

NAME AND BOUNDARIES:

- A. This body is to be known as the California Inland Region of Narcotics Anonymous (CIRNA).
- B. This committee serves that portion of California bound 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 unify the areas within its boundaries.
- B. Another function is to carry the Narcotics Anonymous "message of recovery" 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 of Service of NA will bind this committee. Ensuring that these functions are carried out, CIRNA will have Resource Officers and Sub-Committee's directly responsible to those they serve, through CIRNA.

III. 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, Literature Distribution and Activities.
- C. CIRNA, its sub-committees, 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 members.
- 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 to be donated Quarterly. All surpluses at the end of the year to be donated to WSO/NAWS.
- G. Every year CIRNA will assess and establish a prudent reserve and a working capital for that year. This will be done no later than January.
- H. CIRNA may provide special ad-hoc committees as needed; they shall meet for a designated time with a singular purpose.
- I. CIRNA may provide and distribute quarterly meeting directories.
- J. CIRNA may provide literature for sale at cost to member areas.
- 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 year's performance in its ability to fulfill its primary function listed under "PURPOSE". This shall be done no later than October of that year.

IV. REGIONAL SERVICE CONFERENCE (RSC) MEETINGS:

- A. CIRNA shall hold its RSC meetings on the 1st Sunday of each month at 1:00pm unless otherwise directed by the voting members of this body.
- B. CIRNA shall hold a Regional Assembly annually in the month of January.
- 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 five areas of CIRNA as follows:
 - 1. January – Lower Desert Area
 - 2. March – Southwest Area
 - 3. May – Greater Mojave Area
 - 4. August – Mountain Area
 - 5. October – Morongo Basin Area

6. All other meetings to be held at the CIRNA Regional Office

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. Regional Webmaster
7. Regional Webmaster Alternate
8. Convention Committee Chairperson
9. Regional Office Manager
10. Regional Insurance Officer

11. Regional Resource Officers/Sub-Committee Chairs

- a. Hospitals and Institutions (H&I)
- b. Public Information and Phonelines (PI&PL)
- c. Outreach
- d. Literature Review
- e. Activities **Resource Officer**

- C. RCM's and their alternates, who have been elected to represent their area's conscience, shall be recognized as regional committee members.

REQUIREMENTS AND DUTIES:

D. 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 help train new officers.
- d. Each of the elected officers may not serve more than two consecutive terms in the same office.
- e. Each of these offices is open to any member of NA who meets the requirements as stated at the time of nominations and elections.
- f. Must reside within the CIRNA boundaries.
- g. RSC Executive Body and Officers positions can not be held by RCM's.
- h. Must be willing to sign a statement of Financial Responsibility.

E. Chairperson:

1. Requirements:

- a. Service at a regional level, at least 2 years out of the last 5 years.
- b. Five years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- d. A means of self-support.

2. Duties:

- a. Arrange meeting agenda, preside 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 general bank account, literature distribution, and convention accounts.
- e. Votes only in case of a tie.
- f. Initiates the Annual Financial Audit of all CIRNA Accounts.
- g. Will contact in writing any RCM, and respective area or Officer that have been absent for two consecutive RSC's.
- h. Will inform all RCM's and officers of any change in date or time of meeting.

F. Vice Chairperson

1. Requirements

- a. Service at a regional level at least 2 years within the last five years.
- b. Four years continuous recovery and attendance at NA group meetings.
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- d. A willingness to serve as Chairperson if elected the following term **or if the Chairperson position becomes vacant.**
- 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 sub-committee activities and is available for any subcommittee problems.
- c. Will be a signer on the all CIRNA bank accounts (**except convention**).
- d. Will help the Chairperson inform RCM's and officers of any changes to meeting time and date.

G. Treasurer

1. Requirements

- a. Service at **CIRNA or one of the member areas** at least 3 years within the last five years.
- b. Five years continuous recovery and attendance at NA group meetings
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- d. Accounting and book keeping experience STRONGLY recommended
- e. ~~Be custodian of RSC bank account.~~
- e. A means of self-support.

