

# **Southern California Regional Guidelines (SCRG) Nar-Anon Family Groups**



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# *SCR Guidelines*

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### **Article I - Introduction**

The purpose for the Southern California Regional Guidelines (SCRG) is to guide our regional trusted servants in service for the Southern California Region (SCR). The SCRG outlines the features of the SCR that may be different from other regions. The Nar-Anon Family Groups Guide to Local Services (GLS) and The Nar-Anon Family Groups Guide to World Services (GWS) are the main guiding documents for the region. The SCRG is meant to supplement and not replace the GLS and GWS.

### **Article II - Service Scope**

The SCR acknowledges that the region's primary purpose is to serve the groups and areas in the region. The SCR acknowledges the autonomy of each group to choose the area and/or region in which the group's conscience indicates it will be best served. The service scope of the SCR is therefore determined by the groups that consider themselves a part of the region.

The SCR serves the groups as authorized by the group conscience of the GSRs. All actions taken by the SCR must be consistent with the Nar-Anon Principles, expressed in the Twelve Traditions, Twelve Concepts of Service, and the primary purpose of Nar-Anon. Motions passed in the Regional Assembly (RA) may supersede the guidelines in the SCRG, GLS, or GWS, but not the Nar-Anon Principles.

### **Article III - Regional Structure**

The SCR supports the groups and areas by providing opportunities for them to communicate with each other, act on behalf of their common interest, and encourage growth of the fellowship. The service structure of the SCR consists of the Regional Service Committee (RSC) and the Regional Assembly (RA).

The purpose of the RSC is to plan for the general improvement of groups and areas by holding regular business meetings, and to conduct the regional assembly. The voting positions within the RSC are the regional officers, ASRs, regional subcommittee chairs, the delegate and alternate delegate, and the Narateen Process Person (NTPP). All Nar-Anon members are welcome to attend. At the discretion of the chair, speaking by non-voting members may be limited.

The purpose of the RA is to facilitate regional business for the benefit of the groups/areas as specified in the Assemblies section of the SCRG and GLS. The regional assembly is comprised of the groups' GSRs, alternate GSRs, group substitutes, and the members of the RSC. The voting members of the assembly are the GSRs, alternate GSRs, or group substitutes. The regional officers, ASRs, delegate, and alternate delegate have a voice but no vote in the RA.

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The members of the RSC/RA shall perform the duties according to these guidelines and any parliamentary procedures (Robert's Rules of Order) adopted by the RA. The RSC and the RA work for the common good of Nar-Anon as a whole, bearing in mind that the group conscience at the group meeting level is our ultimate authority, and that we strive to place principles above personalities. All actions of members and officers are to be guided by the Nar-Anon Principles.

There should always be a backup person with access to any regional resources such as bank accounts, websites and email lists.

### Section A - Participation

Attendance at the RSC/RA is open to all members of Nar-Anon. Members are welcome to attend as non-voting members. At the discretion of the Chairperson, non-voting members may be given the opportunity to speak.

### Section B - RSC Officers

The SCR acknowledges and abides by the *RSC Officers* section of the GLS except for any changes set forth below.

#### Chair

- The chair will ensure the agenda packet and prior minutes will be ready for distribution two (2) weeks before each RSC/RA
- The chair will be the contact person for new groups
- The chair will ensure the regional website and regional meeting directory are updated to reflect changes in groups
- The chair will be one of the three signatures on the SCR bank account

#### Vice-Chair

- Vice chair is responsible for maintaining a record of SCR motions at RSC and RA meetings
- Vice chair will be prepared to assume the duties of chair if required

#### Secretary

- The minutes of the RSC/RA will be prepared by the secretary within two (2) weeks of the RSC/RA. They are then sent to the RSC for review before distribution

#### Treasurer

- The Treasurer will be one of the three signatures on the SCR bank account
- The Treasurer will ensure deposits are made and bills are paid in a timely manner so that each quarterly report accurately represents the finances of the SCR

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## Section C - Removal of RSC Officers

The SCR acknowledges and abides by the *Removal of RSC Officers* section of the GLS.

