSC FD Chairperson will report back to NASARSC.
- 13.10.3.6. If a group does not meet the six points based on our traditions as described in The Group Booklet revised What is an NA group? then the RCM's will affirm by majority vote that the groups meeting will be excluded from NA SA meeting lists with immediate effect as per this policy.
- 13.10.3.7. The group will be notified of the exclusion or removal of their meeting(s) from the NA SA meeting list along with the reasons why.
- 13.10.3.8. The RSC FD Chairperson and the local area FD Committee may assist and support the group to meet the six points based on our traditions as described in The Group Booklet revised What is an NA group? so that the meeting can be reinstated on SA NA meeting lists.
- 13.10.4. **Reinstatement of meetings on the SA NA meeting lists:**
- When the six points based on our traditions as described in the Group Booklet revised What is an NA group? are met at the group. that group can apply to be added to SA NA meeting lists. The GSR, Chairperson or Secretary of the group can complete the [Request for an NA group to be listed on NA SA meeting lists form](#) and submit the form to the NA SA Region Website Chairperson.

14. Consensus Based Decision Making: (CBDM)

14.1. What is Consensus-Based Decision Making?

The principle of anonymity in NA means we serve as equals, and CBDM is how the service body, as a team of equals, makes decisions. The heart of consensus is a cooperative intent, where members are willing to work together, to find or create the solution that meets the needs of the particular NA group or NA Service Committee / Service body. The cooperative nature of consensus is a different mindset from that of a pro/con debate.

The process rests on the fundamental belief that each member of the body has a piece of the larger truth. In this spirit, striving for consensus is an affirmation of the principles inherent in both the Seventh and Ninth Concepts. Consensus may not mean total unanimity. In strict consensus, everyone agrees or gives their consent; a single dissenter can block a decision. Most NA service bodies, however, use some form of consensus-based decision making rather than strict consensus. CBDM does not require unanimity.

In CBDM, consensus exists when each member of the service body can say:

- I had the opportunity to voice my opinions.
- I believe the team has heard me.
- I can actively support the team's decision, even if it is not my first choice.

14.2. Why Consensus-Based Decision Making?

CBDM is not just about particular policies or rules, or specific Concepts or Traditions. It is about a group conscience process that connects us with a Higher Power. CBDM offers a potentially more inclusive process than parliamentary procedure, which can marginalize addicts who do not know "the rules" well. Our service bodies are a forum where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus-building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do, what we cannot do alone" in a service setting.

14.3. [CBDM Basics](#)

There are different variations of CBDM, but the basic steps are consistent. (See) Within these basic steps, there is a great deal of variation depending on the individual service body's process and the type of decision being made. The material in this section is intended to help clarify how the basics of a consensus-based processes work and have been adapted to fit the NASARSC needs. Each NA community is free to create a process that works for them.

14.4. Facilitating a CBDM Body

CBDM requires a skilled Chair, who can guide the body in its decision-making process. A skilled Chair can prevent a discussion turning into an open sharing session and help everyone to reach a decision within a timely manner.

14.4.1. What does the Chair do?

The role of the Chair is to help a group or service body reach consensus on an issue. To do this, certain actions are required. The Chair should:

- Ensure everyone has a clear understanding of the process being used, and the issue being discussed.
- Help everyone participate, including the quieter members in the room.
- Listen for common ground and points of agreement and share these with the body.

- Repeat ideas that are shared to be sure everyone has a common understanding of them.
- Suggest ways to combine ideas to build consensus.
- Manage the time available and ensure enough is allocated for the proposal.
- Keep the conversation focused and move it forward towards a decision when needed.
- Ensure everyone has a clear understanding of any decisions that are made, and any further actions that are required, and that these are recorded.

To maintain the respect of the body the Chair should remain neutral and provide information, but not opinions.