2. Duties

- a. Be Responsible for all RSC financial transactions.
- b. Be custodian of RSC bank account 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 by RSC participants.
- e. Will be a signer on all CIRNA bank accounts including all sub-committee accounts.
- f. **Initiates CIRNA's annual tax filings with assistance from the Chairs, Vice Chair & previous treasurer.**

H. Vice Treasurer

1. Requirements

- a. Service at **CIRNA or one of the member areas** at least 3 years within the last five years.
- b. Five years continuous recovery and attendance at NA group meetings
- c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- d. Accounting and book keeping experience STRONGLY recommended.
- e. ~~Be custodian of RSC bank account.~~
- e. A willingness to serve as Treasurer if elected the following term or in the event that the treasurer's position becomes vacant.
- f. A means of self-support.

2. Duties
 - a. Assist the treasurers in their duties.
 - b. Will be a signer on all CIRNA bank accounts **and** all sub-committee accounts (**except convention**).
 - c. Present at all audits.

- I. Secretary
 1. Requirements
 - a. Service at area or regional level at least 2 years **within the last three years**.
 - b. Three years continuous recovery and attendance at NA group meetings.
 - c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
 - d. Secretarial skills are very helpful and strongly recommended.
 2. Duties
 - a. Take accurate minutes of each RSC.
 - b. Maintain archives(minutes ,reports, fliers, motion cards)
 - c. Distribute minutes at the RSC to all participants and **provide** to the Chair and RCM's 2 weeks prior to the RSC.
 - d. Keep a current list of addresses and phone numbers of all RSC participants.
 - e. Work with chairperson on correspondence, including notification to any area service or sub-committee chairperson, when the respective representative has been absent at 2 consecutive RSC's.
 - f. See that a copy of CIRNA guidelines is **available upon request**.
 - g. Maintain an index of motions made at the RSC.

- J. Regional Delegate
 1. Requirements (**this position is a 2 year service commitment**)
 - a. Service at **CIRNA or one of the member areas** at least 3 years within the last five years.
 - b. Five years continuous recovery and attendance at NA group meetings
 - c. A good working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
 - d. The capability and willingness to travel are required.
 - e. Excellent communication skills, written and verbal, are important.
 2. Duties
 - a. Attends all RSC's and maintain communications with and be available for any problems within the Area Service Committees.
 - b. Work closely with RSC participants and be a source of information and guidance in matters concerning the Twelve Traditions and the Twelve Concepts.
 - c. Participate at the World Service Conference-WSC as the voice of the Region. Prior to the WSC, the delegate should receive a vote of confidence from the RSC to vote for items not on the agenda or where a specific decision has not been obtained, evaluating each item with the needs of the fellowship in mind.
 - d. Participate in Western States Zonal Forum as the voice of the Region.
 - e. Visit participating Area Service Committees when requested.
 - f. Distributes copies of the WSC minutes and any other correspondence concerning the region to the RSC, its officers and RCM's.
 - g. Maintain a file on necessary World level NA business.
 - h. **Obtain and make available upon request information, from World Services, that can only be obtained by the RD.**

- K. Regional Delegate Alternate
 1. Requirements **this position is a 2 year service commitment**
 - a. Service at **CIRNA or one of the member areas** at least 2 years within the last four years.
 - b. Four years continuous recovery and attendance at NA group meetings.

- c. A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 - d. **A willingness to serve as Regional Delegate if elected the following term.**
 - d. A capability and willingness to travel are **very important** required.
2. Duties
- a. Perform the duties of the Regional Delegate in their absence.
 - b. Attend WSC with the Regional Delegate.
 - c. Attend RSC 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.
- L. Literature Distribution Officer
1. Requirements
- a. Service experience at **CIRNA or one of the member areas** experience at least three years **within** last five years.
 - b. Five years continuous recovery and regular attendance at **NA group meetings**.
 - c. A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 - d. Accounting and book keeping experience **STRONGLY** recommended.
 - e. A means of self-support.
2. Duties
- a. Be custodian and signatory 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.
 - e. To order and maintain inventory of necessary literature and World Service Office products.
 - f. Attend all RSC meetings.
 - g. Fulfill member areas with literature purchases.
 - h. Provide a **quarterly** report **of** inventory on hand.
- M. Literature Distribution Officer Alternate
1. Requirements
- a. Service **CIRNA or one of the member areas** experience at a regional or area level at least two years **within the** last four years.
 - b. Four years continuous recovery and regular attendance at **NA group meetings**.
 - c. A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 - 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.**
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 annually or when requested by the RSC.
 - d. Assist in ordering and maintaining inventory of necessary literature and World Service Office products.
 - e. Attend RSC meetings regularly.
 - f. Assist in fulfilling member area with literature purchases.
- N. Meeting Directory Officer
1. Requirements
- a. Service experience at **a regional** or area level for at least **two** years. ~~of the~~
 - b. **Three** years continues recovery and regular attendance at NA group meetings.
 - c. Good working knowledge of the twelve steps **Twelve Traditions and Twelve Concepts** of Narcotics Anonymous.

