



# **Upper Rocky Mountain Regional Service Committee (URMRSC) Guidelines**

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Upper Rocky Mountain Regional Service Committee  
P.O. Box 40182  
Casper, WY 82604  
[www.urmrna.org](http://www.urmrna.org)

## Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## Twelve Traditions of Narcotics Anonymous

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

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# Upper Rocky Mountain Regional Service Committee (URMRSC) Guidelines

## **Article I**

### **Name**

- Section 1. This committee shall be known as the Upper Rocky Mountain Regional Service Committee (URMRSC) of Narcotics Anonymous (NA)
- Section 2. This committee is a member of the World Service Conference (WSC) of NA and thereby is a seated Region and voting member of the WSC
- Section 3. This body is part of the Rocky Mountain Zonal Forum (RMZF)

## **Article II**

### **Purpose**

- Section 1. The primary purpose of the URMRSC is to further unity the within our Region by maintaining and improving communication with Narcotics Anonymous World Services(NAWS), and our member Areas and groups in accordance with NA's Twelve Traditions and Twelve Concepts; and by serving, and being accountable to, the Areas and groups within our region
- Section 2. To ensure that our purpose is carried out, the URMRSC Chair may assign officers or RCMs a resource assignment when the need(s) arise(s)

## **Article III**

### **Service Area**

- Section 1. This committee shall serve geographical area of the US state of Wyoming and what is commonly known as the Nebraska "panhandle"
- Section 2. We shall have the option of including any neighboring areas when necessary
- Section 3. In the event a new area would like to be a part of the URMR, the new area would be required to send representation to two (2) consecutive URMRSC meetings. At the second meeting, the new area would be a full participant with all voting rights afforded as such

## **Article IV**

### **Functions**

- Section 1. The URMRSC shall maintain a P.O. Box mailing address, a bank account and a web-site presence ([www.urmrna.org](http://www.urmrna.org))
- Section 2. The Regional P.O. Box key will be assigned to a trusted servant who lives in the city where the P.O. Box is located (Casper), provided the Regional Secretary does not live in that town. That trusted servant would then be responsible for the Regional mail.
- Section 3. The URMRSC shall donate all monies above its working budgets to NAWS
- Section 4. To insure monetary security of the URMRSC, no two signers on the Regional bank account may reside in the same household.

## Article V

### Meetings

- Section 1. All duly elected members of the URMRS shall hold one regular business meeting on the first Saturday of February, June, August and October at 1 (one) PM. Rotational schedule for URMRS meetings will be between the five Areas as follows: Central Wyoming Area (February), Central Basin Area (April Assembly), Wyoming Western Area (June), Wyo-Braska Area (August), and Freedom Seekers Area (October). Meetings will be set by the delegate team in cooperation and conjunction with the hosting areas RCM or an area contact and should be held in a location that significantly reduces travel for all its members.
- Section 2. The Regional Assembly will be held the first Saturday of April at 9 (nine) AM, and will be arranged by the RD. This is in addition to the business meetings in February, June, August and October. All members of the URMRS are encouraged, but not required, to attend the Assembly. Final CAR votes will be accepted by GSR's at the assembly. Additionally on Conference (even numbered) years, the Delegate team of the URMRS will hold a Conference Agenda Report (CAR) workshop for our Region GSRs starting at 9 (nine) am prior to the February RSC meeting.
- Section 3. Special meetings may be requested by the Chairperson or Vice Chair on being advised of a matter of special urgency. Reasonable notice of such meetings must be given to all voting participants by the Chair and is defined as two (2) weeks
- Section 4. All URMRS business meetings shall be open to any member of NA as non-voting participants but shall be closed to the general public unless specifically approved by the Chair. The only participants shall be those listed in **Article VI**, unless the Chairperson requests special input or clarification
- Section 5. Roberts Rules of Order will be used as procedure only where Consensus-Based Decision Making (CBDM) would not apply

## Article VI

### Participants

*This Committee shall have two (2) types of participants, that of voting and of non-voting. Voting participants shall have no more than one (1) vote.*

