

**California Inland Region of Narcotics Anonymous  
(CIRNA)**

**Revised  
6-3-2018**

**Regional Service Committee Guidelines**

- A. This body is to be known as the California Inland Region of Narcotics Anonymous (CIRNA).
- B. This committee serves a portion of California boundaries on the north by Northern San Bernardino County line; on the west by the Eastern Orange County line; on the south by the North San Diego County line; and on the east by the Arizona State line.
- C. The committee shall have the option of including any area that wishes to join this region.

**II. PURPOSE:**

- A. This service committee's primary function is to provide service to its member areas, and to unite the areas within its boundaries.
- B. Another function is to carry the Narcotics Anonymous message through its resources, and to contribute to the growth of Narcotics Anonymous by helping support Narcotics Anonymous World Services (NAWS).
- C. This committee will support and encourage the common welfare of its members by serving as a collective conscience of this region. The Twelve Traditions and Twelve Concepts for NA Service will bind this committee and ensuring that the functions are carried out.
- D. CIRNA will have Resource Officers and Sub-Committees directly responsible to those they serve, through CIRNA, and only CIRNA.

**FUNCTION:**

- A. CIRNA will maintain an office at: 36 West Williams St., Banning CA 92220.
- B. CIRNA will provide a Convention sub-committee and will have available Resource Officers/ Sub Committees for H&I, PI, Phone lines, Outreach, and Activities.
- C. CIRNA, its subcommittees, and its resource officers shall provide input to be finalized at the bi- annual World Service Conference and also as needed at the Western. States Zonal Forum.
- D. CIRNA shall conduct learning days and workshops as needed to inform interested member4.
- E. CIRNA shall conduct annual reviews of its guidelines and annual financial audits by February.
- F. CIRNA shall maintain a working capital and a prudent reserve account. Interest from the reserve account to be donated to WSO/ NAWS annually, and a quarter of the amount over operating capital 6 be donated quarterly.
- G. Every year CIRNA will establish a prudent reserve and a working capital for that year. This will be done no later than March.
- H. CIRNA may provide special ad-hoc committees as needed; they shall meet for a designated time with a singular purpose.
- I. I. CIRNA may provide and distribute quarterly meeting directories. J. CIRNA may provide literature for sale at cost to member areas.
- J. K. Each year CIRNA shall conduct an annual regional service committee inventory, as adopted from a guide to local service, page 61, to evaluate the RSC years performance in its ability to fulfill its primary function listed under 'PURPOSE". This shall be done no later than October of that year.

**REGIONAL SERVICE CONFERENCE (RSC) MEETINGS:**

- A. CIRNA shall hold its RSC meetings on the 1 st Sunday of each month at 1:00pm unless otherwise directed by the voting members of this body.
- B. CIRNA may hold a regional assembly annually.

**California Inland Region of Narcotics Anonymous  
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**Regional Service Committee Guidelines**

- C. The RSC meetings will be held at the regional office unless directed otherwise by the voting members of this body.
- D. Special meetings may be called by the RCM's, or by the chairperson, on being advised of a matter of special urgency.
- E. All RSC meetings are open to any member of NA but are closed to the general public. Members of NA who attend the RSC that wish to address the body may do so when recognized by the chairperson.
- F. The RSC meeting shall rotate between the six areas of CIRNA as follows;
  - 1. January - Lower Desert Area
  - 2. March - Southwest Area
  - 3. May - Greater Mojave Area
  - 4. August- Mountain Area/ Rim of the World
  - 5. October- Morongo Basin Area

**v. PARTICIPANTS:**

**A. Executive body**

- 1. Chairperson
- 2. Vice Chairperson
- 3. Treasurer
- 4. Vice Treasurer
- 5. Secretary

**B. Regional Officers**

- 1. Regional Delegate
- 2. Regional Delegate Alternate
- 3. Literature Distribution Officer
- 4. Literature Distribution Officer Alternate
- 5. Meeting Directory Officer
- 6. 6. Regional Webmaster
- 7. 7. Regional Webmaster Alternate

**C. Regional Resource Officer/Sub-Committee Chairs**

- 1. Regional Office Manager
- 2. Convention Committee Chairperson
- 3. Regional Insurance Officer
- 4. Hospitals and Institutions (H & I)
- 5. Public Information and Phone Lines (PI&PL)
- 6. Outreach
- 7. Literature Review
- 8. Activities

**Regional Service Committee Guidelines**

- D. RCMs and their Alternates who have been elected to represent their area's conscience, shall be recognized as regional committee members.