Suggestions for Chairs:

- Make eye-contact, smile, and be enthusiastic.
- Be who you are – let your own style come through.
- Remember that communication is not just the spoken word – for example, try to avoid “closed” body language such as crossing your arms or turning your back on your audience.
- Remember that listening is a key part of successful facilitation – listen first and speak second.
- Speak clearly, so that everyone can hear, use a positive tone, and remember to breathe!

Useful questions for Chairs to ask the body include:

- What have we tried before that works?
- If we tried this, what would happen next?
- Can anyone add anything to these ideas?

14.4.2. What qualities does a Chair need?

CBDM bodies need to think carefully when electing a Chair and may find the Fourth Concept a useful resource. A good Chair can sense the mood of the body and earn the trust needed to guide the discussion toward a decision. Some of the qualities to look for include:

Familiarity with the group or service body, and an understanding of the experience level of those attending.

- Some experience with CBDM, and a clear understanding of the details of the process being used locally.
- Preparation with information about the issues being discussed, and any relevant resources such as guidelines, handbooks, and Traditions & Concepts material.
- Commitment to the CBDM process and a willingness to focus on more than just their own ideas.
- The ability to earn the trust of a body by guiding, rather than controlling discussions.
- Patience, and the understanding that some participants may need more time to reach a decision than others.

14.4.3. What spiritual principles can we apply?

As with all NA service, applying spiritual principles helps a CBDM body to be more successful. Some of the principles that are needed when facilitating are:

- **Humility** – an attitude of service, rather than government, allows a Chair to focus on helping the body reach consensus.
- **Open-mindedness** – being open to new ideas is essential in helping to build consensus.
- **Accountability** – a CBDM Chair is a trusted servant and is accountable to the body they serve.
- **Cooperation** – the Chair helps create an environment in which everyone can work together to understand and consider the proposal.
- **Trust** – a CBDM Chair needs to both trust the process, and the body they are serving.

14.5. Participating in a CBDM Body

The Seventh Concept essay reminds us that “NA service is a team effort. Our service representatives are responsible to the NA fellowship, rather than to any special constituency as are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole.”

Being an effective participant in a CBDM body is, in some respects, easier than being an effective participant in a parliamentary procedure-based body. There is no need to be proficient at Robert’s Rules or some other set of parliamentary guidelines. However, CBDM requires some skills that parliamentary procedures do not.

14.5.1 What do participants do?

Members of a CBDM body are required to work together to make decisions that can be supported by the entire body. To be successful in this, certain actions are required:

- Contribute towards a positive and respectful meeting environment, where everyone feels comfortable contributing.
- Examine and understand the necessary information in advance of the discussion.
- Participate in the entire discussion process so that a clear understanding of all viewpoints can be gained.
- Ask questions when more information is needed.
- Consider what best serves our primary purpose, rather than our personal preference.
- Commit to actively supporting the consensus of the body.
- Focus on the topic, rather than the individual.

14.5.2. What qualities do participants need?

Participating in CBDM should help evolve a proposal, so it is important to be flexible and to be a good listener. Some qualities that will help participants fulfil their role are:

- A focus on creating solutions, rather than on finding fault with ideas.
- The willingness to share ideas and let go of the outcome. Remember that decisions can be revisited if needed.
- The ability to pass on making a point when someone else has already made it.
- The ability to listen to the discussion with faith that understanding will develop.
- An awareness of personal characteristics and circumstances, and how these may affect your participation in the CBDM process. Examples of these include irritability when tired or hungry, impatience with a slower decision-making process, or intolerance of certain ideas.

14.5.3. What spiritual principles can we apply?

Some of the principles we can focus on when participating in a CBDM body include:

- **Humility** – listening to others and understanding that we do not have all the answers, is foundational to CBDM and firmly rooted in the Second Tradition.
- **Open-mindedness** – while CBDM carefully considers all viewpoints as discussed in the Ninth Concept, this does not mean that all opinions influence the final decision.
- **Patience** – allowing everyone the time to understand and consider the issue.
- **Trust** – CBDM participants need to trust the process, and the Chair they have chosen.
- **Unity** – whatever the outcome of discussions, everyone needs to work together to implement decisions.