- Section 1. Voting members must be clean to be participants of the URMRS. These participants are expected to attend all URMRS meetings. Officers should not hold positions of RCM of an area; we recognize the primary importance of the RCM vote. The voting participants of the URMRS are the following officers:
1. Chairperson
  2. Vice Chairperson
  3. Secretary
  4. Treasurer
  5. Regional Delegate
  6. Alternate Delegate
  7. Web-Servant

8. Convention Committee Chair (*current*)
9. Convention Committee Chair (*incoming*)

*also* Regional Committee Members (RCM) or their alternates as elected by, and represent, their Area's conscience. The RCMs can be chosen as resource people by the RSC Chair. Areas currently served by the URMRS are:

1. Central Basin Area
2. Central Wyoming Area
3. Freedom Seekers Area
4. Wyo-Braska Area
5. Wyoming Western Area

Section 2. Members of NA outside the RSC may attend URMRS meetings as non-voting members and may speak provided the Chairperson has granted them the floor.

## **Article VII            Duties of Officers**

*All Officers shall follow these Guidelines as set forth by the URMRS and shall submit a written report to the Secretary before each RSC. Each of the officers listed below, with the exception of the RD, AD, and Convention Committee Chair(s) serves for a period of two (2) years and shall not serve for more than two consecutive terms. All of these offices are open to any NA member who meets the requirements stated below. Any member serving on the URMRS should have a working knowledge of NA's Twelve Steps, Twelve Traditions, Twelve Concepts, and reside within one of the Areas served by the URMRS. In addition to the requirements listed below, officers shall have the following: willingness and desire to serve, personal time and ability to serve, financial resources to travel, if need be, and continued abstinence during term of office. The web servant shall post the business meeting minutes within thirty (30) days from the date of receiving the minutes from the Secretary. Based on our experience and to ensure continuity, outgoing officers are encouraged to remain active within the RSC and help to train newly elected officers.*

### Section 1.            Chairperson

Service experience: two (2) years minimum, three (3) years clean time, ability to chair in a firm and understanding manner, arranges agenda and presides over business meetings, maintaining order and calling for pros and cons, maintains a good working relationship with all other officers of the committee, co-signer of the URMRS bank account, votes only in the case of a tie *or* may send discussion back to the Areas.

### Section 2.            Vice Chairperson

Service experience: minimum one (1) year, two (2) years clean time, ability to chair in a firm and understanding manner, performs duties of absent officers, or any other positions that are vacant, performs the Chair's duties in the absence of the Chair, is a co-signer on the URMRS bank account.

### Section 3. Secretary

Service experience: minimum one (1) year, two (2) years clean time, takes accurate minutes of each URMRSB business meeting, distributes such minutes within one month after the last URMRSB meeting to all officers and RCMs, keeps a current contact list of all URMRSB participants, is responsible for P.O. Box, P.O. Box key and all Regional mailings, will have a file cabinet containing archives. File cabinets and archives will be turned over at the end of each of their terms to the new officer

### Section 4. Treasurer

Service experience: two (2) years minimum, five (5) years clean time requirement, prior treasurer experience demonstrating responsible handling of fellowship funds, custodian of URMRSB bank account and is responsible for reconciling checkbook, gives a written financial report at every business meeting, makes ledgers, journals, etc., available for auditing on a quarterly basis, is a co-signer on the URMRSB bank account, sends all monies over the defined sub-account caps to NAWB after each URMRSB meeting, prepares estimates and recommendations of operating budget requirements and reports these to the URMRSB on request and will have a file cabinet containing archives. File cabinets and archives will be turned over at the end of each of their terms to the new officer.