**REQUIREMENTS AND DUTIES:**

- E. ALL OFFICERS - Requirements (each elected officer must have the following)
- a. The willingness to serve as a participant of regional service committee.
  - b. Continued abstinence during their term of office.
  - c. Based on experience and to insure continuity, outgoing officers are encouraged to remain active within the RSC and mentor new officers.
  - d. Each of the elected officers may not serve more than two consecutive terms in the same office.
  - e. Each of these positions is open to any member of NA who meets the guidelines requirements as stated at the time of nominations and elections.
  - f. Must reside within the CIRNA boundaries.
  - g. RSC executive body and regional officer's positions cannot be held by RCM's.
  - h. Must be willing to sign a statement of financial responsibility.
  - i. All officers must submit a monthly written report to all RCM's and Secretary.

**F. Chairperson**

1. Requirements:

- A. Service at regional level, at least 2 years out of the last 5 years.
- B. 5 years continuous recovery and attendance in NA group meetings.
- C. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- D. A means of self-support.

2. Duties:

- A. Arrange meeting agenda, facilitate over RSC meetings and maintain order.
- B. Initiates any necessary correspondence for the region.
- C. Maintain a good working relationship with all participants.
- D. Be a signer on the CIRNA bank accounts and literature distribution account.
- E. Votes only in case of a tie.
- F. Initiates the annual and/or when deemed necessary by the RSC financial audit of all CIRNA accounts, including all subcommittee accounts.
- G. Will contact in writing any RCM, and respective area or officer that requires a Sunshine Letter.
- H. Will inform all Regional Participants and officers of any changes in date or time of meeting.
- I. Carry out Vice-Chairperson duties in their absence.

**G. Vice-Chairperson**

1. Requirements:

- a. Service at a regional level at least 2 years within the last 5 years.
- b. 4 years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.

**Regional Service Committee Guidelines**

- d. A willingness to serve as Chairperson if elected the following term or if the Chairperson position becomes vacant. (See VII; All Elections, G)
- e. A means of self-support.

2. Duties

- a. Perform Chairpersons duties in their absence and assist chair if needed.
- b. Stay informed of all subcommittee activities and be available for any subcommittee problems.
- c. Will be a signer on all CIRNA bank accounts (except convention).
- d. Will assist Chairperson to inform the Regional Service Participants of any changes to meeting time and date.

**H. Treasurer**

1. Requirements

- a. Service at ORNA at least 3 years out of the last 5 years.
- b. 5 years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Accounting and book keeping experience STRONGLY recommended.
- e. A means of self-support.

2. Duties

- a. Be responsible for all RSC financial transactions.
- b. Be custodian of RSC bank accounts and provide copies of monthly bank statements at monthly RSC meetings.
- c. Give written and verbal report at every RSC meeting and annually. These shall be included in the minutes.
- d. Be present and make available on an annual basis all ledgers, journals, and statements etc. or when requested any RSC participant.
- e. Will be a signer on CIRNA bank accounts including all sub-committee accounts.
- f. Initiates CIRNA's annual tax filings with assistance from the Chair, Vice Chair & previous Treasurer.

**I. Vice-Treasurer**

1. Requirements

- a. - Service at CIRNA or one of the member at least 3 years within the last 5 years.
- b. 5 years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Accounting and book keeping experience strongly recommended.
- e. A willingness to serve as Treasurer if elected the following term or in the event that the Treasurer's position becomes vacant. (See VII; All Elections, G)
- f. A means of self-support

2. Duties

**California Inland Region of Narcotics Anonymous  
(CIRNA)**

**Revised  
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**Regional Service Committee Guidelines**

- a. Assist the treasurer in all their duties.
- b. Be a signer on the CIRNA bank accounts and literature distribution account.
- c. Be present at all audits.

**J. Secretary**

**1. Requirements**

- a. Service at area or regional level at least 2 years.
- b. 3 years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Secretarial skills are very helpful and strongly recommended.

**2. Duties**

- a. Take accurate minutes of each RSC meeting.
- b. Maintain minutes, reports, fliers, motion cards and sub-committee guidelines for CIRNA archives.
- c. Distribute minutes at the RSC meetings to all participants and provide to the chair and RCM's 2 weeks prior to the RSC.
- d. Be custodian of the regional contact list
- e. Work with chairperson on correspondence, including writing out Sunshine Letters.
- f. Make available copies of CIRNA guidelines upon request.
- g. Maintain an index of motions made at the RSC meetings.