14.6. How does CBDM work?

We start with an 'issue' be it in the form of a Proposal, Motion, or point of interest that gains momentum.

14.6.1 Level 1:

The issue is presented, providing relevant details including:

- Why is the proposal necessary?
- What are the specific objectives of the proposal?
- What are the human and financial resources required?

This is followed by a short discussion, including points of clarification. At this and many further points, the Chair is expected to gauge whether the body can reach consensus, and ask the question "Is everyone comfortable with moving forward with this proposal?" If everyone is not in agreement, then a show of hands (a straw poll) can be used to determine the level of support.

14.6.2.1. Straw Poll

A straw poll is held by a show of hands of the RCMs (or their alternate, but not both) that are present. There are six options:

- **Agree** – In full agreement with the item as presented, or only have minor concerns with the item as presented that may be addressed later. This is a feeling that this item should move to action and/or adoption.
- **Minor Reservations** – While still having some issues/concerns about the item as presented, it is not felt the issues/concerns should prevent the item from moving towards action. This is, however, a feeling that any remaining issues/concerns on the item should be addressed as quickly as possible.
- **Not Voting** – Not taking part in this straw poll and will not be counted in the quorum.
- **Abstention** – Having no strong opinion for or against but support is counted with the majority and included in the quorum.
- **Major Reservations** – Having major concerns and/or misgivings about the proposal and feeling that these concerns and/or misgivings must be addressed before the proposal moves forward.
- **Disagree** – Believing the proposal is in principle a violation of the core values of NA in that it violates traditions and/or concepts, or is incompatible with the mission of NA.

Agree & Minor Reservations are counted for, and Major Reservations & Disagree are counted against.

An Abstention is counted with the majority - either for or against.

14.6.2.2. To take a Straw Poll:

- The number of eligible participants is ascertained.
- The number **Not Voting** is then counted. If the remaining number is below quorum, then the straw poll is abandoned, and more discussion is required.
- If the number voting is quorate then **Abstentions** are counted. If this is more than a third of those remaining, then the straw poll is abandoned, and more discussion is required.
- If **Abstentions** are less than a third, then the participants for, against and with minor or major reservations are counted. If less than 15% are against, the discussion can move forward.

14.6.2. Level 2:

If consensus is not reached, the Chair will ask for more information from the RCMs, the Admin committee, Subcommittees, NA literature, other NA communities etc. Alternatively, small group

discussions may take time out to deliberate on a one to one, or group level. A break for reflection may also support moving the decision forward.

14.6.3. Level 3:

In the event of the body not reaching consensus, a straw poll of the voting members will then be taken to find out the proportion of delegates for or against the issue/proposal.

The path towards an outcome depends on the proportion of delegates for and against.

- If this is less than 75% 'for', one of two things can now take place.
- The chairperson could temporarily implement the proposal, as it currently stands, for it to be re-evaluated at the next NASARSC meeting.
- The issue could be passed onto an ad-hoc committee to deal with.
- The decision could be postponed for more information.
- The proposal could be taken back to the ASCs, to be reassessed at the next Region.
- If, though, the proportion 'for' is 75% or greater, the minority view will then be heard with the option for more small group discussions. Consensus will then be sought but if the proportion of RCMs against the proposal is still 25% or less than 25%, the proposal will be implemented with any strong objections noted.
- If a motion is taken back to areas and not enough ASCs return a conscience on the issue at the next NASARSC meeting, then a straw poll is conducted to see if RCMs think it is necessary to return the issue to ASCs again. If not, the motion is defeated.
- This procedure does not need to be followed rigidly; more time for reflection and/or discussion in an open forum or small groups can be added at any time, as deemed appropriate by the Chair.
- Conversely, as various topics and proposals are discussed, possibly over several Region meetings, reaching a decision may, in the end, be a formality - all discussion may have been exhausted long before the formal decision-making process.
- It is up to the NASARSC, as a body, to try to achieve consensus even though it is not the only method of decision-making. Using the tools in the form of guidelines, Admin committee, and a Higher Power to aid in reaching a satisfactory conclusion.