## Section D - RSC Meetings

The SCR acknowledges and abides by the *RSC Meetings* section of the GLS. RSC meetings are held to discuss the business of regional, area and group matters. These meetings are attended by the officers, Area Service Representatives (ASR), regional subcommittee chairs, the delegate, alternate delegate, and the NTPP. All Nar-Anon members are welcome to attend. At the discretion of the Chairperson, non-voting members may be given the opportunity to speak.

The voting members of the RSC are the officers (chair, vice chair, secretary and treasurer), ASRs; subcommittee chairs, NTPP, Delegate, Alternate Delegate, and others as the RSC/RA may deem appropriate.

The RSC:

- Hears and discusses region and area reports
- Hears subcommittees' reports and reviews their activities
- Hears and discusses the delegate's report
- Reviews ways of keeping the groups informed and unified
- Establishes subcommittees
- Develops policies for assembly approval
- Develops the region's budget
- Raises funds for the delegate's equalized travel expenses to attend the World Service Conference (WSC)
- Drafts a slate of nominees eligible for election at the assembly

## Section E - RSC Policies and Procedures

The SCR acknowledges and abides by the Policies and Procedures section of the GLS.

## Section F - Regional Financial Policies

The SCR acknowledges and abides by the Regional Financial Policies section of the GLS, except as noted below:

- All moneys accumulated from area or group contributions and other Nar-Anon sources shall be maintained in a bank account by the Treasurer
- There will be three (3) signatures on the account – the Treasurer, the Chair of the SCR, and the Chair of the Finance Subcommittee
- Only one (1) signature is required for authorized expenditures

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- The Chair of the Finance Subcommittee will work with the Chair and Treasurer of the SCR to prepare quarterly reports to present to each RA

### Funding Policies

- All disbursements of funds will be made using the SCR Reimbursement Request Form which is posted on the regional website
- The committee shall make funds available to assist the Delegate and Alternate Delegate with the designated expenses incurred due to attendance at the WSC
- All motions requiring modifications to the budget require a two-thirds (2/3) majority vote of the RA
- Unbudgeted expenses will not be reimbursed without an approved motion of the RSC/RA

## Section G - Subcommittees

The SCR acknowledges and abides by the Regional *Subcommittees* section of the GLS except for changes put forth in these guidelines or as amended by the RA. All subcommittees are required to have at least three members to be considered a subcommittee.

### Subcommittee Duties

- Responsible for electing their own officers, including representatives to the RSC/RA meetings
- Responsible for holding regular business meetings open to all Nar-Anon members
- Responsible for developing written guidelines for their committee, and submitting them to RSC/RA for approval
- Responsible for preparation of an itemized yearly budget which will be submitted to RSC/RA meetings for approval
- Required to submit a written report to RSC/RA meetings containing the following:
  - List of items completed
  - List of items planned
  - List of monies spent and anticipated

## Section H - Regional Delegates

The SCR acknowledges and abides by the *Regional Delegates* sections of the GLS/GWS.

## Section I - Assemblies

The assembly is a vital link between groups/areas and the region. The SCR acknowledges and abides by the Assemblies topic under the Regional Structure section of the GLS.

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The time and location for each assembly will be posted on the Southern California regional website - <http://www.socalnaranon.org> - along with the agenda and any other pertinent regional information.

During the assembly, members conduct regional business including the following:

- Sets policies for the Region
- Receives, discusses, and votes on proposed motions from groups to be submitted to the WSC committee
- Reviews and collects votes from the groups on the Conference Agenda Report (CAR)
- Gives a vote of confidence to the delegate/alternate to vote his/her conscience at the WSC on items not in the CAR
- Hears area and subcommittee reports
- Hears the delegate's report
- Elects officers of the RSC, the delegate, alternate delegate, and interim subcommittee chairs
- Approves the region's budget developed by the RSC

## Section J - Election Assemblies

Concept Four states, "Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants." Meeting potential trusted servants face-to-face is helpful in considering their leadership qualities.

Every second year at the fall assembly the region elects a new chair, vice-chair, and secretary. At the date/year of these revised guidelines the SCR elections will be held every two years beginning in the fall of 2017. All officers may serve two consecutive terms.

To ensure continual access to the bank account, the treasurer will be elected at a subsequent assembly. At the date/year of these revised guidelines the SCR election of the treasurer will be held every two years beginning in the winter of 2018.