**K. Regional Delegate**

**1. Requirements (position is a 2-year service commitment)**

- a. Service at CIRNA or one of the member areas at least 3 years within the last 5 years.
- b. 5 years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. The capability and willingness to travel.
- e. Excellent communication skills, written and verbal are important.

**2. Duties**

- a. Attend monthly RSC meetings.
- b. Maintain communications within the Area Service Committees and be available to any CIRNA members.
- c. Work closely with RSC participants and be a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts for NA Service.
- d. Participate at the World Service Conference-WSC as the voice of the Region.
- e. Prior to the WSC, the delegate should receive a vote of confidence from the RSC to vote for each item not on the agenda or where a specific decision has not been obtained, by evaluating each item with the needs of CIRNA in mind.
- f. Participate in Western States Zonal Forum as the voice of CIRNA.
- g. Visit participating Area Service Committees when requested.

**Regional Service Committee Guidelines**

- h. Obtain and make available upon request the WSC minutes and any other correspondence concerning CIRNA to the regional service participants.
- i. Maintain a file on necessary World level NA business.
- j. Obtain and make available upon request information from World Services/ NAWs News that can only be obtained by the RD.

**L. Regional Delegate Alternate**

- 1. Requirements (position is a 2-year service commitment)
  - a. Service at CIRNA or one of the member areas at least 2 years within the last 4 years.
  - b. 4 years continuous recovery and attendance at NA group meetings.
  - c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
  - d. A capability and willingness to travel is required.
- 2. Duties
  - a. Perform the duties of the Regional Delegate in their absence.
  - b. Attend WSC with the Regional Delegate.
  - c. Attend WSZF and help the Regional Delegate maintain communication with the Area Service Committees.
  - d. Prepare for Delegate duties by working closely with the Regional Delegate.
  - e. A willingness to serve as Regional Delegate if elected the following term or in the event that the delegate position becomes vacant. (See VII; All Elections, G).

**M. Literature Distribution Officer**

- 1. Requirements
  - a. Service experience at CIRNA or one of the member areas at least 3 years within the last 5 years.
  - b. 5 years continuous recovery and regular attendance at NA group meetings.
  - c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
  - d. Accounting and book keeping experience strongly recommended.
  - e. A means of self-support.
- 2. Duties
  - a. Be custodian and signer of the Literature Distribution bank account.
  - b. Keep CIRNA literature distribution ledger.
  - c. Give a written report of all income and expenditures at each RSC.
  - d. Be available for audits annually or when requested by the RSC, and to audit any time an officer is elected within 60 days.
  - e. To order and maintain inventory of necessary literature and world service office products.
  - f. Attend all RSC meetings.
  - g. Provide member areas with literature orders.
  - h. Provide a quarterly report of inventory on hand.
  - i. Facilitate training for Alternate position.

**Regional Service Committee Guidelines**

**N. Literature Distribution Officer Alternate**

1. Requirements

- a. Service experience at CIRNA or one of the member areas at a Regional or Area level at least 2 years within the last 4 years.
- b. 4 years continuous recovery and regular attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Accounting and book keeping experience strongly recommended.
- e. A means of self-support.
- f. A willingness to serve as Literature Distribution Officer if elected the following term or if the Literature Distribution position becomes vacant. (See VII; All Elections, G)

2. Duties

- a. Help keep CIRNA literature distribution ledger.
- b. Be available to give a written report of all income and expenditures at each RSC.
- c. Be present to assist for audits
- d. Assist in ordering and maintaining inventory of necessary literature and World Service Office products.
- e. Attend all RSC meetings.
- f. Assist in providing member areas with literature orders.
- g. Be available for training for the position.

**O. Meeting Directory Officer**

1. Requirements

- a. Service experience at a regional or area level for at least 2 years.
- b. 3 years continuous recovery and regular attendance at NA group meetings.
- c. Good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Ability to produce quality meeting directories on a quarterly basis.

2. Duties

- a. Attend all RSC meetings.
- b. Gather changes in accordance to meeting directory officer protocol (refer to MDO pg. 11 Addendum)
- c. Work closely with the Regional Webmaster.
- d. To produce a quality meeting directory on a quarterly basis and make copies available as requested by RSC participants.