14.6.4. What about the discussion periods?

Discussion is intended to be as free and open as possible. The following guidelines are used to minimise unnecessary friction and make effective use of time.

- Discussion, especially of controversial topics, may be held without motions being made or votes taken.
- Discussion of a topic is always through the chair. It is limited overall by time allocated on the agenda. Speakers may be limited to a maximum of three minutes; at which time the chair will indicate to wrap.
- The Chair may advise speakers that they are repeating a point they have made previously. In the interest of balance, the Chair may explicitly ask for viewpoints different from those already expressed.
- If questions have been asked the chair should ask the inquirer if their questions have been answered before moving on.

At the end of a discussion period, the Chair will briefly sum up any consensus reached, or the main thrust of opposing arguments. The Chair will also state any action that has been decided upon, and who is responsible for carrying it out. If these statements are agreed, they are then added to the minutes.

15. NASARSC Safeguarding NA Funds and Property:

All NASARSC Trusted Servants are expected to read and understand the following Procedure for Dealing with Misuse of NASARSC of Narcotics Anonymous Funds and/or Property (*Adapted from Theft of NA Funds - NA World Services Bulletin #30*) and sign the [NASARSC Statement of Acknowledgement of Financial Responsibility form](#)

15.1. Introduction:

The Eleventh Concept for Service to Narcotics Anonymous States: "NA funds are to be used to further our primary purpose and must be managed responsibly." In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of NA funds and resources. Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds and/or resources that might have gone to help the still suffering addict, points to our responsibility to prevent theft from happening in the first place.

15.2. Application:

This theft policy applies to all elected Trusted Servants of the Narcotics Anonymous South Africa Regional Service Committee. (NASARSC) This includes, but is not limited to:

- 15.2.1. The Administrative Officers.
- 15.2.2. Regional Resource Persons, Sub-Committee Chairpersons, Ad-Hoc Committee Chairpersons.
- 15.2.3. Ad-Hoc Trusted Servants and Interim Trusted Servants.

This policy outlines the procedures that will be taken if a member MISUSES NASARSC funds and/or property as defined below:

15.3. Definition:

MISUSE: To take, lose or use NASARSC NA Funds or property in any way that violates our Eleventh Concept.

- 15.3.1. For purposes of this document, the word MISUSE includes theft, misappropriation (using NA funds or property for personal use), loss or damage of NASARSC NA funds or property through negligence.

15.4. The Theft Policy

- 15.4.1. In keeping with the spiritual principles of the Eleventh concept, you agree to handle NA funds or property responsibly. This means taking appropriate measures to safeguard the funds or property. Such measures include, but are not limited to, receiving, and retaining proper documentation, receipts etc, keeping and maintaining records, ensuring that NA property and funds are safely and securely stored, monthly reporting and regular auditing.
- 15.4.2. If you are handling NA funds, property and/or resources for any reason, it is your responsibility to ensure that the funds, property and/or resources are used properly and expeditiously for the purposes for which they were administered, and to report immediately any irregularities, contraventions, or discrepancies of the NASARSC Financial policy or NASARSC Safeguarding NA Funds and Property policy to the NASARSC Chair, Vice-Chair and Treasurer.
- 15.4.3. You should not deposit NASARSC NA funds in a personal bank account nor should you lend, borrow, or use NASARSC NA funds or property for yours or others personal purposes.

15.5. Procedure to determine whether a MISUSE has occurred:

MISUSE of NASARSC NA funds and/or property will not be tolerated. The following is an outline of the process that will be followed if a MISUSE is reported.