### Section 5. Regional Delegate (RD)

Suggest five (5) years clean time requirement, Serves for two (2) conference cycles, preferably two (2) years' experience at the area or regional level, primary responsibility of an RD is to work for the good of NA providing two-way communication between the URMRSB and NAWB, attends all regularly scheduled URMRSB meetings, maintains communication with and is available for any problems within the Region's Member Areas, works closely with the Regional Officers and any Resource Person, and is a source of information and guidance in matters concerning NA's Twelve Traditions and Twelve Concepts. In absence of both the Chair and Vice Chair, they shall act as Regional Chair. Participates at the WSC as the voice of the Region at the World Level and ought to receive a vote of confidence from the Region to vote on items not on the CAR, or where a specific discussion has not been obtained, evaluating each item with the needs of our group conscience in mind and the NA's Twelve Concepts. Attends the RMZF meeting yearly in July and attends the CAR workshop each conference cycle every other December. Acts as the co-facilitator for the Regional Assembly and all Regional Workshops and is a co-signer on the URMRSB bank account.

### Section 6. Alternate Delegate (AD)

Suggested four (4) years clean time, serves for two (2) conference cycles, preferably two (2) years' experience at the area or regional level, assumes the responsibilities of the RD if the RD is not available, attends the WSC, attends the RMZF meeting yearly in July and attends the CAR workshop each conference cycle every other December, acts as the cofacilitator for the

yearly Regional Assembly and all Regional Workshops and is a cosigner on the URMRSC bank account.

Section 7. Web Servant

Suggested four (4) years clean time, serves two-year term, preferably two (2) years' experience at the area or regional level, NA service and computer/web experience, maintains URMRSC website and web presence, maintains updated URM regular meeting list, maintains current information & website links for all Areas in the URM Region, keeps current email links on website for regular officers & RCM's.

Section 8. Convention Chairs (*two - one current, one for following year*)

Suggested three (3) years clean time, serve one- and one-half year's term, preferably two (2) years' experience at the area or regional level, coordinates the assignment of convention executive committee, assigns and coordinates appropriate Convention subcommittee chairs/members, facilitates the convention committee meetings, fulfills duties of any Convention executive committee member vacant and fulfills duties of any Convention sub-committee chair vacant in absence of Convention Vice-Chair.

**Article VIII**                      **Voting Procedures**

- Section 1. Each duly elected RCM is entitled to vote; in the event of an RCM's absence the RCM Alternate shall have the RCM's vote
- Section 2. Officers (excluding the Chairperson), as recognized by the URMRSC, shall vote on URMRSC business matters as recognized per **Concept Seven**
- Section 3. The Chairperson shall have one (1) vote only in the event of a tie
- Section 4. A quorum is needed to carry out all business at the URMRSC and shall consist of two-thirds (2/3) of the URMRSC voting participants. This quorum being present, a simple majority shall decide the matters before the Committee.
- Section 5. Two-thirds (2/3) vote of all voting participants shall be required regarding withdrawal of funds
- Section 6. The election of officers is made by a simple majority of voting participants
- Section 7. There will be no more than three (3) pros and three (3) cons heard on each seconded (2<sup>nd</sup>) motion before a consensus is reached. Each motion, including its intent, will be written by the maker and read by the Secretary.
- Section 8. URMRSC officers and RCMs are the only participants who may make and/or second (2<sup>nd</sup>) motions

**Article IX**                              **Elections**

- Section 1. Nominations and elections for all officers and participants listed in **Article VII** will be held as follows:
  - February RSC - *Convention Committee Chair, Web Servant*
  - June RSC – *Chairperson and Vice Chairperson, Secretary and the Treasurer*
  - October RSC – *RD and AD*



- Section 2. All nominees must be present or submit a written request at the time of their nomination in order to be elected to a position of the URMRS
- Section 3. In the event of a vacated office, temporary appointments may be made by election until the next regularly scheduled election
- Section 4. If at the time of election, the newly elected officer is an RCM, that person is encouraged to resign as RCM, enabling the Area to elect a new RCM. Thus ensuring all Areas equality of representation
- Section 5. Vice chair, AD, or any other alternate type officers do not automatically assume the next higher position. They must be given a vote of approval by the URMRS.
- Section 6. Upon election, any officer or of the URMRS shall take office at the conclusion of the meeting at which they were elected. All privileges, voting and otherwise, will be honored by the body at its next regularly scheduled meeting.
- Section 7. We suggest each URMRS officer keeps archives of their position and pass them to their successors, prepare a statement explaining how they have best found to do their duties. Archives should explain what the committee did and how they accomplished it. Collected archives should be passed on to the next officer to further our work in the most productive manner.