**P. Regional Webmaster**

1. Requirements

- a. Service experience at CIRNA or one of the member areas for at least 3 years within the last 5 years.
- b. 4 years continuous recovery and regular attendance of NA group meetings.
- c. Good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Access to a computer with internet connection.

**Regional Service Committee Guidelines**

2. Duties

- a. Be a custodian of CIRNA web page account (not including financial matters) and CIRNA Webmaster Handbook.
- b. Maintain web page in good working order and keep it up to date.
- c. Make changes to web page as directed by RSC and work closely with the Regional Meeting Directory officer.
- d. Attend all RSC meetings.
- e. To make sure there's no implied endorsements of outside enterprises or services through links for web page content.

**Q. Regional Webmaster Alternate**

1. Requirements

- a. Service experience at CIRNA or one of the member areas for at least 2 years out of the last four years.
- b. 4 years continuous recovery and regular attendance of NA group meetings.
- c. Good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. Access to a computer with internet connection.

2. Duties

- a. A willingness to serve as Regional Webmaster if elected the following term or in the event-that the Webmaster position becomes vacant. (See VII; All Elections, G)
- b. Attend all RSC meetings.
- c. Assist the regional webmaster in fulfilling their duties in the event of their absence.

**R. Sub-Committee**

1. CIRNA shall maintain sub-committees directly responsible to the region and areas they serve.
2. The CIRNA RSC shall ratify all elected subcommittee chairpersons.
3. All sub- committees shall submit guidelines within 90 days of forming, or elections.

2. Duties

All regional sub committees shall provide monthly written reports to be included in the minutes.

**Convention:** To provide an annual CIRNA convention within the regional boundaries.

**Public Information and Phone Lines:** Host bi-annual meetings, support area PI/PL efforts and provide regional resources to area members inside CIRNA boundaries.

**Hospitals and Institutions:** Carry the message to NA members in controlled environments; support the areas by being a regional resource of information and hosting as needed learning days.

**Outreach:** Host quarterly meetings, be a direct link of communication to isolated groups or areas inside CIRNA boundaries.



**Regional Service Committee Guidelines**

**Literature Review:** Support area literature review efforts by being a Regional resource of information and collecting areas input on literature projects.

**Activities Resource Officer:** be a direct link of communication between Areas' activity committees and regional events.

**Ad-hoc** - defined on pg. 57 in TGTLs (The Guide to Local Service)

These are temporary committees that are created by the RSC by simple majority vote of the ROM's. They are similar to standing sub committees; their representatives may make motions to the RSC regarding their committees (may not second). Ad-hoc sub-committees cease to exist either when their task is complete or at the discretion of the RSC.

**S. Regional Insurance Officer**

1. **Requirements:**

- a. Service experience at CIRNA for at least 1 year.
- b. 4 years of continuous recovery. and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.
- d. May be held by regional trusted servants who hold another elected position at the RSC.

2. **Duties:**

- a. Be the single point of contact with insurance carrier.
- b. Be single point of contact for all Regional insurance requests.
- c. Advise the RSC on all insurance matters.
- d. Coordinate with insurance carrier on behalf of CIRNA.

**T. Regional Resource Officers**

1. Regional Resource Officers positions may be held by RCM's.

2. **Requirements:**

- a. 3 years continuous recovery and attendance at NA group meetings.
- b. Experience and knowledge in the subject of their resource assignment.
- c. Good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service.

**U. Regional Service Office Manager**

1. **Requirements:**

- a. 2 years continuous recovery and attendance at NA group meetings.
- b. Good organizational skills.

2. **Duties:**

- a. Maintain schedule of service meetings being held at the RSO
- b. Be responsible for opening and closing the RSO
- c. Be responsible for basic maintenance of the facility

**California Inland Region of Narcotics Anonymous  
(CIRNA)**

**Revised  
6-3-2018**

**Regional Service Committee Guidelines**

- d. Maintain a record of all expenditures with a written report being submitted to the RSC on a monthly basis.
- e. Attend all RSC meetings.

**VI. Budgets:**

- a. The regional officers shall submit an annual budget within 30 days of taking office. If budget is exceeded, it needs to be voted on by the RCM's.