- d. Ability to produce a quality meeting directory, on a quarterly basis.
- 2. Duties
 - a. Attend all RSC meetings.
 - b. Gather changes and group meeting schedules from RCM's, group secretaries and area Meeting Directory Officers and work closely with the Regional Webmaster.
 - c. To produce a neat and clear meeting directory on a quarterly basis and make copies available as requested by RSC participants.
 - d. Makes changes to meeting directory information as directed by RSC.
- O. Regional Webmaster
 - 1. Requirements
 - a. Service experience at **CIRNA or one of the member areas** for at least three years **within the** last five years.
 - b. **Four** years continuous recovery and regular attendance of NA group meetings.
 - c. Good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 - d. Access to a computer with Internet connection.
 - 2. Duties
 - a. Follow policies as outlined in the approved 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. Check the web page links regularly and keep up to date.
 - f. Maintain web page links to NA world services web site and other websites/pages officially sanctioned by a regional or area service committee of NA.
 - g. To make sure there's no implied endorsements of outside enterprises or services through links for web page content.
 - h. Be a custodian of web page account.
- P. Regional Webmaster Alternate
 - 1. Requirements
 - a. Service experience at **CIRNA or one of the member areas** for at least two years out of the last four years.
 - b. **Four** years continuous recovery and regular attendance of NA group meetings.
 - c. Good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 - 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 delegate position becomes vacant.**
 - b. Attend all RSC meetings.
 - c.
 - d. Report to the RSC and fill in for the Regional Webmaster in the event of their absence.
- Q. Sub-Committee Chairs
 - 1. CIRNA shall maintain sub-committees directly responsible to the region and areas they serve. The CIRNA RSC will ratify all elected sub committee chairpersons. All sub-committees shall submit guidelines within 90 days of forming, or elections.
 - 2. Convention
 - a. To provide an annual CIRNA convention within the regional boundaries.
 - 3. Ad-Hoc
 - a. These are temporary committees that are created by the chairperson or by simple majority vote of the RCM'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.
 - 4. Duties

- a. All regional sub committees shall hand in monthly written reports to be included in the minutes.
- R. Regional Insurance Officer
- 1. **Requirements:**
 - a. **Service experience at the regional level for at least one year.**
 - b. **Four years of continuous recovery and attendance at NA group meetings.**
 - c. **A good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.**
 - d. **May be held by regional trusted servants who hold another elected position at the RSC.**
 - 2. **Duties:**
 - a. **Coordinate with and be the single point of contact with insurance carrier.**
 - b. **Be single point of contact for all regional insurance requests.**
 - c. **Advise the RSC in all insurance matters.**
- S. Regional Resource Officers (RRO)
- 1. **Requirements:**
 - a. Three 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 of NA.
 - 2. **Duties:**
 - a. Hospitals and Institutions (H&I)
To assist in the efforts of carrying the message of NA to addicts in controlled environments and to support the areas by being a regional resource of information and hosting quarterly meetings.
 - b. Public information and Phonelines (PI/PL)
To assist area PI/PL efforts and to provide a regional source of information about NA to area members of CIRNA and host quarterly meetings.
 - c. Outreach
To assist in providing a direct link of communication for isolated groups or areas within CIRNA and host quarterly meetings.
 - d. Literature Review
To assist area Literature Review efforts by being a regional resource of information and collecting area input on literature projects.
 - e. Activities Resource Officer
To assist in providing a direct link of communication between Area activity committee's regional events.
- T. Regional Service Office Manager
- 1. The RSC will elect a person to act as manager of the regional service office.
 - 2. **Function:**
 - a. To provide meeting space for RSC, Regional resource Officers, and all regional sub-committees.
 - b. To provide a place for storage of regional activities, regional resource officer and sub committee materials.
 - 3. **Requirements:**
 - a. **18 Months** continuous recovery and attendance at NA group meetings.
 - b. Good organizational skills.
 - 4. **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.
 - d. Maintain a record of all expenditures with a written report being submitted to the RSC on a monthly basis.