**Article X**                      **Removal of Officers**

*The URMRS may declare vacant the position of any officer who has been: absent at two consecutive URMRS meetings without contact or representation; found unable, by the committee as a whole, to perform the duty of the position; fails to meet requirements and duties as described in **Article VII***

- Section 1. No officer shall be removed without cause and has the right to enact **Concept Ten** on their own behalf
- Section 2. A two-thirds (2/3) majority vote of all voting participants shall be required in the removal of any officer

**Article XI**                      **Money matters**

- Section 1. The Secretary may be reimbursed up to twenty-five (\$25.00) at each RSC meeting to cover the expense of the minutes
- Section 2. The URMRS Treasurer will first, with all donations, cap the Regional Travel Fund at \$3,000.00. The Treasurer will maintain a \$500 operating fund which is not to be used for travel.
- Section 3. The URMRS will donate any remaining funds, after meeting the caps, after each URMRS meeting, to NAWS
- Section 4. The URMRS will pay all officers thirty (.30) cents per mile to travel to all RSC meetings
- Section 5. Officers are asked to carpool when feasible and if possible to share hotel rooms

- Section 6. The URMRSRC will fund its RD to attend the RMZFF meeting yearly, the RMZFF CAR workshop biyearly and the annual Regional Assembly. It is this body's responsibility to fund the Rocky Mountain Zonal Forum when it's our turn to host – which means to get a facility and supply food.
- Section 7. The URMRSRC will fund its AD to attend the RMZFF meeting yearly, the RMZFF CAR workshop biyearly, the annual Regional Assembly and the meeting of the WSC each conference cycle.
- Section 8. Funding generally includes automobile or air travel, hotels and foods for delegates and will be paid in advance with mileage and hotel estimates and food stipend as established by NAWS.
- Section 9. The executive committee will audit the check book annually in October during workshop time.

## **Article XII                      Convention Rotation**

- Section 1. The rotation for the Regional Convention, URMRCNA, is as follows:  
Wyo-Braska Area, Freedom Seekers Area, Wyoming Western Area,  
Central Wyoming Area and Central Basin Area
- Section 2. In the event an area is not prepared to host the Convention, the next area in the rotation would do so. This would be decided in February with the election of the incoming Convention Chair.

**Any portion of these guidelines may be amended at any time by  
a two-thirds (2/3) vote of the URMRSRC participants**

## TWELVE CONCEPTS FOR NA SERVICE

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

## Group conscience

*“Working with others is only the beginning of service work.”*

**Basic Text, p. 59**

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Service work calls for a selfless devotion to carrying the message to the still-suffering addict. But our attitude of service cannot stop there. Service also requires that we look at ourselves and our motives. Our efforts at service make us highly visible to the fellowship. In NA, it is easy to become a “big fish in a little pond.” Our controlling attitude can easily drive away the newcomer.

Group conscience is one of the most important principles in service. It is vital to remember that the group conscience is what counts, not just our individual beliefs and desires. We lend our thoughts and beliefs to the development of a group conscience. Then when that conscience arises, we accept its guidance. The key is working with others, not against them. If we remember that we strive together to develop a collective conscience, we will see that all sides have equal merit. When all the discussions are over, all sides will come back together to carry a unified message.

It is often tempting to think that we know what is best for the group. If we remember that it doesn't matter if we get our way, then it is easier to allow service to be the vehicle it is intended to be—a way to carry the message to the addict who still suffers.

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**Just for today:** I will take part in the development of group conscience. I will remember that the world won't end just because I don't get my way. I will think about our primary purpose in all my service efforts. I will reach out to a newcomer.

Guidelines approved on February 2, 2013 in Cheyenne, WY and sent to the regional body on 05/28/2014.