**VII. Elections:**

- A. All officers will be nominated in November, elected in December and take office in January.
- B. All nominees must be present at the time of their nomination and election to an office of CIRNA.
- C. There shall be a 30-day grace period between nominations and Election Day. (or next RSC Meeting.)
- D. Convention committee holds nomination in June, elections in July and take office in September, in addition to ratification of Chair and Treasurer by RSC.
- E. In the case of a vacated office a nomination request will go out to the fellowship for at least 30 days prior to the special election.
- F. The special election will be held 60 days after, office is vacated to fill the position until the next regular election.
- G. Any vice or alternate does not automatically assume the next higher position, they must be voted in by the RSC participants.
- H. All CIRNA participants present may vote during elections or removal of officers.
- I. Members must be clean and active in the fellowship of NA to be participants of the CIRNA service body.
- J. Any officer may be removed from office for the following; negligence of duties, relapse or misappropriation of funds.

**VIII. Voting procedures:**

- a. Each of the duly elected RCM's is entitled to one vote. In the event of their absence their alternate will vote.
- b. An RCM and their alternate who represent an area joining CIRNA and attending the RSC for the first time will not be recognized as a voting participant until their attendance at a second RSC meeting.
- c. Any area not represented by RCM or Alternate RCM at two consecutive RSCs meetings will lose their vote until reinstated by attending two consecutive RSC meetings.
- d. The chairperson votes only in the event of a tie and must vote yes or no except on elections.
- e. Executive body and regional officers vote only on matters directly related to the RSC times, dates, location or election or removal of officers.
- f. A quorum consists of 2/3 of the active RCM's; only with a quorum being present the matters before the committee are decided by a simple majority vote.
- g. A quorum is required for new or additional expenditures.

**California Inland Region of Narcotics Anonymous  
(CIRNA)**

**Revised  
6-3-2018**

**Regional Service Committee Guidelines**

- h. A 2/3 vote of RSC participants is required in the removal of executive body or regional Officers. Election of officers is by a simple majority vote of RSC participants.
- i. A quorum vote is required to amend/change guidelines.

**IX. Finances:**

- A. Fiscal year for CIRNA starts 1 st of January and ends on the 31 st of December.
- B. CIRNA will maintain a general bank account requiring two signatures for all financial transactions. Signers for this account are the RSC Chairperson, Vice-Chairperson, Treasurer, and Vice-Treasurer. (to ensure monetary security of CIRNA no 2 signers on the same bank accounts of this region may reside in the same household).
- C. CIRNA will provide funds for the Alternate Regional Delegate expenses relating to travel, lodging, and meals while attending the World Service Conference.
- D. CIRNA may provide funds for the Delegate and Alt. for expenses to attend conferences/service functions at the regions discretion. The regional delegate is to submit anticipated costs and provide receipts for funds expended.
- E. The region may reimburse all participants for copies of reports that are required by the RSC, in an amount not to exceed \$100.00 without prior approval and a receipt is required.
- F. Motions involving the distribution of funds require a quorum vote to pass.
- G. Participants or individuals wishing to be reimbursed for expenses incurred in service to CIRNA or world level services are required to submit anticipated costs and provide receipts for funds expended.
- H. CIRNA will maintain a literature distribution bank account requiring two signatures; the signers include the Literature Distribution Officer, RSC Chairperson, Vice Chairperson, RSC Treasurer, and Vice Treasurer.
- I. All Treasurers associated with RSC sub-committees must be ratified by the RSC.
- J. All CIRNA sub-committees with bank accounts or cash funds must have monthly-itemized written reports with originals and copies of bank statements with account numbers blacked-out at each CIRNA meeting.
- K. CIRNA region may send P. I./P. L. resource officer (WSLD) world service learning days annually, funds permitting, with voting approval by RCM's.
- L. Misappropriation of Narcotics Anonymous funds.
  - 1. The definition of "Misappropriation" of funds includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by the regional committee, or sub-committees. This includes the theft of cash, check or checks any financial instrument (i.e. refunds, royalties, or rebates from vendors to the NA fellowship) or asset (i.e. equipment, supplies, or physical inventory.) should a trusted servant be suspected of misappropriation, that member is suspended from their duties during the course of the investigation of any suspicions. The executive body of RSC will make a full and timely investigation of the matter and give a monthly report of the findings at the next CIRNA regional service committee meeting.
  - 2. The executive body of the regional service committee will immediately, upon calling the CIRNA regional service committee to order, give a full detailed report of their findings, fully disclosing the alleged misappropriations of funds and the individual (s) involved.
  - 3. Restitution will be sought, either through a signed promissory note or through filing criminal and/or civil legal proceedings, as agreed on by majority vote of the CIRNA regional service committee.