VI. Budgets:

- A. The following Officers **will establish an annual budget within 30 days of taking office**. If exceeded, it needs to be voted on by the RCM's.
1. Chairperson
 2. Vice Chairperson
 3. Secretary
 4. Regional Office Manager
 5. Webmaster
 6. **Regional Delegate**
 7. **Regional Delegate Alternate**

VII. Elections:

- ~~A. All officers will be nominated in November, elected in December, and take office in January, Regional Delegate and Alt. Regional Delegate every other year for the 2yr. conference cycle.~~
1. **All nominees must be present at the time of their nomination and election to an office of CIRNA**
 2. **There shall be a 30 day grace period between nomination & election.**
- B. Convention Committee holds nominations in June, elections in July and take office in September. (Confirmation of Chair and Treasurer by RSC)
- C. In the case of a vacated office, a nomination request will go out to the fellowship for at least **60** days prior to the special election. The special election will be held 60 days after office is vacated to fill the position until the next regular election.
- D. Any vice or alternate does not automatically assume the next higher position. They must be voted in by the RSC.
- E. All RSC participants may vote during elections or removal of officers.
- F. Members must be clean and active in the fellowship of NA to be participants of the CIRNA Service Body.
- G. 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 RSC for the first time will not be recognized as a voting participant until their attendance at a second consecutive RSC meeting.
- C. Any area not represented at two consecutive RSC's will lose their vote until reinstated by attending two consecutive RSC meetings.
- D. The Chairperson votes only in the event of a tie except in 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 3 out of 5 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
- H. A 2/3rd vote of RSC participants is required in the removal of executive body **or** regional officers
- I. Election of officers is by a simple majority vote of RSC Participants.
- J. A quorum vote is required to amend/change guidelines.

IX. Finances

- A. Fiscal year for CIRNA starts 1st of January and ends on the 31st 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.
- C. To ensure monetary security of CIRNA no 2 signers on the same bank accounts of this region may reside in the same household.
- D. CIRNA will provide funds for the Alternate Regional Delegate expenses relating to travel, lodging, and meals while attending the World Service Conference.

- E. CIRNA may provide funds for the Conference 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.
- F. 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.
- G. Motions involving the distribution of funds require a quorum vote to pass.
- H. 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.
- I. CIRNA will maintain a literature distribution bank account; the signers include the literature distribution officer, RSC Chairperson, Vice Chairperson, RSC Treasurer, Vice Treasurer.
- J. All Treasurers associated with RSC Sub-Committees must be ratified by the RSC.
- K. 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.
- 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 monthly report of the findings at the next CIRNA Regional Service ~~meeting~~ 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, ~~and or actions/actions made~~, 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 a majority vote of the CIRNA Regional Service Committee.

X. Motion Procedures

- A. Any RSC participant may make a written motion. There will be no further discussion until seconded by an RCM.
- B. The Chairperson 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. The chairperson may be overruled by a majority vote of the quorum present.
- D. Amendments to the motion will follow the same procedures as the original motion.
- E. Amendments (friendly) must be accepted by both the motion maker and the RCM seconding the motion.
- F. After the chairperson has closed the discussion, the motion will go to the floor for a vote.
- G. To forego procedural guidelines a majority of the quorum present is required.
- H. 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:

- A. To file a Tenth Concept grievance one should follow these guidelines:

1. The first step is to write out a clear and ~~concise, 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 next 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 both 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 both parties concerned. Should this not meet the needs of ~~the~~ any of the aggrieved member(s), the matter maybe brought to the regional service conference. The process previously stated is also applied at this level. All parties involved should always be present when there is discussion of the grievance. Every effort to include those involved must be made. In the event of the grievance being bought to the RSC ~~floor~~, one may want to accept this as the final word on the issue.
3. A Tenth Concept grievance that is filed solely, in regards 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 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 and so **much** prayer, reading **and** meditation and thought **are** necessary in this situation. As in all matters, a loving Higher Power should be invited to participate in the process.