- 15.5.1. The NASARSC Chairperson, Vice Chair and Treasurer shall do an immediate and thorough review of all books and financial records to determine whether the funds or property were MISUSED as defined above.
If any MISUSE is found, it shall be reported publicly at the next NASARSC business meeting and shall be included in the minutes.
- 15.5.2. Upon confirmation of a MISUSE, a special closed meeting shall be convened within three days immediately following the next NASARSC meeting. This committee shall consist of the NASARSC Chairperson as facilitator, Vice-Chairperson, NASARSC Treasurer, Alt Treasurer, two RCM's as determined at the NASARSC meeting, and the individual(s) involved in the alleged MISUSE.
- 15.5.3. Prior to this meeting, the NASARSC Chair, Vice-Chair and Treasurer shall make a good faith, thorough attempt to contact the individual(s) involved in the alleged MISUSE by any means necessary.
- 15.5.4. The individual(s) involved in the alleged MISUSE shall have an opportunity to present his or her point of view concerning the alleged MISUSE.
- 15.5.5. The meeting format shall allow sufficient time for all sides to express their feelings and concerns. This will allow everyone to provide his or her input and may also encourage a "diffusing" process.
- 15.5.6. There shall be a break after all sides have expressed their views to allow all parties to get in touch with their own higher power, and to focus on spiritual principles before deciding the best course of action.
- 15.5.7. The committee shall determine whether the MISUSE was done in bad faith (dishonestly) or in good faith (without dishonesty, including accidents or inadvertent loss).
- 15.5.8. If the individual(s) involved in the alleged MISUSE do not appear at this meeting, the NASARSC Chairperson shall contact the individual(s) by certified mail (return receipt request) at his or her last known address.
- 15.5.9. This letter shall inform the individual(s) that he or she has been found to be in violation.
 - 15.5.9.1. The letter shall set forth specific facts that support the alleged MISUSE, inform the individual(s) that restitution of funds is expected and describe the consequences if the individual(s) does not either make proper restitution or respond to the letter.
 - 15.5.9.2. The Chairperson shall keep a copy of the letter, along with proof of mailing and/or receipt for safekeeping.

15.6. Consequences of MISUSE:

NASARSC NA supports and appreciates when members take personal responsibility and honestly admit to the MISUSE. However, we understand that the individual(s) may either contest or ignore the MISUSE.

The following outlines the consequences of violating this policy:

- 15.6.1. If the individual(s) is found to have MISUSED NASARSC NA funds and/or property in any way, AND the individual(s) agrees to repay the value of the MISUSED funds and/or property, the individual(s) and NASARSC shall enter into the restitution agreement.
This agreement shall outline an appropriate repayment schedule. The agreement may specify regular weekly or monthly payments until the full amount is repaid. The individual(s) and the NASARSC Chairperson shall sign and date the restitution agreement, which shall be witnessed and signed by a third party and notarized.

- 15.6.2. A report detailing the MISUSE and the proceedings described above shall be reported at the next NASARSC meeting and included in the minutes. In addition, regular updates concerning the status of the restitution agreement shall be reported at NASARSC meetings and included in the minutes until the restitution agreement has been satisfied.
- 15.6.3. Dishonesty is not a spiritual principle. If the committee finds that an individual(s) has violated this policy in bad faith (with dishonest intent), the individual(s) shall be removed from his or her service position and shall not be considered for a NASARSC service position for five (5) years after the satisfaction of the restitution agreement.
- 15.6.4. If the individual(s) refuses to make restitution, agrees to a restitution agreement, but does not fulfil his or her obligations under that agreement, or disappears, it may be appropriate to take legal action. This may seem severe; however, if the above procedure yields insufficient or no result, this type of harsh decision may be the impetus that encourages the individual(s) to make restitution.
- 15.6.5. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be used as a last resort, opted for only when everything else has been tried.
- 15.6.6. The decision to take legal action shall be thoroughly explored before going ahead, using Narcotics Anonymous South Africa Regional Service Committee, the WSB and the WSO as resources. Should legal action be deemed appropriate, a NASARSC member shall be appointed the liaison for purposes of overseeing the proceedings.

Appendix 1: NASARSC Calendar and Timeline.

February.

- NASARSC Budgets approved.

March.