**X. Motion Procedures:**

**Regional Service Committee Guidelines**

- A. Any RSC participant may make a written motion. There will be no further discussion until Seconded by an RCM.
- B. The Chairperson upon second of motion introduces discussion. The discussion is to be limited to the topic introduced only!
- C. Motions and other procedures may be called out of order at the discretion of the Chairperson.
- D. The Chairperson may be overruled by a majority vote of the quorum present. E. Amendments to the motion will follow the same procedures as the original motion. F. An RCM who second's an amendment must be accepted by the motion maker.
- E. After the Chairperson has closed the discussion, the motion will go to the floor for a vote.
- F. To forego procedural guidelines, a majority of the quorum present is required.
- G. In addition to the above procedures, the Sample Rules of Order as contained in the Guide To Local Service is approved as a reference.

**XI. Tenth Concept Grievance Process:**

To file a Tenth Concept grievance, one should follow these guideline's:

- 1. The first step is to write out a clear and brief statement of your grievance and suggest what solution would be agreeable to you. Make several copies of your statement and have these available at the RSC meeting. Before the meeting begins, ask the chairperson to place your grievance under new business on the agenda. When it comes time to address your grievance read aloud your statement. This should be followed by a brief discussion from all of the concerned parties. This is not a time for pointing fingers, but a time to evaluate our actions and behavior concerning the matters at hand.
- 2. The committee should then look to applying a solution that satisfies and is fair to all. parties concerned. All parties involved should always be present when there is a discussion of the grievance. Every effort to include those involved must be made. In the event of the grievance being brought to the RSC, one may want to accept this as the final word on the issue.
- 3. Tenth Concept grievance that is filed solely, in regard to the RSC and/or its participants, will be handled in the same manner as with sub-committees. The exception is that if a solution cannot be found, it is suggested that the RSC contact the appropriate level of service, (i.e. a contact person or neutral mediator from within the Region, World Service Office (WSO), or World Service Conference (WSC), etc.) to help and resolve the matter.
- 4. One should always consider their part in the grievance as well. The body as a whole may or may not be of the same thinking as the individual. The Tenth Concept grievance process is very much like the inventory process of step four; prayer, reading meditation and thought are necessary in this situation. As in all matters, a loving Higher Power should be invited to participate in the process.

## Protocol: Regional Meeting Directory Officer

1. Establish and maintain communications with all Area Meeting Directory Officers, (MDOs) within the California Inland Region.
  - a. Establish a print date. No changes will be accepted after this date, which is two (2) weeks prior to printing.
  - b. Coordinate via direct e-mail all changes made to local area directories and apply to regional directory in an efficient manner.
  - c. Forward any changes made by groups trusted servants; GSR, Secretary, and or Treasurer to the Area (MDOs) to ensure accuracy.
  - d. Make available revisions to the regional directory via the online directory to ensure accuracy.
  
2. Submittals:
  - a. Any changes and/or additions to the regional directory are to be submitted by the Groups' trusted servants GSR, Secretary, and or Treasurer or their Area ODOs).
  - b. All submittals are to be received, via email two (2) weeks prior to print date and monthly within 72 hours after an ASC.
  - c. All submittals and communications are to be sent via email, not telephone, so that the Area lv1DOs and Regional MDO can keep records of these changes on file.
  - d. All area (MDOs) will review the online directory after these changes have been made by the Regional MDO and verify, via email, that the information is correct. Any mistakes found online should be pointed out to the Regional MDO via email immediately with any specific corrections needed.
  - e. Any changes to the regional directory require confirmation as previously stated prior to print.
  
3. Printing and distribution:
  - a. Printing of the regional directories will be on a quarterly basis.
  - b. Two (2) types of directories will be available to the areas; "Main" directories with staples and names with phone numbers of the Regional Trusted servants, and "H&I" directories without staples or names and phone numbers for area and regional H&I subcommittee use.
  - c. All area lv1DOs will confirm the amount of each type of directories requested via email two (2) weeks prior to printing date, or at the previous RSC via the Regional Committee Members, (RCMs).
  - d. Printed copies of the regional directories will be distributed at the next RSC.