If an officer is elected to fill a position because the previous trusted servant resigns, or otherwise cannot fulfill their term, the replacement officer will be allowed to serve an additional two (2) consecutive terms.

Every third year at the fall assembly the region elects the delegate and alternate delegate. At the date/year of these revised guidelines the SCR election of the delegate and alternate delegate will be held every three years beginning in the fall of 2017.

All GSRs, being voting members, are requested to attend the election assemblies.

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## Section K - Group Registration

Each group within the region must register their GSR, Alternate GSR, or substitute GSR at the RA using the registration form(s) provided by the Secretary of the SCR. Only those names appearing on this form will be recognized at the RA as voting members.

Voting members shall consist of those groups who wish to take an active voting role in the region and who are represented by a GSR/Alternate GSR. The GSR or Alternate GSR can be represented by a substitute as described in the next paragraph. All those representing a group at the RA must be approved by a group conscience of the group they represent. Representatives at an RA vote for only one group, but may be a voice for other groups they attend.

If a GSR or Alternate GSR is not able to attend an assembly and a group sends a substitute, a substitution form must be filled out and presented to the RSC at the RA before that representative can be recognized as a voting member.

Each GSR will register their group at the first RA they attend each year to keep their status as a voting member. Until they register, by attending an RA and completing the appropriate form, they will not be considered a voting member of the RA.

GSRs may choose to participate remotely by arranging this with a representative from the RSC. It is strongly recommended that GSRs attend the assembly in person at least once a year.

## Section L - Website Committee Chair

The Website Committee Chair will be responsible for ensuring copies of all pertinent regional documents are posted onto the regional website. Those copies will facilitate two-way communication with the members as well as serving as a backup of those documents.

Note that those two purposes may require two copies of the same document in different formats. A GSR Registration Form, for example, can be shared as a PDF that is easy to print. It should also be posted into an archive, or password protected section of the website in a version that can be edited and updated when appropriate.

## Section M - Regional News / Take Back to Meeting

Once an RA meeting begins, the Chair will ensure one member other than the Chair, Vice Chair, or Secretary is responsible for collecting "Take Back to Meeting" topics for the RA. Those "Take Back to Meeting" topics are designed to facilitate two-way communication with the areas and groups.

Near the end of each RA the designated volunteer will work with the Chair, Vice Chair, Secretary and other interested members to draft "Take Back to Meeting" notes to send to the GSRs and ASRs.



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When approved by the Chair, the "Take Back to Meeting" notes will be posted on the SCR website and the GSRs will be notified.

### Article IV - Spiritual Guidance

As suggested in the GLS, the region shall be guided by the principles of unity, group conscience, and the spiritual nature of our fellowship.

### Article V - Compliance

The Region shall comply with the following documents:

1. The Twelve Concepts of Nar-Anon Service
2. The Twelve Traditions of Nar-Anon
3. Past adopted regional motions
4. The Southern California Regional Guidelines
5. The Nar-Anon Family Groups' Guide to Local Services
6. The Nar-Anon Family Groups' Guide to World Services

The region also uses *Robert's Rules of Order* as guidelines for parliamentary procedures in the RA and RSC meetings.

### Article VI - Amendment of Guidelines

As the GLS and GWS are modified by the World Service Conference (WSC), it may be wise for regional servants to revisit the SCRG to ensure it is in-line with the principles and direction of the GLS and GWS. Additionally, the SCRG should be periodically updated for consistency with motions passed in the RA.

To amend these guidelines, a written motion must be submitted to the RSC for presentation to the RA. The written motion must specify Article, Section and intent. The RA will decide if changes are significant enough to require the convening of a Guidelines Subcommittee.

Minor updates may be made by the RSC and brought to an RA for review and approval.

Major updates will be drafted by a Guidelines Subcommittee. The completed results of any proposed updates will be returned to the RSC for submission to an RA for appropriate action or approval.

Any issue not covered by the SCRG, GLS and GWS will be decided at the RA by the voting members.

# *SCR Guidelines*

## **Article VII - Abbreviations**

|      |                              |
|------|------------------------------|
| ASR  | Area Service Representative  |
| GSR  | Group Service Representative |
| NTPP | Narateen Process Person      |
| RA   | Regional Assembly            |
| RSC  | Regional Service Committee   |
| WSC  | World Service Conference     |