- SARCNA budgets voted on at Areas
- Areas submit their end of year (end of Feb) financials to RSC Treasurer.
- SARCNA Treasurer submits budget proposal to NASARSC. SARCNA Chair and Treasurer attend NASARSC

April.

- Current Vice Chair, Vice treasurer and Alternate RD positions confirmed as intending to fulfil the full position.
- If not confirmed then Chair, Treasurer and RD positions opened for nominations
- Vice Chair, Vice treasurer and Alternate RD positions opened for nominations.

April/ May.

- Areas are invited to submit planning and inventory items for NASARSC Planning and Inventory workshop.

May.

- Area hosting SARCNA next year opens SARCNA Chair position for nominations. (suggested)

June/ July.

- Inventory and Planning Face-to-Face weekend.
- Budget Planning forms for next year's budgets distributed.

July/ August

- Deadline for submitting NPO Narrative Report to NPO Directorate. (9 months after Regional Assembly)
- Vice Chair, Vice Treasurer and Alternate RD positions closed for nominations.

August/ September.

- SARCNA Chair position closed for nominations. (suggested)
- SARCNA nominees submit CVs to Region.
- Vice Chair, Vice Treasurer and Alternate RD nominees attend Region call to accept nominations.
- Vice Chair, Vice Treasurer and Alternate RD nominee's CVs distributed for Area's voting.

September/ October.

- SARCNA Chair position nominee attends Region call to accept nomination and answer RCM questions.
- RCMs affirm SARCNA Chair position at NASARSC meeting.
- 30 days' notice given to NA SA fellowship for Regional Assembly.

October/November.

- SARCNA
- Face to Face.
- Regional Assembly
- Next year's NASARSC plans, and Budgets presented to fellowship at Regional Assembly
- Vice Chair, Vice Treasurer and Alternate RD nominees voted in at Regional Assembly
- Chair, Treasurer and RD affirmed at Regional Assembly

- Treasurer and RD sign Resolution as NPO trustees each year while in office. Chair listed as an Office bearer.
- Next year's SARCNA Chair or Area representative receives SARCNA candle.

November/ December.

- Budgets finalised and submitted to Areas for approval.
- Trustees Resolution, RA minutes and contact details submitted to NPO Directorate. (Within 30 days of Regional Assembly)

Appendix 2: Links to Documents, Handbooks and Forms.

[NASARSC New ASC Registration form..](#)

[NASARSC Meeting Agenda](#)

[NASARSC Service CV form](#)

[NASARSC Motion form.](#)

[NASARSC Policy log](#)

[NASARSC Statement of Acknowledgement of Financial Responsibility form](#)

[NASARSC NA Intellectual Property form](#)

[NASARSC Service Level Agreement](#)

[NASARSC Annual Budgets.](#)

[NASARSC Payment Requisition form](#)

[NASARSC Budget Expense & Income form](#)

[NASARSC Regional Assembly reports](#)

[NASARSC Protection of Personal Information Act \(POPI\)](#)

[NASARSC email Communications Policy. \(Voted September 2024\)](#)

[SARCNA Convention 101](#)

[Narcotics Anonymous South Africa NPO Founding Document](#)

[053-520 NPO](#)

[PBO 9300 22093](#)

[Compliance requirements for a registered NPO](#)

[NPO Narrative Report](#)

[Example of Narrative Report](#)

[Special Resolution to Change the Office Bearers form.](#)

[Notice of Change in Organisation Details form.](#)

[Resolution to Amend the Organisations Constitution form.](#)

[RA \(AGM\) draft Agenda.](#)

[RA \(AGM\) Minutes example.](#)

[A Vision for NA Service.](#)

[The Twelve Traditions of Narcotics Anonymous.](#)

[The Twelve Concepts for NA Service.](#)

[NA Service Handbooks;](#)

[Treasurer's Handbook \(Revised\);](#)

[A Guide to Local Services in Narcotics Anonymous.](#)

[Resources for Phonelines](#)

[Phone Line Basics](#)

[Hospitals and Institutions handbook](#)

[H&I Basics](#)

[Translations Basics Handbook](#)

[Public Relations Handbook](#)

[PR Basics](#)

[Fellowship Intellectual Property Trust \(FIPT\)](#)

[Area Planning Tool.](#)

[IP11 Sponsorship, Revised.](#)

[NA Service Pamphlets.](#)

[NA World Service Bulletins.](#)

[NAWS Bulletin #13](#)

[NA World Services Bulletin #29](#)

[NA World Services Bulletin #30](#)

[Social Media and our Guiding Principles](#)

[Guidelines for Consensus Based Decision Making \(CBDM\)](#)

Appendix 3: [NASARSC email Communications Policy](#)

1. Purpose and Scope:

This policy outlines the guidelines for the use of email communication within Narcotics Anonymous South Africa (NA SA) to ensure effective, secure, and lawful communication that aligns with our steps, traditions and principles.

2. Authorised Users:

Only active, elected service members voted into either a regional or area service structure of NA SA shall be entitled and have access to official email accounts. Authorised users are responsible for the content and adherence to this policy.

3. Confidentiality:

All email communications must be treated as confidential. Authorised users should not disclose sensitive information without proper authorisation. NA SA recognises the importance of anonymity in its program and expects all users to respect this principle in email communication.

4. Official Email Addresses:

Official NA SA email addresses follow this format:

1. Regional Service Accounts:
 - a. **[service-position]**@na.org.za - e.g. rsc-chair@na.org.za
2. Area Service Accounts:
 - a. **[areacode-service-position]**@na.org.za - e.g. jhb-web-chair@na.org.za

Any deviation from this format, including the use of personal names, is prohibited.

The use of personal email accounts for official communications is discouraged unless there is a legitimate reason to not use an official email address.

5. General Guidelines:

1. **Professionalism:**
 - a. All email communications should be professional, respectful, and align with NA SA's principles, traditions and policies.
2. **Official Email Accounts:**
 - a. Only elected service members are eligible to use NA SA email accounts.
 - b. Use only official NA SA email accounts for organisational communication.
 - c. Do not use personal email accounts for official correspondence unless explicitly approved.
3. **Confidentiality:**
 - a. Do not disclose sensitive or confidential information through email.
 - b. Use encryption for sensitive information when required.
4. **Authorised Access:**
 - a. Newly elected service members must receive account credentials from either the area or regional Website Chair.
 - b. Do not share email account credentials.
 - c. Access only the information and accounts necessary for your role.
5. **External Communication:**
 - a. Clearly identify yourself and your role in NA SA.
 - b. Exercise caution when opening attachments or clicking links from unknown sources. In general, do not open anything you are not 100% sure of its contents.

- c. Avoid sending sensitive information via email when other secure channels are available.
- d. Always consider the steps, traditions and principles of Narcotics Anonymous.
- e. Always protect the anonymity of fellow NA SA members.

6. Security Measures:

1. Password Protection:

- a. Authorised users must use strong passwords and may be required to update them regularly.
- b. Passwords should not be shared, and two-factor authentication is encouraged, where possible.

2. Encryption:

- a. All sensitive information must be transmitted using secure, encrypted methods.

3. Attachments:

- a. Scan all attachments for viruses or malware before opening.
- b. Confidential or sensitive information should be password-protected in an attachment and only shared with the intended recipient(s).
- c. Check file sharing options and be careful not to make sensitive communication public when sharing attachments from Google Drive.

7. Malicious Emails:

Malicious emails encompass all types of emails that are intended to deceive, disrupt, or compromise systems or data security.

Considering the increasing threats targeting email communications, we would like to reinforce our email security policy to ensure the protection of our organization's sensitive information and assets. Please adhere to the following guidelines:

1. Phishing Awareness:

- Be vigilant of unsolicited emails requesting personal information, login credentials, or financial details.
- Do not click on links or download attachments from unknown or suspicious sources.
- Verify the legitimacy of emails by checking sender addresses and domain names.

2. Malware Prevention:

- Exercise caution when opening email attachments, even if they appear to be from trusted sources.
- Use up-to-date antivirus software to scan all email attachments before opening them.
- Report any suspicious emails or attachments to the IT department immediately.

3. Spam Management:

- Mark unwanted or suspicious emails as spam to help train our filtering systems.
- Refrain from responding to spam emails or engaging with their contents.
- Regularly review and update spam filter settings to enhance protection against unwanted emails.

4. Training and Awareness:

- Participate in regular cybersecurity training sessions to stay informed about evolving threats and best practices.
- Educate yourself and colleagues about common email security risks and how to recognize them.

5. Identification:

- If you receive an email that appears suspicious, including requests for personal information, unexpected attachments, or unusual sender addresses, treat it with caution.

6. Reporting Procedure:

- Immediately forward the suspicious email to web-chair@na.org.za or webvicechair@na.org.za.
- Include a brief description of why you find the email suspicious.

7. Non-Action:

- Refrain from interacting with the email or its contents until it has been reviewed by the Website Office.

8. Awareness:

- Regularly remind yourself and your colleagues about the importance of reporting suspicious emails to maintain a secure environment.

Your vigilance and cooperation in reporting suspicious emails are crucial in safeguarding our organization's data and systems.

By adhering to these guidelines, we can collectively contribute to safeguarding our NA's data and maintaining a secure email environment. If you have any questions or concerns regarding email security, please don't hesitate to reach out to the NA Website Chair or NA Website Vice Chair.

8. Use of Distribution Lists:

1. Authorised Distribution:

- Only Authorised service members can send emails from distribution lists.
- Users should avoid using distribution lists unnecessarily. Check with your area or regional Website Chair on what distribution lists are available before creating a new one.
- Requests to be added to distribution lists should be directed to your area or regional Website Chair.

2. Unsubscribe Requests:

- a. Include an unsubscribe option in mass communications to comply with data protection laws. This is especially important when sending things like newsletters or updates to an email list.
- b. Honour unsubscribe requests immediately as failure to adhere could lead to our domain being blacklisted as spam.

9. Data Protection and Privacy:

1. Compliance with South African Law:

- a. NA SA complies with the Protection of Personal Information Act (POPIA), the Electronic Communications and Transactions Act, 2002 (ECTA) and any other relevant data protection laws.
- b. Users must be aware of and adhere to the principles outlined in these laws. For more info please see:
 - i. POPIA - https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf
 - ii. ECTA - https://www.gov.za/sites/default/files/gcis_document/201409/a25-02.pdf

2. Data Collection and Consent:

- a. Only collect necessary data for communication purposes.
- b. Obtain explicit consent when collecting personal information.

3. Data Storage and Retention:

- a. Personal data should be stored securely on the NA SA Google Drive account to ensure retention periods comply with legal requirements.
- b. Speak to your area or regional Website Chair to find out what shared Google Drives are available to you before creating any new drives.

4. Data Subject Rights:

- a. Respect data subjects' rights, including the right to access and rectify their personal information especially as it relates to POPIA or any other law.

10. Acceptable Use and Enforcement:

1. Acceptable Use:

- a. Email is to be used for official NA SA business purposes only.
- b. A Service member's use of NA SA email accounts should be minimal and in compliance with NA SA policies.
- c. Only active service members may access an official NA SA email account.
- d. Do not access other service members' email accounts for whatever reason unless you are expressly permitted to do so.

2. Non-Compliance:

- a. Non-compliance may result in the revocation of email privileges by the area or regional Website Chair.

11. Review and Updates:

This policy will be reviewed periodically to ensure its relevance and effectiveness. Updates will be communicated to Regional Committee and Service Members. Any proposed changes will be sent back to Areas for voting as per RSC Policy guidelines.

12. Contact Information:

For any questions or concerns regarding this policy, contact the NA SA Regional Website Chair at web-chair@na.org.za.

13. Approval:

This policy has been approved and adopted by the Narcotics Anonymous South Africa Fellowship on **16-09-2024**.